



Agenda for the Regular Meeting of the Belleville Public Library Board – Tuesday, 18 November 2025 at 6:00 PM in the Board Room

1. Call to Order
2. Declarations of pecuniary interest by Library Board Members
3. Motion to approve the agenda for the Regular Meeting of 18 November 2025
4. Motion to approve the minutes of the Regular Meeting of 21 October 2025
5. Items for Information

- Statistics: October 2025
- Media Report

Resolution: “THAT the items for information be received.”

6. Financial Statement to 31 October 2025

Resolution:

“THAT the Financial Statement to 31 October 2025 be approved as presented.”

7. Report to the Belleville Public Library Board 25_12: Patrons entering building and other usage statistics 2015-2024

Resolution:

“THAT the Board receives report 25_12: Patrons entering building and other usage statistics 2015-2024 for information.”



8. Report to the Belleville Public Library Board 25_13: Library Board reserve accounts review with recommended adjustments

Resolution:

“THAT the Board receives report 25_13: Library Board reserve accounts review with recommended adjustments, and THAT the Board approves the changes in name and purpose for the various reserve and trust funds as presented.”

9. Report to the Belleville Public Library Board 25_14: Accession of donated Manly MacDonald painting to Gallery permanent collection

Resolution:

“THAT the Board accepts the following donated painting into the John M. Parrott Art Gallery’s permanent collection, as per the recommendation of the Gallery Curator: *Salmon River in Napanee* by Manly E. MacDonald.”

10. Other business

11. Adjournment

Next meeting: January 20, 2026



**The Minutes of the Regular Meeting of the Belleville Public Library Board on
Tuesday, 21 October 2025 at 6:00 PM in the Board Room**

Present: Councillor P. Carr (Chair); P. Appolon; G. Fraiberg;
Councillor K. Henderson; S. Jennings; R. Ingersoll; E. Lindenberg;
M. Roberts; Councillor M. Seu

T. Pross, CEO; H. Dewar, Manager of Public Service;
J. Van Manen, Payroll and Accounts Administrator

Regrets: None

Media: None

1. **Call to Order:** The meeting was called to order by the Chair at 6:00 p.m.

2. **Declarations of pecuniary interest by Board Members:** None

3. **Motion to approve the agenda for the Regular Meeting of 21 October 2025**

MOVED by G. Fraiberg, **SECONDED** by Councillor Seu, THAT the agenda for the Regular Meeting of 21 October 2025 be approved. **CARRIED**

4. **Motion to approve the minutes for the Regular Meeting of 16 September 2025**

MOVED by M. Roberts, **SECONDED** by Councillor Henderson, THAT the minutes for the Regular Meeting of 16 September 2025 be approved. **CARRIED**

No business arising from the minutes.

5. **Items for Information**

- **Statistics September 2025**
- **Media Report**

MOVED by S. Jennings, **SECONDED** by P. Appolon, THAT the items for information be received. **CARRIED**

The CEO will prepare a report on the number of people entering the building over the last ten years to be presented at the November meeting.



6. Financial Statement to 30 September 2025

MOVED by R. Ingersoll, **SECONDED** by M. Roberts, THAT the Financial Statement to 30 September 2025 be approved as presented. **CARRIED**

7. New Policy: BPL 029 Sale and disposition of real property

MOVED by Councillor Henderson, **SECONDED** by P. Appolon, THAT the Board approves policy BPL 029 Sale and disposition of real property as presented. **CARRIED**

8. Board meeting and closure dates for 2026

MOVED by S. Jennings, **SECONDED** by R. Ingersoll, THAT the Board approves Board meeting and closure dates for 2026 as presented with the addition of Family Day, Monday February 16, 2026. **CARRIED**

9. Operating Budget and Municipal grant request approval

MOVED by Councillor Carr, **SECONDED** by Councillor Henderson, THAT the Board approves the Draft 2026 Operating Budget with the following amendments: increase the reserve transfer revenue and reduce the requested Municipal Operating Grant amount to result in a 2.5% increase over the 2024 Municipal Operating Grant amount. The Board directs the CEO to submit the amended budget and Municipal Operating Grant request to the City of Belleville for Council's consideration. **CARRIED**

The CEO will prepare a report on the purpose and labeling of Board reserve fund accounts to be presented at the November meeting.

The CEO will provide information to the Board about the legal agreement between the Board, the City of Belleville, and the County of Hastings for the funding of operations for the Community Archives of Belleville and Hastings County.

10. Strategic action plan update: Self-serve options and bookmobile fundraising

MOVED by E. Lindenberg, **SECONDED** by P. Appolon, THAT the Board receives Strategic action plan update: Self-serve options and bookmobile fundraising for information. **CARRIED**



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

11. Other business:

The CEO distributed letters and group photos from the Mayor to Trustees in recognition of their volunteer work on the Board.

The CEO invited the Board to attend the Belleville Arts Festival launch event with Author Charlotte Gray on Saturday, November 1st, 2025 at 2:00 pm.

12. Adjournment: The meeting was adjourned at 7:00 p.m. on a motion by M. Roberts.

Next meeting: November 18, 2025

October 2025									
Circulation: physical					Circulation: digital				
Inter-library loans - lent					Hoopla				
Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change	Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change
55	147	679	1,428	-52%	1,303	1,291	12,814	12,942	-1%
Inter-library loans - borrowed					Kanopy				
Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change	Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change
32	105	630	939	-33%	206	325	2,747	3,034	-9%
3D Prints					Overdrive - eBooks				
Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change	Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change
3	5	59	53	11%	3,251	3,456	32,387	37,165	-13%
All ages - CD audiobooks					Overdrive - audiobooks				
Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change	Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change
343	259	2,901	2,782	4%	2,028	1,799	18,533	18,326	1%
Hotspot Loans					Overdrive - Magazines				
Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change	Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change
50	66	548	369	49%	1,813	1,244	16,188	12,342	31%
Adult - DVD					MediciTV				
Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change	Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change
2,530	3,027	25,698	30,979	-17%	18	102	564	648	-13%
Children - DVD					Total digital circulation				
Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change	Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change
452	574	5,667	4,950	14%	8,619	8,217	83,233	84,457	-1%
Adult and teen - print					TOTAL CIRCULATION				
Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change	Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change
14,043	14,085	141,826	141,902	0%	35,835	35,678	360,274	361,539	0%
Children - print					Percentage of total circulation (%)				
Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change	2025 YTD Physical	2025 YTD Digital	2024 YTD Physical	2024 YTD Digital	
9,798	9,450	100,401	96,100	4%	77%	23%	77%	23%	
Genre breakdown (print): children's					Reserves placed				
General	French	Board books	Picture books	Graphic novels	Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change
3,630	450	977	3,428	1313	2,978	2,929	30,640	30,673	0%
Genre breakdown (print): adult					Reserves filled				
General	Non-fiction	Romance	Sci-fi	Fantasy	Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change
5,789	1,798	973	105	264	2,897	3,050	27,415	27,693	-1%
Periodicals	French	Inspirational	Western	Mystery	Public computer usage				
238	37	140	112	1533	Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change
					1,152	1,536	12,382	12,118	2%
Biography	Large print	Teen / YA	Graphic Novels	Special Collections	Overdue notices				
618	1190	479	668	99	Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change
					222	191	1,960	1,754	12%
Total physical circulation									
Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change					
27,216	27,461	277,041	277,082	0%					

Gallery Programs					General				
Number of programs / events					Patrons entering building				
Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change	Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change
7	7	60	78	-23%	11,645	12,427	120,840	119,422	1%
Attendance					Class visits Library				
Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change	Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change
116	249	1,408	1,597	-12%	11	9	57	42	36%
Number of gallery opening receptions					Attendance				
Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change	Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change
1	1	15	13	15%	451	658	2,225	1,851	20%
Attendance					Class visits Gallery				
Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change	Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change
140	100	1,106	716	54%	5	5	29	22	32%
Children's Programs					Attendance				
Number of programs / events					Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change
Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change	215	206	1,201	804	49%
19	25	230	224	3%					
Attendance					Number of Visiting Library Service visits				
Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change	Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change
427	536	6,830	7,459	-8%	34	37	346	408	-15%
Teen Programs					New registrations				
Number of programs / events					Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change
Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change	214	214	1,888	1,906	-1%
4	3	36	30	20%					
Attendance					Virtual Branch				
Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change	Website visits				
83	57	637	548	16%	Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change
					21,187	20,943	211,987	188,822	12%
Adult Programs					# of Social media followers				
Number of programs / events					Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change
Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change	6,899	7,131	6,899	7,131	-3%
28	32	272	254	7%					
Attendance					Research and Learning				
Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change	Electronic resource usage				
466	415	3,601	3,892	-7%	Ancestry	Canadian Ref Centre	History Alive	Mango Language	Tumblebooks
					45	3	916	16	2
Total number of programs / events									
Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change	Novelist Plus	Gale Courses	Academic Search Premier		
59	68	613	599	2%	18	54	1		
Total attendance					Total Electronic resource usage				
Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change	Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change
1,232	1,357	13,582	14,212	-4%	1,055	870	6,842	12,158	-44%
					Research requests and ask-a-librarian				
Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change	Oct 2025	Oct 2024	2025 YTD	2024 YTD	YTD % Change
					61	82	670	698	-4%

Media Coverage
October 2025

Library Line	Terrifyingly good reads: Horror novels for brave readers - Jonathan Powell, Librarian Coordinator	Intelligencer Online	October 2
	Library Month and Arts Festival - Trevor Pross, CEO	Intelligencer Online	October 9
		Intelligencer	October 14
	Halloween reads for a warm and whimsical fall - Ann Nicol, Library Assistant	Intelligencer Online	October 16
		Intelligencer	October 21
	Veterans Week Talk and Postcard Display at Belleville Public Library - Jenny Pust, Librarian Coordinator	Intelligencer Online	October 23
		Intelligencer	November 1
Articles	Downtown Belleville hosts Haloween Hunt on October 25	Intelligencer Online	October 17
		Intelligencer	October 21
	Strong library systems lead to strong communities - Shell-Lee Wert	Intelligencer Online	October 21
		Intelligencer	October 23
	Belleville Arts Festival launches this November	Intelligencer Online	October 23
		Intelligencer	October 28
	Belleville Arts Festival welcomes Charlotte Gray - Jack Evans	Intelligencer Online	November 2
		Intelligencer	November 4

Library Detail - Monthly

Date : Nov 10, 2025

Time : 1:42 pm

For Period Ending 31-Oct-2025



	BUDGET	CURRENT YTD	VARIANCE	% SPENT	LAST YEAR YTD	LAST YEAR TOTAL
LIBRARY FUND						
REVENUE						
REVENUE						
Revenue Details						
MUNICIPAL GRANTS	-2,776,000.00	-2,311,000.00	-465,000.00	83.25	-2,210,000.00	-2,663,972.90
FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
PROVINCIAL GRANTS	-94,000.00	-8,043.80	-85,956.20	8.56	-6,728.80	-108,219.28
HASTINET PARTNERSHIP	0.00	0.00	0.00	0.00	0.00	0.00
USER FEES	-46,500.00	-41,163.99	-5,336.01	88.52	-36,846.17	-45,570.28
DONATIONS REVENUE	-6,000.00	-4,841.72	-1,158.28	80.70	-5,142.66	-29,647.71
INVESTMENT INCOME	-30,000.00	-27,096.97	-2,903.03	90.32	-30,270.32	-37,130.85
OTHER REVENUE	-88,000.00	-39,838.31	-48,161.69	45.27	-46,811.60	-90,892.12
SALES OF GOODS	-500.00	-158.83	-341.17	31.77	-167.40	-212.40
RESERVE FUND TRANSFERS	-30,000.00	0.00	-30,000.00	0.00	0.00	-38,295.00
TRUST FUNDS	-1,000.00	0.00	-1,000.00	0.00	0.00	-2,470.09
Total Revenue Details	-3,072,000.00	-2,432,143.62	-639,856.38	79.17	-2,335,966.95	-3,016,410.63
Total REVENUE	-3,072,000.00	-2,432,143.62	-639,856.38	79.17	-2,335,966.95	-3,016,410.63
Total REVENUE	-3,072,000.00	-2,432,143.62	-639,856.38	79.17	-2,335,966.95	-3,016,410.63
EXPENDITURES						
EXPENDITURES						
Expenditures Detail						
LIBRARY LABOUR - REGULAR	2,302,500.00	1,823,847.56	478,652.44	79.21	1,762,221.41	2,221,737.84
LIBRARY LABOUR - SUMMER	6,500.00	0.00	6,500.00	0.00	0.00	0.00
GALLERY OPERATION	5,000.00	3,190.48	1,809.52	63.81	6,710.44	7,390.12
Sales of Goods - COGS	0.00	0.00	0.00	0.00	0.00	0.00
LIBRARY MATERIALS - BOOKS	90,500.00	81,263.78	9,236.22	89.79	80,163.24	5,695.08
LIBRARY MATERIALS - PERIODICALS	3,500.00	1,674.04	1,825.96	47.83	2,364.87	4,709.66
LIBRARY MATERIALS - CD	0.00	0.00	0.00	0.00	0.00	0.00
LIBRARY MATERIALS - DISC MEDIA	32,000.00	24,985.23	7,014.77	78.08	28,223.17	0.00
LIBRARY MATERIALS ELECTRONIC RESOURCES	111,000.00	86,338.11	24,661.89	77.78	84,360.27	99,396.68
LIBRARY MATERIALS - MICROFILM	5,500.00	4,770.02	729.98	86.73	5,771.42	2,416.80
LIBRARY MATERIALS - ART	0.00	0.00	0.00	0.00	0.00	0.00
LIBRARY PROGRAMS	8,000.00	6,381.79	1,618.21	79.77	5,406.83	7,782.74
FACILITY OPERATION	188,000.00	162,023.20	25,976.80	86.18	152,822.54	178,106.19
ADMINISTRATION	236,500.00	164,246.96	72,253.04	69.45	214,427.20	293,702.09
SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00
DONATIONS/AWARDS	500.00	0.00	500.00	0.00	0.00	0.00
HASTINET	57,500.00	50,273.72	7,226.28	87.43	60,845.83	64,895.83
AMORTIZATION EXPENSE	0.00	0.00	0.00	0.00	0.00	176,940.49
TRANSFERS TO RESERVES	25,000.00	0.00	25,000.00	0.00	0.00	80,099.42
Total Expenditures Detail	3,072,000.00	2,408,994.89	663,005.11	78.42	2,403,317.22	3,142,872.94

Library Detail - Monthly

For Period Ending 31-Oct-2025



	BUDGET	CURRENT YTD	VARIANCE	% SPENT	LAST YEAR YTD	LAST YEAR TOTAL
LIBRARY FUND						
Total EXPENDITURES	3,072,000.00	2,408,994.89	663,005.11	78.42	2,403,317.22	3,142,872.94
Total EXPENDITURES	3,072,000.00	2,408,994.89	663,005.11	78.42	2,403,317.22	3,142,872.94
Surplus/Deficit	0.00	-23,148.73	23,148.73	0.00	67,350.27	126,462.31
Total LIBRARY FUND	0.00	-23,148.73	23,148.73	0.00	67,350.27	126,462.31
Total Surplus (-)/Deficit	0.00	-23,148.73	23,148.73	0.00	67,350.27	126,462.31

Report to the Belleville Public Library Board 25_12: Patrons entering building and other usage statistics 2015-2024

Trevor Pross, Holly Dewar, Jane Van Manen

November 2025

Suggested Resolution:

THAT the Board receives report 25_12: Patrons entering building and other usage statistics for 2015-2024 for information.

Report highlights:

The two years of the pandemic (2020-2021) saw major fluctuations in our usage statistics due to closures and other service interruptions, and this has affected the averages and trends over time.

Patrons entering the building

When comparing the total number of patron visits in 2024 (142,283) to the total number of visits in 2015 (202,047), there is a decline in annual visits of -30%. However, the number of patrons entering the building increased steadily between 2015 and 2019, then also increased steadily after the pandemic (2022 to 2024).

The average number of visits for 2015 to 2024 was 153,080 patrons annually. However, if we take the two pandemic years out of the calculation, we end up with an average number of visits of 173,094 patrons annually. This demonstrates how the years 2020 and 2021 skew the statistics overall.

Circulation statistics

When comparing 2024 to 2015, the annual circulation increased by 23% during that time.

Over the years 2015 to 2024, the average number of ckos per year was 363,958 ckos. However, if we take the two pandemic years out of the calculation, we end up with an average of 379,708 ckos annually.

Program attendance

When comparing 2024 to 2015, the annual program attendance increased by 11% during that time.

Over the years 2015 to 2024, the average number of attendees per year was 22,162 people. However, if we take the two pandemic years out of the calculation, we end up with an average of 17,751 people annually. Again, this demonstrates the way the pandemic has affected our statistics.

During the pandemic, programs were offered online to anyone with an internet connection, so that resulted in a drastic increase in program attendance during those years.

Conclusion

The pandemic years greatly affected our usage statistics, but we have seen strong usage numbers in the years since the pandemic ended.

The significant increase in digital circulation over this time has likely resulted in fewer patrons entering the building, as content can be accessed from home.

The mental health, opioid, and housing crises in Ontario have had a significant effect in Belleville, likely contributing to a decline in patron visits and shifts in other key statistics. The recent state of emergency declaration and concerns about safety stemming from increased social disorder in the downtown core may have exacerbated the situation. These factors may deter individuals from visiting the library.

Usage statistics 2015-2024

Annual patron visits	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
People entering building	202,047	201,425	200,913	203,582	196,208	85,374	60,679	109,105	129,187	142,283

Average number of visits annually		
Pre Covid	2015 to 2019	200,835
Post Covid	2022 to 2024	126,858
Total	2015 to 2024	153,080

Change in annual number of visits		
Pre Covid	2015 to 2019	-3%
Post Covid	2022 to 2024	30%
Total	2015 to 2024	-30%

Annual circulation	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Physical	315,589	310,980	302,695	310,530	296,418	196,344	233,522	326,315	329,983	329,296
Digital	32,721	40,320	43,918	51,431	70,038	85,117	86,935	86,133	91,444	99,851
Total	348,310	351,300	346,613	361,961	366,456	281,461	320,457	412,448	421,427	429,147

Average total annual circulation		
Pre Covid	2015 to 2019	354,928
Post Covid	2022 to 2024	421,007
Total	2015 to 2024	363,958

Change in annual circulation over time		
Pre Covid	2015 to 2019	5%
Post Covid	2022 to 2024	4%
Total	2015 to 2024	23%

Change in annual digital circulation		
Pre Covid	2015 to 2019	114%
Post Covid	2022 to 2024	16%
Total	2015 to 2024	205%

Program attendance	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Total annual attendance	15,844	14,020	17,124	22,104	20,575	42,987	36,623	18,605	16,146	17,587

Note 2020-2021 programs were online

Average annual program attendance		
Pre Covid	2015 to 2019	17,933
Post Covid	2022 to 2024	17,446
Total	2015 to 2024	22,162

Change in annual program attendance		
Pre Covid	2015 to 2019	30%
Post Covid	2022 to 2024	-5%
Total	2015 to 2024	11%

Report to the Belleville Public Library Board 25_13: Library Board reserve accounts review with recommended adjustments

Trevor Pross

November 2025

Suggested Resolution:

THAT the Board receives report 25_13: Library Board reserve accounts review with recommended adjustments, and THAT the Board approves the changes in name and purpose for the various reserve and trust funds as presented.

--or with the following amendments--

Background:

The Library Board holds several reserve accounts to accumulate funds for future use by the Board. The funds are accounted for in the financial system we use that is integrated with the City of Belleville (Vadim), but they remain the property of and are controlled by the Board.

In general, reserve accounts are used to provide funding for large purchases that we anticipate will be required in future. Funds can also be used to reduce the need for operating funding from the City, which is drawn from tax dollars.

The Board has both reserve funds and trust funds, which are accounted for through an annual financial audit. The reserve funds and trust funds are distributed between bank accounts and some of the funds are invested in long-term and short-term GICs.

This report outlines the amount and purpose of each reserve fund, with suggested changes to the names and purpose for some funds. It also affirms a previous Board decision to eliminate the Olive Delaney reserve account and Trust Fund, which was used to finance a scholarship for student employees who are graduating secondary school to attend post-secondary education, but this award is now being funded by the operating budget and is referred to as a Library Board Scholarship.

Reserve account name	Current purpose of fund	Amount in fund as of October 2025	Recommended new account name	Recommended revised purpose	Budgeted contribution to reserve 2025	Further action / notes
Equipment	undefined	\$0	delete	delete		delete account
Professional services	For consulting and legal opinions not covered by the operating budget.	\$10,000	Staff training	To accumulate funds for use in staff training sessions, when regular operating funding is insufficient. Board would be asked to approve any use of funds.	\$0	2027 budget should include contributions to this reserve fund.
Library materials	For use in purchasing items for the borrowing collection (physical or digital), to reduce impact on tax supported operating grant funding.	\$0	No change	No change	\$0	2027 budget should include contributions to this reserve fund.
Capital equipment	For use in the purchase of equipment such as computers, furniture, and HVAC equipment.	\$285,118	No change	No change - see note		Note: the 2026 proposed operating budget may draw funds from this account, for use in both the purchase of equipment and for the purpose of purchasing items for the borrowing collection. This might also occur in the 2027 operating budget, but the goal will be to limit the use of the account to capital equipment purchases by 2028. The other sources of revenue for 2026 could be the unrestricted surplus we have with the City, as outlined in our audited financial statements.
Sick leave / retirement	For use in paying out funds to retiring employees who are owed for sick leave credits, as per the collective agreement.	\$23,344	No change	No change	\$10,000	The amounts disbursed will be much lower in future years as more staff retire, as the amounts disbursed to retiring employees has been changed in our collective agreement for some time.

Reserve account name	Current purpose of fund	Amount in fund as of October 2025	Recommended new account name	Recommended revised purpose	Budgeted contribution to reserve 2025	Further action / notes
M. Gibson	Trust fund. Proceeds from invested funds are used for the purpose of purchasing items for borrowing collection.	\$2,657	No change	No change	n/a = Trust fund	No action
MG McConnell	Reserve fund resulting from past donation, used for special projects as approved by the Board.	\$4,975	Transfer funds and delete	Delete	\$0	Transfer funds to the Library materials reserve, then delete account.
Olive Delaney	Trust fund. Proceeds from invested funds are used for the disbursement of student scholarships (discontinued - now part of operating budget).	\$1,994	Transfer funds and delete	Delete	n/a = Trust fund	Transfer funds to the Library materials reserve, then delete account and discontinue trust fund.
J. Johnson	Trust fund. Proceeds from invested funds are used for the purpose of purchasing items for borrowing collection.	\$9,100	No change	No change	n/a = Trust fund	No action.
Corby	Trust fund. Proceeds from invested funds are used for the purpose of purchasing items for borrowing collection.	\$23,344	No change	No change	n/a = Trust fund	No action.
Parrott endowment	Trust fund. Proceeds from invested funds are used for the care and maintenance of the permanent collection of Manly M. paintings, and also for fundraising purposes and the purchase of new Manly M. paintings.	\$51,381	No change	No change	n/a = Trust fund	Note: money that is generated by this fund is collected in a deferred revenue account, which currently has \$2,778 for immediate use.
Main branch renovation	For use in future renovation projects for the main branch.	\$5,000	No change	No change	\$5,000	Recommend increase contributions to this reserve fund in 2027.

Report to the Belleville Public Library Board 25_14: Accession of donated Manly MacDonald painting to Gallery permanent collection

Trevor Pross

November 2025

Suggested Resolution:

THAT the Board accepts the following donated painting into the John M. Parrott Art Gallery's permanent collection, as per the recommendation of the Gallery Curator: *Salmon River in Napanee* by Manly E. MacDonald.

Background:

Any donated artwork valued over \$1,000, or a series / collection of pieces valued together over \$2,500, requires Board approval prior to accession into the permanent collection.

We are still waiting for the appraisal to determine the value of the painting but based on the value of previous works by Manly MacDonald, the donation will be worth over \$1,000.

