



Agenda for the Regular Meeting of the Belleville Public Library Board – Tuesday, 21 October 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 21 October 2025
4. Motion to approve the minutes of the Regular Meeting of 16 September 2025
5. Items for Information

- Statistics: September 2025
- Media Report

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

6. Financial Statement to 30 September 2025

Resolution:

“THAT the Financial Statement to 30 September 2025 be approved as presented.”

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

Resolution:

“THAT the Board approves Policy BPL 029 Sale and disposition of real property as presented.”



8. Board meeting and closure dates for 2026

Resolution:

“THAT the Board approves Board meeting and closure dates for 2026 as presented.”

9. Operating Budget and Municipal grant request approval

Resolution:

“THAT the Board approves the Draft 2026 Operating Budget as presented and directs the CEO to submit the budget and Municipal Operating Grant request to the City of Belleville for Council’s consideration.”

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

Resolution:

“THAT the Board receives Strategic action plan update: Self-serve options and bookmobile fundraising for information.”

11. Other business

12. Adjournment

Next meeting: November 18, 2025



**The Minutes of the Regular Meeting of the Belleville Public Library Board on
Tuesday, 16 Sept 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 16 September 2025**

MOVED by Councillor Henderson, **SECONDED** by G. Fraiberg, THAT the agenda for the Regular Meeting of 16 September 2025 be approved. **CARRIED**

4. **Motion to approve the minutes for the Regular Meeting of 17 June 2025**

MOVED by M. Roberts, **SECONDED** by E. Lindenberg, THAT the minutes for the Regular Meeting of 17 June 2025 be approved. **CARRIED**

No business arising from the minutes.

5. **Items for Information**

- **Statistics June, July and August 2025**
- **Media Report**

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



6. Financial Statement to 31 August 2025

MOVED by M. Roberts, **SECONDED** by P. Appolon, THAT the Financial Statement to 31 August 2025 be approved as presented. **CARRIED**

7. Policy revision: BPL011 Hiring and orientation of new employees

MOVED by R. Ingersoll, **SECONDED** by P. Appolon, THAT the Board approves revised policy BPL011 Hiring and orientation of new employees as presented. **CARRIED**

8. Report to the Belleville Public Library Board 25_10: Revision of Library Board Bylaws

MOVED by R. Ingersoll, **SECONDED** by Councillor Henderson, THAT the Board approves the revised Library Board Bylaws as presented. **CARRIED**

9. Report to the Belleville Public Library Board 25_11: Accession of donated painting to Gallery permanent collection

MOVED by M. Roberts, **SECONDED** by E. Lindenberg, 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: *Untitled floral scenery by Donnah Cameron*. **CARRIED**

10. Other business:

A Finance Committee meeting was scheduled for September 29, 5:00 pm. to review the draft 2026 operating budget.

The Board discussed the deputation at the June Board meeting.

11. Adjournment: The meeting was adjourned at 6:18 p.m. on a motion by S. Jennings.

Next meeting October 21, 2025

September 2025									
					Circulation: digital				
Inter-library loans - lent					Hoopla				
Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change	Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change
24	77	624	1,281	-51%	1,249	1,308	11,511	11,651	-1%
Inter-library loans - borrowed					Kanopy				
Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change	Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change
55	78	598	834	-28%	298	406	2,541	2,709	-6%
3D Prints					Overdrive - eBooks				
Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change	Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change
1	6	56	48	17%	3,330	3,423	29,136	33,709	-14%
All ages - CD audiobooks					Overdrive - audiobooks				
Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change	Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change
305	394	2,558	2,523	1%	2,057	1,643	16,505	16,527	0%
Hotspot Loans					Overdrive - Magazines				
Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change	Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change
51	55	498	303	64%	1,702	1,291	14,375	11,098	30%
Adult - DVD					MediciTV				
Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change	Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change
2,171	2,673	23,168	27,952	-17%	12	85	546	546	0%
Children - DVD					Total digital circulation				
Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change	Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change
551	415	5,215	4,376	19%	8,648	8,156	74,614	76,240	-2%
Adult and teen - print					TOTAL CIRCULATION				
Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change	Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change
13,755	13,238	127,783	127,817	0%	34,681	34,056	324,439	325,861	0%
Children - print					Percentage of total circulation (%)				
Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change	2025 YTD Physical	2025 YTD Digital	2024 YTD Physical	2024 YTD Digital	
9,200	9,125	90,603	86,650	5%	77%	23%	77%	23%	
Genre breakdown (print): children's					Reserves placed				
General	French	Board books	Picture books	Graphic novels	Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change
3,643	479	849	2,853	1376	2,847	3,130	27,662	27,744	0%
Genre breakdown (print): adult					Reserves filled				
General	Non-fiction	Romance	Sci-fi	Fantasy	Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change
5,818	1,807	885	124	251	2,558	2,764	24,518	24,643	-1%
Periodicals	French	Inspirational	Western	Mystery	Public computer usage				
255	19	139	114	1528	Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change
					1,128	1,197	11,230	10,582	6%
Biography	Large print	Teen / YA	Graphic Novels	Special Collections	Overdue notices				
525	1159	436	621	74	Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change
Total physical circulation					195	204	1,738	1,563	11%
Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change					
26,033	25,900	249,825	249,621	0%					

Gallery Programs					General				
Number of programs / events					Patrons entering building				
Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change	Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change
7	5	53	71	-25%	10,749	10,447	109,195	106,995	2%
Attendance					Class visits Library				
Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change	Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change
105	201	1,292	1,348	-4%	2	1	46	33	39%
Number of gallery opening receptions					Attendance				
Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change	Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change
3	3	14	12	17%	74	46	1,774	1,193	49%
Attendance					Class visits Gallery				
Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change	Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change
275	105	966	616	57%	2	1	24	17	41%
Children's Programs					Attendance				
Number of programs / events					Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change
Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change	74	44	986	598	65%
18	18	211	199	6%					
Attendance					Number of Visiting Library Service visits				
Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change	Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change
273	293	6,403	6,923	-8%	35	37	312	371	-16%
Teen Programs					New registrations				
Number of programs / events					Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change
Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change	192	212	1,674	1,692	-1%
6	1	32	27	19%	Virtual Branch				
Attendance					Website visits				
Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change	Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change
71	15	554	491	13%	20,633	20,475	190,800	167,879	14%
Adult Programs					# of Social media followers				
Number of programs / events					Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change
Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change	6,874	7,087	6,874	7,087	-3%
26	28	244	222	10%	Research and Learning				
Attendance					Electronic resource usage				
Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change	Ancestry	Canadian Ref Centre	History Alive	Mango Language	Tumblebooks
511	569	3,135	3,477	-10%	35	0	581	13	3
Total number of programs / events					Novelist Plus				
Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change	Gale Courses	Academic Search Premier			
60	55	554	531	4%	10	39	1		
Total attendance					Total Electronic resource usage				
Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change	Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change
1,235	1,183	12,350	12,855	-4%	682	1,001	5,787	11,288	-49%
					Research requests and ask-a-librarian				
					Sept 2025	Sept 2024	2025 YTD	2024 YTD	YTD % Change
					48	54	609	616	-1%

Media Coverage
September 2025

Library Line	Fall into art: Three new exhibitions coming to the Parrott Gallery in September - Kailey Robinson, Library Assistant	Intelligencer Online	September 3
		Intelligencer	September 9
	Light-hearted biographies and memoirs - Diane Wilson, Library Assistant	Intelligencer Online	September 9
		Intelligencer	September 16
	Back to school reads for every age - Richard Sleightholm, Librarian Coordinator	Intelligencer Online	September 19
	Truth before reconciliation: Powerful reads from Indigenous authors - Jonathan Powell, Librarian Coordinator	Intelligencer Online	September 23
		Intelligencer	September 27
Articles	Blues Festival amps up soulful rhythms downtown - David Leclair	Intelligencer Online	September 8
		Intelligencer	September 9
	Hands in commemoration: Celebrating Deaf culture in Belleville - Quinte Arts Council	Intelligencer Online	September 9
		Intelligencer	September 16
	Belleville to reflect on National Day for Truth and Reconciliation	Intelligencer Online	September 18
		Intelligencer	September 20
	Sign language event planned for Parrott Gallery - Jack Evans	Intelligencer Online	September 16
		Intelligencer	September 20

Library Detail - Monthly

Date : Oct 09, 2025

Time : 3:31 pm



For Period Ending 30-Sep-2025

	BUDGET	CURRENT YTD	VARIANCE	% SPENT	LAST YEAR YTD	LAST YEAR TOTAL
LIBRARY FUND						
REVENUE						
REVENUE						
Revenue Details						
MUNICIPAL GRANTS	-2,776,000.00	-2,080,000.00	-696,000.00	74.93	-1,989,000.00	-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	-34,371.02	-12,128.98	73.92	-33,184.05	-45,570.28
DONATIONS REVENUE	-6,000.00	-4,142.97	-1,857.03	69.05	-4,496.16	-29,647.71
INVESTMENT INCOME	-30,000.00	-23,180.58	-6,819.42	77.27	-27,835.39	-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	-134.83	-365.17	26.97	-143.40	-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	-2,189,711.51	-882,288.49	71.28	-2,108,199.40	-3,016,410.63
Total REVENUE	-3,072,000.00	-2,189,711.51	-882,288.49	71.28	-2,108,199.40	-3,016,410.63
Total REVENUE	-3,072,000.00	-2,189,711.51	-882,288.49	71.28	-2,108,199.40	-3,016,410.63
EXPENDITURES						
EXPENDITURES						
Expenditures Detail						
LIBRARY LABOUR - REGULAR	2,302,500.00	1,644,654.88	657,845.12	71.43	1,589,256.22	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	2,943.15	2,056.85	58.86	6,361.27	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	67,348.61	23,151.39	74.42	68,014.44	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	21,221.07	10,778.93	66.32	23,118.41	0.00
LIBRARY MATERIALS ELECTRONIC RESOURCES	111,000.00	79,717.49	31,282.51	71.82	75,450.94	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	5,931.52	2,068.48	74.14	4,882.18	7,782.74
FACILITY OPERATION	188,000.00	149,306.90	38,693.10	79.42	148,772.04	178,106.19
ADMINISTRATION	236,500.00	153,120.33	83,379.67	64.74	169,322.02	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	48,848.72	8,651.28	84.95	59,495.83	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	2,179,536.73	892,463.27	70.95	2,152,809.64	3,142,872.94

Library Detail - Monthly

For Period Ending 30-Sep-2025

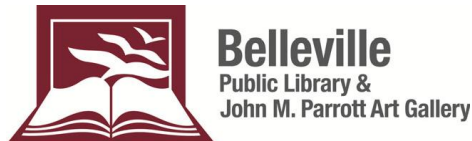


	BUDGET	CURRENT YTD	VARIANCE	% SPENT	LAST YEAR YTD	LAST YEAR TOTAL
LIBRARY FUND						
Total EXPENDITURES	3,072,000.00	2,179,536.73	892,463.27	70.95	2,152,809.64	3,142,872.94
Total EXPENDITURES	3,072,000.00	2,179,536.73	892,463.27	70.95	2,152,809.64	3,142,872.94
Surplus/Deficit	0.00	-10,174.78	10,174.78	0.00	44,610.24	126,462.31
Total LIBRARY FUND	0.00	-10,174.78	10,174.78	0.00	44,610.24	126,462.31
Total Surplus (-)/Deficit	0.00	-10,174.78	10,174.78	0.00	44,610.24	126,462.31

New policy for approval: BPL029 Sale and disposition of real property

Suggested motion:

THAT the Board approves Policy BPL 029 Sale and disposition of real property as presented.



LIBRARY POLICY

Policy Title: SALE AND DISPOSITION OF REAL PROPERTY

Date of Last Review:

Policy Type: Board - Operational

Approved by Library Board:

Policy Number: BPL029

Background

A policy on the sale and disposition of land / property is required by the Municipal Act. This policy outlines the procedures and considerations for sale or other disposition by Belleville Public Library Board ("the Board") to ensure sales are done in a prudent manner and that returns are fair, reasonable and in the best interests of the Board.

Transparent and accountable processes will be followed in the sale and other disposition of real property.

Scope

This policy applies to the Library Board, CEO, and any and all Board employees or consultants engaged by the Board to assist in the marketing and sale of real property. This policy does not apply to the sale or disposal of furniture and equipment.

Definitions

Appraisal: means a formal, written, impartial estimate or opinion on value of the land as of a specific date, prepared by a real estate professional and supported by the presentation and analysis of relevant data.

Due Diligence: means any activities required prior to and/or during the disposal of land that will effectively assist in the decision-making process.

Fair Market Value: means the highest price, expressed in dollars, that a property would bring in an open and unrestricted market, between a willing buyer/lessee and a willing seller/lessor who are knowledgeable, informed and prudent, and who are acting independently of one another.

Highest and Best Use: means that use which at the time of the Appraisal is most likely to produce the greatest net return over a given period of time.

Real Estate Professional: means an individual or firm qualified to provide Appraisal and/or real estate consulting services and licensed to do so in the Province of Ontario.

Real Property: means lands, buildings, anything that is erected on or affixed to the surface of the land, minerals and anything subsurface owned by the Library and all rights issued out of, annexed to and exercisable such as leases, licences, mortgages, air rights, easements and rights of access.

Sale: means the Sale, disposition, transfer or conveyance of real property.

Surplus Property: for the purposes of this policy means real property owned by the Board which is no longer required for the purposes of the Board.

General policy requirements

- Prior to offering any real property for sale, it shall first be determined to be viable or not viable to meet Board needs and requirements. Consideration for the interests of communities and key stakeholders shall also be given in the assessment of viability.
- Real property is to be disposed of at market value. Notwithstanding, the Board may authorize the disposal of real property at less than market value if, in its opinion, it is in the best interests of the Board to do so.
- Real property is normally sold in an “as is” state or condition.
- The Board will use its best efforts to dispose of real property in a manner that protects its heritage character.

- Joint Ventures, partnerships and contractual obligations shall be considered in conjunction with this policy.
- Sale or other disposition of land by the Board will be in accordance with all federal, provincial and municipal laws and regulations.

Declaration of surplus real property

Real property shall be declared surplus in the following manner:

- The CEO shall report to the Board recommending that the real property be declared surplus to the needs of the Board.
- The Board shall pass a motion in a meeting open to the public to declare the real property to be surplus and in the same motion may authorize the sale of the real property.

Appraisal

The CEO shall obtain at least one (1) independent third-party appraisal of the fair market value of the real property based on the real property's highest and best use.

Notwithstanding the foregoing, the following are exempt from the requirement to obtain an Appraisal prior to disposal of the subject Property:

- Disposal/transfer in accordance with the Expropriations Act
- Disposal/transfer to the City of Belleville under the Municipal Act
- Disposal/transfer to another local board or commission
- Disposal/transfer to an authority under the Conservation Authorities Act

Due Diligence

Due Diligence will be undertaken, including legal, environmental, heritage and technical review.

Notice of Proposed Sale/Disposal

Public notice shall be given. As well, the Board will provide notice to the City of Belleville which may, in turn, advise other City boards, commissions and agencies.

Methods of Disposal

The CEO shall be responsible for determining an appropriate method of disposal. The CEO and Manager of Public Service will advise the Board. Board approval for the method of disposal is required when the real property is not placed on the open market.

All expropriated real property shall be disposed of in accordance with the Ontario Expropriations Act.

Authority to Sell or Dispose of Real Property

- Accountability for the application of this Board policy is vested in the office of the CEO.
- Terms and conditions of Sale or disposal of Real Property may be negotiated by the CEO, along with a licensed Real Estate Professional in consultation with legal counsel. Where Board approval is required, the transaction will be considered in a closed (in camera) Board meeting.
- Two signatory authorities for the Board will jointly execute sale or transfer agreements and related conveyancing documentation on behalf of the Board.

Proceeds from the Sale

Proceeds from the disposal of surplus real property will be allocated as per Board approval, with the CEO providing recommendations based upon current and future financial needs.

Approved by Belleville Public Library Board

Signature of Board Chair:

Date:

Signature of Chief Executive Officer:

Date:

Proposed 2026 Board meeting and building closure dates

Suggested motion:

THAT the Board approves the 2026 Board meeting and building closure dates as presented.

--or with the following amendments--

Note: The Public Libraries Act requires the Board to conduct monthly meetings, with a minimum of seven (7) meetings conducted each year.

2026 Proposed Board Meeting Dates (Tuesdays at 6:00 p.m.)

January 20, 2026

February 17, 2026

April 21, 2026

June 16, 2026

September 15, 2026

October 20, 2026

November 17, 2026

2026 Proposed Building Closure Dates:

Family Day Monday, February 16, 2026

Good Friday Friday, April 3, 2026

Easter Sunday Sunday, April 5, 2026

Easter Monday Monday, April 6, 2026

Victoria Day Monday, May 18, 2026

Canada Day Wednesday, July 1, 2026

Civic Holiday Monday, August 3, 2026

Labour Day Monday, September 7, 2026

National Day TRC Wednesday, September 30, 2026

Thanksgiving Monday, October 12, 2026

Christmas Eve Thursday, December 24, 2026

Christmas Day Friday, December 25, 2026

Boxing Day Saturday, December 26, 2026

New Year's Day Friday, January 1, 2027

Early closure New Year's Eve: Thursday, December 31, Closed 4:00-8:00 p.m.

Belleville Public Library Board Meeting 21 October 2025

2026 Draft Operating Budget as approved by the Finance Committee

Suggested motion:

THAT the Board approves the Draft 2026 Operating Budget as presented, and directs the CEO to submit the budget and Municipal Operating Grant request to the City of Belleville for Council's consideration.

Background:

The Belleville Public Library Board Finance Committee reviewed the draft budget and approved a motion to modify the expenses and revenue, including additional use of reserve transfers, to achieve a 3.5% increase in the requested municipal operating grant for 2026, for submission to the Board for approval.

Highlights:

- Municipal Operating Grant Request = \$2,873,500 (3.51% increase over 2025, or \$97,500)
- Actuals and projected amounts are as of 14 October 2025. These will not be finalized until the year-end / audit process is completed in 2026.
- Reserve transfers: budget draft includes drawing \$80,000 from the Capital Equipment reserve and \$15,000 from the Development Charges reserve. These funds will be used to fund computer and equipment costs as well as for purchases of physical materials for the borrowing collection.

→A report will be brought to Board in November to review all reserve accounts and possibly change names / consolidate amounts. The Capital Equipment Reserve currently has \$285,117 and the Development Charges Reserve has \$26,000 available.
- New amount and name for City services contribution: The City is requesting we increase the annual amount paid to them to compensate for staff time and resources spent by the City on IT services, payroll and pension administration, and facility / HVAC management. The plan is to increase to \$100,000 in 2027.
- Total physical collection budget = \$131,500 (increase of 4.37%)
- Total borrowing collections budget = \$241,000 (increase of 1.69%)

→Strategic Action Plan indicates the aim to achieve a collections budget equivalent to \$5.29 per resident. The population of Belleville is 55,071 (2021 Census), requiring a total collections budget of \$291,326.

2026
Library Board Operating Budget for Board Approval

Actuals as of Oct 14	Final actuals for 2025 will be set at year-end (February 2026)	2025 Budget	2025 Actuals	2025 Projected	2026 Budget	% Change		
REVENUE								
MUNICIPAL GRANT								
3-7-3100100-3010	Operating Grant	2,776,000	2,311,000	2,776,000	2,873,500			
	TOTAL MUNICIPAL GRANT	2,776,000	2,311,000	2,776,000	2,873,500	3.51%		
	Increase over previous year				97,500			
PROVINCIAL GRANTS								
3-7-3100102-3030	Provincial Grant	80,000	3,045	83,500	80,000			
3-7-3100102-3035	Pay Equity Grant	4,000	0	3,800	4,000			
3-7-3100102-3040	Technology Grant	7,000	4,999	4,999	7,000			
3-7-3100102-3051	Summer Work Grant	3,000	0	0	3,000			
3-7-3100102-3055	Canada Council Grant	0	0	0	0			
	TOTAL PROVINCIAL GRANTS	94,000	8,044	92,299	94,000	0.00%		
USER FEES								
3-7-3100200-3100	Fines	500	527	500	500			
3-7-3100200-3101	Damage Fees, Lost Books	3,000	2,753	3,000	3,000			
3-7-3100200-3102	Non Resident Fees	4,500	5,861	6,000	6,000			
3-7-3100200-3120	Program & Event Fees	2,000	610	1,500	2,000			
3-7-3100200-3130	Equipment Rental Fees	0	150	150	0			
3-7-3100200-3135	Room Rental Fees	6,000	3,825	5,000	5,000			
3-7-3100200-3152	Gallery Commission Fees	6,000	7,278	7,500	7,000			
3-7-3100200-3160	Photocopier Fees	7,000	7,433	8,000	7,500			
3-7-3100200-3162	Research Fees	0			0			
3-7-3100200-3164	Friends Books Store	17,500	8,647	12,500	13,000			
3-7-3100200-3168	Other Sales	0	85	85	0			
3-7-3100200-3170	Cash Over & Short	0			0			
	TOTAL USER FEES	46,500	37,169	44,235	44,000	-5.38%		

2026
Library Board Operating Budget for Board Approval

Actuals as of Oct 14	Final actuals for 2025 will be set at year-end (February 2026)	2025 Budget	2025 Actuals	2025 Projected	2026 Budget	% Change		
DONATIONS REVENUE								
3-7-3100300-3300	Donations - General	3,000	2,513	3,000	3,000			
3-7-3100300-3305	Donations - Gallery	3,000	1,779	2,500	3,000			
3-7-3100300-3310	Donations - Painting Sponsors	0			0			
	TOTAL DONATIONS REVENUE	6,000	4,292	5,500	6,000	0.00%		
INVESTMENT INCOME								
3-7-3100400-3200	Interest Income - General	25,000	16,776	23,000	20,000			
3-7-3100400-3205	Interest Income - Trust	5,000	6,405	6,405	6,000			
	TOTAL INVESTMENT INCOME	30,000	23,181	29,405	26,000	-13.33%		
OTHER REVENUE								
3-7-3100600-3910	Library Inventory Sales	500	134	250	500			
3-7-3100500-7101	Archives Occupancy Contribution	24,000	13,603	25,000	25,000			
3-7-3100500-7102	Hastinet Cost Sharing	34,000	22,999	34,000	34,500			
3-7-3100500-3999	Development Charge Funds	30,000	0	30,000	15,000			
3-7-3100500-7100	Other Revenue	0	3,236	3,236	0			
	TOTAL OTHER REVENUE	88,500	39,972	92,486	75,000	-15.25%		
RESERVE FUND TRANSFERS								
3-7-3100800-4999	Transfer from Reserves	30,000	0	30,000	80,000			
	TOTAL RESERVE FUND TRANSFERS	30,000	0	30,000	80,000			
3-7-3100900-3900	Trust Funds	1,000	0	0	1,000			
	TOTAL TRUST FUNDS	1,000	0		1,000			
	TOTAL REVENUE	3,072,000	2,423,658	3,069,925	3,199,500	4.15%		

2026
Library Board Operating Budget for Board Approval

Actuals as of Oct 14	Final actuals for 2025 will be set at year-end (February 2026)	2025 Budget	2025 Actuals	2025 Projected	2026 Budget	% Change		
EXPENDITURE								
LIBRARY LABOUR - REGULAR								
3-8-3100100-0010	Library Service - Salaries & Wages	1,870,000	1,387,711	1,810,000	1,925,000	2.94%		
3-8-3100100-0012	Sick Leave Payout	5,000	0		5,000	0.00%		
3-8-3100100-0020	Library Service - Benefits	220,000	180,242	220,000	225,000	2.27%		
3-8-3100100-0030	Library Service - Pensions	210,000	173,911	210,000	215,000	2.38%		
3-8-3100100-0990	Library Service - Recovered	-2,500	0		-2,500			
	TOTAL LIBRARY LABOUR - REGULAR	2,302,500	1,741,864	2,240,000	2,367,500	2.82%		
LIBRARY LABOUR - SUMMER								
3-8-3100150-0010	Library Summer - Labour	5,500	0	0	5,500			
3-8-3100150-0020	Library Summer - Benefits	500	0	0	500			
3-8-3100150-0030	Library Summer - Pensions	500	0	0	500			
	TOTAL LIBRARY LABOUR - SUMMER	6,500	0		6,500			
GALLERY OPERATION								
3-8-3100160-3501	Gallery Operation	2,500	2,309	3,000	3,000			
3-8-3100160-3502	Collection Development and Maintenance	2,500	824	1,500	2,000			
	TOTAL GALLERY OPERATION	5,000	3,133	4,500	5,000	0.00%		
	Cost of sales - Inventory	0			0			
LIBRARY MATERIALS - BOOKS							2024 Cost per Circ	
3-8-3200100-3005	Books - Adult Fiction	27,000	21,818	27,000	30,000		0.38	
3-8-3200100-3010	Books - Adult Non Fiction	22,000	17,698	22,000	24,000		0.38	
3-8-3200100-3015	Books - Adult French	1,000	419	1,000	1,000		0.38	
3-8-3200100-3030	Books - Children Fiction	7,500	6,260	7,500	7,500		0.21	
3-8-3200100-3031	Books - Children Non-Fiction	5,500	4,055	5,500	6,500		0.21	
3-8-3200100-3032	Books - Children Picture	8,500	6,935	8,500	9,500		0.21	
3-8-3200100-3035	Books - Children French	500	359	500	500		0.21	

2026
Library Board Operating Budget for Board Approval

Actuals as of Oct 14	Final actuals for 2025 will be set at year-end (February 2026)	2025 Budget	2025 Actuals	2025 Projected	2026 Budget	% Change		
3-8-3200100-3050	Books - Young Adult	5,000	4,170	5,000	5,000		0.38	
3-8-3200100-3051	Books - Adult Multilingual	1,500	0	1,500	1,500		0.38	
3-8-3200100-3070	Books - Children Multilingual	500	0	500	500		0.21	
3-8-3200100-3071	Books - Large Print	7,000	7,036	7,000	8,000		0.38	
3-8-3200100-3075	Books - Literacy	500	668	668	500		0.38	
3-8-3200100-3095	Processing & Binding Supplies	4,000	5,566	6,000	5,000			
	TOTAL LIBRARY MATERIALS - BOOKS	90,500	74,984	92,668	99,500	9.94%		
LIBRARY MATERIALS - PERIODICALS								
3-8-3200150-3451	Newspapers	2,500	1,649	2,500	2,000			
3-8-3200150-3455	Periodicals	1,000	0	1,700	2,000			
	TOTAL LIBRARY MATERIALS - PERIODICALS	3,500	1,649	4,200	4,000	14.29%		
LIBRARY MATERIALS - DISC MEDIA							2024 Cost per Circ	
3-8-3200250-3201	CD Audiobooks	12,000	9,057	12,000	11,000		2.47	
3-8-3200250-3230	DVD Movies	20,000	13,437	18,000	17,000		0.54	
3-8-3200250-3280	CD Music	0	0		0		Delete	
	TOTAL LIBRARY MATERIALS - DISCS	32,000	22,494	30,000	28,000	-12.50%		
LIBRARY MATERIALS - TOTAL PHYSICAL COLLECTIONS		126,000	99,127	126,868	131,500	4.37%		
LIBRARY MATERIALS - ELECTRONIC RESOURCES								
3-8-3200270-3379	Research Databases (formerly electronic database)	23,000	17,198	18,500	19,500	-15.22%		
3-8-3200270-3384	Medici TV	3,000	2,500	2,500	0	Cancel	2024 Cost per Circ	
3-8-3200270-3380	Overdrive	40,000	29,159	40,000	43,000		0.30	
3-8-3200270-3381	Hoopla	42,000	31,893	42,000	43,000		3.39	
3-8-3200270-3382	Kanopy	3,000	1,841	3,000	4,000		1.13	
	TOTAL LIBRARY MATERIALS - ELECTRONIC	111,000	82,591	106,000	109,500	-1.35%		
	TOTAL COLLECTION BUDGET	237,000	181,718	232,868	241,000	1.69%		

2026
Library Board Operating Budget for Board Approval

Actuals as of Oct 14	Final actuals for 2025 will be set at year-end (February 2026)	2025 Budget	2025 Actuals	2025 Projected	2026 Budget	% Change		
LIBRARY MATERIALS - MICROFILM								
3-8-3200300-3401	Microfilm	2,500	2,417	2,417	2,500			
3-8-3200300-3402	Circulation supplies	3,000	2,390	2,750	3,000			
	TOTAL LIBRARY MATERIALS - MICROFILM	5,500	4,807	5,167	5,500	0.00%		
LIBRARY MATERIALS - PROGRAMS								
3-8-3300100-0220	Programs	8,000	5,769	8,000	8,000			
3-8-3300100-0227	Information services Programs	0	163		0			
	TOTAL LIBRARY MATERIALS - PROGRAMS	8,000	5,932	8,000	8,000	0.00%		
FACILITY OPERATION								
3-8-4000100-0040	Facility - Heat	25,000	22,506	29,000	30,000			
3-8-4000100-0041	Facility - Hydro	62,000	54,284	80,000	70,000			
3-8-4000100-0042	Facility - Water	4,000	2,127	3,000	3,500			
3-8-4000100-0043	Facility - Sewer	3,000	2,006	2,800	3,000			
3-8-4000100-0080	Facility - Repairs & Maintenance	40,000	26,009	35,000	35,000			
3-8-4000100-0082	Facility - Maintenance Supplies	12,000	9,370	12,000	12,000			
3-8-4000100-0086	Facility - Security System	2,000	1,702	2,000	2,000			
3-8-4000100-0087	Facility - Service Agreements	40,000	40,475	49,000	45,000			
	TOTAL FACILITY OPERATION	188,000	158,479	212,800	200,500	6.65%		

2026
Library Board Operating Budget for Board Approval

Actuals as of Oct 14	Final actuals for 2025 will be set at year-end (February 2026)	2025 Budget	2025 Actuals	2025 Projected	2026 Budget	% Change		
ADMINISTRATION								
3-8-4500100-0050	Administration - Telephone	9,500	8,258	9,500	9,500			
3-8-4500100-0051	Administration - Internet	3,000	2,472	3,000	3,000			
3-8-4500100-0060	Administration - Office Supplies	5,500	4,341	5,500	5,500			
3-8-4500100-0063	Adminstration - Security Services	90,000	59,166	88,000	91,000			
3-8-4500100-0061	Administration - Postage and ILLO Shipping	6,000	2,276	6,000	5,000			
3-8-4500100-0090	Administration - Insurance	13,000	12,079	14,475	14,500			
3-8-4500100-0110	Administration - Travel	1,000	289	1,000	1,000			
3-8-4500100-0111	Administration - Staff Recognition	3,500	2,243	4,300	4,000			
3-8-4500100-0120	Administration - Advertising & Promotion	3,000	2,584	3,000	3,000			
3-8-4500100-0150	Administration - Contingency	0			0			
3-8-4500100-0180	Administration - Furniture & Equipment	12,000	10,308	11,000	10,500			
3-8-4500100-0190	Administration - Staff Training	8,000	6,956	8,000	8,000			
3-8-4500100-0210	Administration - Memberships	4,000	3,197	3,500	3,500			
3-8-4500100-0510	Administration - City services reimbursement	25,000		25,000	75,000	new name / amount		
3-8-4500100-0511	Administration - IT Equipment	11,000	18,273	18,273	12,000	credit owed to us by company / some items will be covered by other budget lines		
3-8-4500100-0516	Administration - Web Site	1,500	624	1,500	1,500			
3-8-4500100-0520	Administration - Consulting Fees	3,000	0	0	3,000			
3-8-4500100-0574	Administration - Employee Assistance Program	2,500	2,371	2,500	2,500			
3-8-4500100-0530	Administration - Legal	7,000	1,208	1,028	5,000			
3-8-4500100-0540	Administration - Audit	7,000	8,955	8,955	9,000			
3-8-4500100-0550	Administration - Public and Staff Printing	8,500	7,158	8,500	8,000	new name		
3-8-4500100-0567	Adminsitration - Meeting Expense	1,000	197	1,000	1,000			
3-8-4500100-0720	Administration - Bank Charges	1,500	1,208	1,500	1,500			
3-8-4500100-0575	Administration - WiFi Router Loan Program	10,000	4,150	5,000	4,000			
3-8-4600150-0925	Award - Library Board Scholarship	500	0	0	500			
	TOTAL ADMINISTRATION	237,000	158,313	230,531	281,500	18.78%		

2026
Library Board Operating Budget for Board Approval

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HASTINET								
3-8-5000100-0061	Hastinet - Courier Service	17,500	12,825	17,100	18,000	2.86%		
3-8-5000100-0087	Hastinet - Contract	40,000	37,449	37,449	41,000	2.50%		
3-8-5000100-0511	Hastinet - IT Software/Hardware	0	0		0	#DIV/0!	delete	
	TOTAL HASTINET	57,500	50,274	54,549	59,000	2.61%		
LIBRARY FUND								
3-8-6000100-0830	Transfer - Sick leave payout reserve	10,000	0	10,000	10,000			
3-8-6000100-0984	Transfer - Capital equipment reserve	10,000	0	10,000	5,000			
3-8-6000100-0987	Transfer - Main Branch reno reserve	5,000	0	5,000	5,000			
	Transfer - Mobile services reserve (bookmobile)	0	0		5,000			
	TOTAL TRANSFERS TO RESERVES	25,000	0	20,000	25,000	0.00%		
	TOTAL EXPENDITURES	3,072,000	2,304,520	3,008,415	3,199,500	4.15%		
	SURPLUS / (DEFECIT)	0	119,138	61,510	0			

Belleville Public Library and John M. Parrott Art Gallery Strategic Action Plan 2022-2027: Self-serve options and bookmobile fundraising

October 2025

Last updated: June 2025

Suggested motion:

THAT the Board receives Strategic action plan update: Self-serve options and bookmobile fundraising for information.

Strategic Plan Goal 2: Explore the possibilities of expanding the physical library at strategic locations around the city.

Action 1 - Creatively consider ways to expand the physical presence of the library, for example, by developing self-serve technology as a way to extend services to other parts of the City, i.e. a Bookmobile, bike mobile library, hold lockers, self-serve machines, return bins, etc.

This will increase access to services throughout the various areas in the municipality that are experiencing growth and housing developments, while keeping costs low.

Mobile and self-serve options are an excellent way to reach people, especially low-income families and children that may not be using the main branch.

Action 2 – Increase services and outreach / resource distribution to benefit the Tyendinaga Mohawk Community.

Update:

CEO met with the CEO of the Kanhiote Public Library (Tyendinaga Mohawk Territory) to discuss the challenges at their library and the lack of funding / staff they are facing. Further work / communication will be needed to promote BPL services to the community.

Class visits from the neighbouring Mohawk school were discussed as a way to improve awareness of library services for children and youth there. Will pursue in 2026.

They are facing long-term, structural problems and chronic under-funding due to lack of property tax base. We will work to improve outreach and partnership efforts and to assist the Kanhiote library without causing further workload or stress to library staff.

Fundraising:

The CEO recently purchased a one-year subscription to the Grant Station electronic resource after a significant discount was offered through the non-profit Tech Soup website. This will be used to pursue grant opportunities for a Bookmobile and other mobile technologies.

If no Board concerns are raised, the CEO will submit a letter to the Parrott Foundation to ask if they might consider a grant to support this project.

A reserve account for deferred revenue / grant and fundraising revenue should be created to hold funds for use in future mobile library projects. This will be presented to the Board for approval at the November meeting as part of the overall review of reserve accounts.