



Agenda for the Regular Meeting of the Belleville Public Library Board – Tuesday, 20 October 2026 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 20 October 2026
4. Motion to approve the minutes of the Regular Meeting of 15 September 2026
5. Items for Information

- Statistics: September 2026
- Media Report
- Google Review Report

Resolution:

“THAT the items for information be received.”

6. Financial Statement to 30 September 2026

Resolution:

“THAT the Financial Statement to 30 September 2026 be approved as presented.”



7. Report to the Belleville Public Library Board 26_10: Hoopla usage statistics and cost details

Resolution:

“THAT the Board receives Report 26_10: Hoopla usage statistics and cost details for information.”

8. Report to the Belleville Public Library Board 26_11: Room rental fee review and approval of 2027 rates.

Resolution:

“THAT the Board receives Report 26_11: Room rental fee review and approval of 2027 rates for information, AND THAT the Board approves the proposed 2027 room rental rates as presented.”

9. Report to the Belleville Public Library Board 26_12: CloudLibrary 2-year pilot project approval

Resolution:

“THAT the Board receives Report 26_12: CloudLibrary 2-year pilot project approval; AND THAT the Board directs the CEO to engage with OCLC to introduce the CloudLibrary platform for BPL patrons, effective 1 January 2027, including the CloudLink option, with a review no later than 30 September 2028 to evaluate the product ahead of the 2029 budget year; AND THAT the Board approves a \$5,000 transfer from the Library Materials Reserve Fund to cover the 2027 platform fees to implement the service.”



10. Revised Capital budget request for 2027

Resolution:

“THAT the Board approves the revised 2027 Capital Budget submission as presented and directs the CEO to submit the budget requests to the City of Belleville for Council’s consideration.”

11. Operating Budget and Municipal grant request approval

Resolution:

“THAT the Board approves the Draft 2027 Operating Budget as presented and directs the CEO to submit the Municipal Operating Grant request to the City of Belleville for Council’s consideration.”

12. Other business

13. Adjournment

Next meeting: November 17, 2026, 6:00 p.m. in the 2nd floor Board Room, Belleville
Public Library



**The Minutes of the Regular Meeting of the Belleville Public Library Board on
Tuesday, 15 Sept 2026 at 6:00 PM in the Board Room**

Present: Councillor P. Carr (Chair); P. Appolon; R. Ingersoll; S. Jennings;
M. Roberts; Councillor M. Seu

T. Pross, CEO;
J. Van Manen, Payroll and Accounts Administrator

Regrets: G. Fraiberg; Councillor K. Henderson; E. Lindenberg; H. Dewar,

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 15 September 2026**

MOVED by S. Jennings, **SECONDED** by M. Roberts, THAT the agenda for the Regular Meeting of 15 September 2026 be approved. **CARRIED**

4. **Motion to approve the minutes for the Regular Meeting of 16 June 2026**

MOVED by P. Appolon, **SECONDED** by M. Roberts, THAT the minutes for the Regular Meeting of 16 June 2026 be approved. **CARRIED**

No business arising from the minutes.

5. Items for Information

- **Statistics June to August 2026**
- **Media Report**
- **Google Review Report**

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



6. Financial Statement to 31 August 2026

MOVED by R. Ingersoll, **SECONDED** by S. Jennings, THAT the Financial Statement to 31 August 2026 be approved as presented. **CARRIED**

7. General Assistant nomination for the Belleville Public Library Board Scholarship

MOVED by R. Ingersoll, **SECONDED** by S. Jennings, THAT the Board approves the award of the 2026 Library Board Scholarship for Ronan Franklin, recent General Assistant, in the amount of \$500. **CARRIED**

8. Report to the Belleville Public Library Board 26_07: Accession of paintings donated to the Parrott Gallery

MOVED by M. Roberts, **SECONDED** by P. Appolon, THAT the Board approves the accession of 3 donated paintings to the Gallery Permanent Collection as presented. **CARRIED**

9. Report to the Belleville Public Library Board 26_08: Capital budget request for 2027

MOVED by M. Roberts, **SECONDED** by R. Ingersoll, THAT the Board approves the 2027 Capital Budget requests as presented, AND THAT the Board directs the CEO to submit the four projects listed to the City of Belleville for consideration by Council. **CARRIED**

10. Report to the Belleville Public Library Board 26_09: Planning for implementation of self-service hubs across the municipality

MOVED by M Roberts, **SECONDED** by S. Jennings, THAT the Board receives report 26_09: Planning for implementation of self-service hubs across the municipality, AND THAT the Board supports the initiative to implement three (3) self-service hubs at select locations in Belleville, between 2027 and 2029, at locations to be determined in consultation with the public and the City of Belleville. **CARRIED**



11. Motion to enter into In Camera session to consider the following items, pursuant to the Public Libraries Act, s. 16.1:

MOVED by S. Jennings, **SECONDED** by P. Appolon, THAT the Board enter into In Camera Session. **CARRIED**

Labour relations: While in closed session, the Board reviewed and approved the 2026 wage rates for the Administrative Assistant, Payroll and Accounts Administrator, and Manager of Public Service positions.

Labour relations: While in closed session, the Board reviewed and approved the CEO's 6-month performance review for 2026, and approved the CEO's 2026 wage rate.

12. Motion to go out of In Camera session and return to the Regular Meeting

MOVED by S. Jennings, **SECONDED** by M. Roberts, THAT the Board concludes the In Camera session and resumes the Regular Meeting. **CARRIED**

13. Other business: Finance committee meeting scheduled on Monday September 21 at 7:00 p.m.

14. Adjournment: The meeting was adjourned at 6:48 p.m. on a motion by M. Roberts.

Next meeting: October 20, 2026

September 2026									
					Circulation: digital				
Inter-library loans - lent					Hoopla				
Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change	Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change
99	24	992	624	59%	1,267	1,249	11,267	11,511	-2%
Inter-library loans - borrowed					Kanopy				
Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change	Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change
108	55	667	598	12%	176	298	2,187	2,541	-14%
3D Prints					Overdrive - eBooks				
Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change	Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change
4	0	54	55	-2%	3,333	3,330	30,918	29,136	6%
All ages - CD audiobooks					Overdrive - audiobooks				
Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change	Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change
223	305	2,532	2,548	-1%	2,305	2,057	20,575	16,505	25%
Hotspot Loans					Overdrive - Magazines				
Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change	Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change
27	51	314	498	-37%	1,871	1,702	16,861	14,375	17%
Adult - DVD					MediciTV				
Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change	Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change
2,099	2,171	19,361	23,168	-16%	17	12	141	546	-74%
Children - DVD					Total digital circulation				
Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change	Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change
391	551	3,972	5,215	-24%	8,969	8,648	81,949	74,614	10%
Adult and teen - print					TOTAL CIRCULATION				
Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change	Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change
12,926	13,755	119,784	127,783	-6%	33,519	34,681	312,237	324,429	-4%
Children - print					Percentage of total circulation (%)				
Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change	2026 YTD Physical	2026 YTD Digital	2025 YTD Physical	2025 YTD Digital	
8,884	9,200	84,325	90,603	-7%	74%	26%	77%	23%	
Genre breakdown (print): children's					Reserves placed				
General	French	Board books	Picture books	Graphic novels	Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change
4,014	276	513	2,768	1313	2,693	2,847	26,578	27,662	-4%
Genre breakdown (print): adult					Reserves filled				
General	Non-fiction	Romance	Sci-fi	Fantasy	Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change
5,592	1,344	987	167	328	2,459	2,558	23,098	24,491	-6%
Periodicals	French	Inspirational	Western	Mystery	Public computer usage				
206	25	118	103	1316	Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change
					972	1,128	9,205	11,230	-18%
Biography	Large print	Teen / YA	Graphic Novels	Special Collections	Overdue notices				
494	1064	414	664	104	Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change
Total physical circulation									
Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change	228	195	1,649	1,738	-5%
24,550	26,033	230,288	249,815	-8%					

Gallery Programs					General				
Number of programs / events					Patrons entering building				
Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change	Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change
5	7	61	53	15%	9,881	10,749	98,287	109,195	-10%
Attendance					Class visits Library				
Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change	Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change
62	105	1,215	1,292	-6%	1	2	39	46	-15%
Number of gallery opening receptions					Attendance				
Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change	Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change
3	3	12	14	-14%	52	74	1,426	1,774	-20%
Attendance					Class visits Gallery				
Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change	Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change
100	275	703	966	-27%	1	2	27	24	13%
Children's Programs					Attendance				
Number of programs / events					Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change
Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change					
17	18	208	211	-1%	52	74	856	986	-13%
Attendance					Number of Visiting Library Service visits				
Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change	Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change
361	273	5,650	6,403	-12%	42	35	374	312	20%
Teen Programs					New registrations				
Number of programs / events					Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change
Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change					
4	6	50	32	56%	189	192	1,694	1,674	1%
Attendance					Virtual Branch				
Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change	Website visits				
90	71	913	554	65%	Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change
Adult Programs					19,814	20,633	208,476	190,800	9%
Number of programs / events					# of Social media followers				
Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change	Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change
29	26	259	244	6%	7,497	6,874	7,497	6,874	9%
Attendance					Research and Learning				
Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change	Electronic resource usage				
449	511	3,014	3,135	-4%	Ancestry	Canadian Ref Centre	History Alive	Mango Language	Tumblebooks
Total number of programs / events					51	0	485	212	4
Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change	Novelist Plus	Gale Courses	Academic Search Premier	Hobbies & Crafts Source	MasterFILE Premier + Primary Search
58	60	590	554	6%	13	12	0	1	0
Total attendance					Total Electronic resource usage				
Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change	Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change
1,062	1,235	11,495	12,350	-7%	778	682	31,240	5,787	440%
					Research requests and ask-a-librarian				
					Sept 2026	Sept 2025	2026 YTD	2025 YTD	YTD % Change
					70	48	652	538	21%

Media Coverage
September 2026

Library Line	Parrott Gallery fall exhibitions, events, and workshops	Intelligencer Online	September 4
	- Jonathan Powell, Librarian Coordinator	Intelligencer	September 8
	Ready for a career change? These books can help you take the next step	Intelligencer Online	September 10
	- Shantal Macarthur, Library Assistant		
	Belleville Public Library is celebrating National Literacy Month	Intelligencer Online	September 18
	-Trina McCourt, Library Assistant	Intelligencer	September 24
	Honouring Indigenous voices for National Day for Truth and Reconciliation	Intelligencer Online	September 29
	-Jonathan Powell, Librarian Coordinator	Intelligencer	September 29
Articles	Belleville Prepares for National Day for Truth & Reconciliation - Derek Baldwin	Intelligencer Online	September 22

Google reviews – September 2026

Current google star rating = 4.4 stars, with 126 reviews total

Recent reviews / ratings: September 2026

5 reviews, 1 with text

Rating (number of stars)	Review (if included)
5	Great selection of books, very friendly employees
5	
5	
3	
3	

Library Detail - Monthly

Date : Oct 13, 2026

Time : 9:36 am

For Period Ending 30-Sep-2026



	BUDGET	CURRENT YTD	VARIANCE	% SPENT	LAST YEAR YTD	LAST YEAR TOTAL
LIBRARY FUND						
REVENUE						
REVENUE						
Revenue Details						
MUNICIPAL GRANTS	-2,845,500.00	-2,133,000.00	-712,500.00	74.96	-2,080,000.00	-2,765,140.87
FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
PROVINCIAL GRANTS	-94,000.00	-4,505.60	-89,494.40	4.79	-8,043.80	-95,639.60
HASTINET PARTNERSHIP	0.00	0.00	0.00	0.00	0.00	0.00
USER FEES	-44,000.00	-41,560.30	-2,439.70	94.46	-35,026.02	-51,118.55
DONATIONS REVENUE	-6,000.00	-37,392.91	31,392.91	623.22	-4,142.97	-67,819.69
INVESTMENT INCOME	-26,000.00	-17,804.29	-8,195.71	68.48	-25,568.23	-30,553.94
OTHER REVENUE	-74,500.00	-35,885.00	-38,615.00	48.17	-45,930.26	-93,333.48
SALES OF GOODS	-500.00	-118.97	-381.03	23.79	-134.83	-187.99
RESERVE FUND TRANSFERS	-110,000.00	0.00	-110,000.00	0.00	0.00	-30,000.00
TRUST FUNDS	-1,000.00	0.00	-1,000.00	0.00	0.00	-5,324.08
Total Revenue Details	-3,201,500.00	-2,270,267.07	-931,232.93	70.91	-2,198,846.11	-3,139,118.20
Total REVENUE	-3,201,500.00	-2,270,267.07	-931,232.93	70.91	-2,198,846.11	-3,139,118.20
Total REVENUE	-3,201,500.00	-2,270,267.07	-931,232.93	70.91	-2,198,846.11	-3,139,118.20
EXPENDITURES						
EXPENDITURES						
Expenditures Detail						
LIBRARY LABOUR - REGULAR	2,367,500.00	1,709,756.63	657,743.37	72.22	1,644,654.88	2,346,721.71
LIBRARY LABOUR - SUMMER	6,500.00	5,464.36	1,035.64	84.07	0.00	0.00
GALLERY OPERATION	5,000.00	4,458.73	541.27	89.17	3,321.84	5,234.26
Sales of Goods - COGS	0.00	0.00	0.00	0.00	0.00	0.00
LIBRARY MATERIALS - BOOKS	100,000.00	72,894.96	27,105.04	72.89	67,422.20	7,170.32
LIBRARY MATERIALS - PERIODICALS	4,000.00	1,765.30	2,234.70	44.13	1,674.04	4,276.84
LIBRARY MATERIALS - CD	0.00	0.00	0.00	0.00	0.00	0.00
LIBRARY MATERIALS - DISC MEDIA	28,500.00	20,694.51	7,805.49	72.61	21,221.07	0.00
LIBRARY MATERIALS ELECTRONIC RESOURCES	109,500.00	87,730.21	21,769.79	80.12	80,121.52	116,142.01
LIBRARY MATERIALS - MICROFILM	5,500.00	5,049.07	450.93	91.80	4,802.55	2,416.80
LIBRARY MATERIALS - ART	0.00	0.00	0.00	0.00	0.00	0.00
LIBRARY PROGRAMS	8,000.00	5,706.62	2,293.38	71.33	6,311.25	8,700.94
FACILITY OPERATION	200,500.00	132,638.33	67,861.67	66.15	149,681.24	218,730.81
ADMINISTRATION	282,000.00	204,770.39	77,229.61	72.61	156,541.06	271,409.48
SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00
DONATIONS/AWARDS	500.00	500.00	0.00	100.00	0.00	0.00
HASTINET	59,000.00	51,747.01	7,252.99	87.71	48,848.72	58,461.81
AMORTIZATION EXPENSE	0.00	0.00	0.00	0.00	0.00	168,254.72
TRANSFERS TO RESERVES	25,000.00	23,732.00	1,268.00	94.93	0.00	7,493.95
Total Expenditures Detail	3,201,500.00	2,326,908.12	874,591.88	72.68	2,184,600.37	3,215,013.65

Library Detail - Monthly

For Period Ending 30-Sep-2026



	BUDGET	CURRENT YTD	VARIANCE	% SPENT	LAST YEAR YTD	LAST YEAR TOTAL
LIBRARY FUND						
Total EXPENDITURES	3,201,500.00	2,326,908.12	874,591.88	72.68	2,184,600.37	3,215,013.65
Total EXPENDITURES	3,201,500.00	2,326,908.12	874,591.88	72.68	2,184,600.37	3,215,013.65
Surplus/Deficit	0.00	56,641.05	-56,641.05	0.00	-14,245.74	75,895.45
Total LIBRARY FUND	0.00	56,641.05	-56,641.05	0.00	-14,245.74	75,895.45
Total Surplus (-)/Deficit	0.00	56,641.05	-56,641.05	0.00	-14,245.74	75,895.45

Report to the Belleville Public Library Board 26 10: Hoopla usage statistics and cost details

Trevor Pross

October 2026

Suggested Resolution:

THAT the Board receives Report 26_10: Hoopla usage statistics and cost details, for information.

Background

While reviewing the 2027 draft operating budget, the Finance Committee requested more information about the Hoopla digital content platform and how much it costs.

History

We have offered the Hoopla digital platform to our patrons since 2014. Initially shared with Quinte West Public Library, we took control of our own Hoopla platform in 2020.

Platform details

Hoopla offers instant borrows of comics, music, TV, films, audiobooks, eBooks, and Bingepasses (several titles bundled together). The content is available on demand for borrowing, regardless of how many users are using it, whereas other platforms operate on a traditional one-user / one-copy model, which often leads to long wait times for popular titles.

The Library is charged a fee for each circulation / checkout on Hoopla. There is a monthly budget that limits usage, calculated as a daily budget cap. Once the Library has spent that daily cap amount, no further borrows are allowed until the budget resets at midnight. Staff receive frequent complaints from patrons saying they can never use the service because they are always being blocked due to the budget cap.

Just for one day, October 1, we had 46 patrons blocked by the budget cap. The number of daily blocks usually declines as the month progresses, but even the very last day of September saw 19 blocks.

Currently patrons are limited to 5 borrows per month.

Usage / statistics overview for Hoopla

The most borrowed formats for Hoopla are audiobooks, eBooks and films.

2025 Hoopla usage

Audiobooks = 8,766

eBooks = 4,483

BingePasses = 147

Comics = 444

Films = 934

Music = 128

Television = 652

Total = 15,554

Financial impact of Hoopla borrowing

The total amount spent on Hoopla in 2025 was \$48,896. We circulated 15,554 titles on Hoopla in 2025. That is an overall **cost per cko of \$3.14.**

In 2026, up to the end of August, the total amount spent on Hoopla was \$31,281. In that time, we circulated 10,000 items. That is a **cost per cko of \$3.13**

Comparison: Libby (Overdrive)

In 2025, we spent \$38,295 on Libby (eBooks, audiobooks and magazines). In that time, we circulated 81,600 items. That is an overall **cost per cko of \$0.47.**

In 2026, we spent \$36,623 on Libby by end of August. In that time, we circulated 60,845 items. **That is a cost per cko of \$0.60.**

Recommendations:

- Reduce the Hoopla budget by \$19,000 to a total of \$24,000 for 2027. Consider further reduction in budget for 2028. Move funds to other areas of the collection budget, such as Large Print and the new CloudLibrary platform (if approved).
- Reduce the monthly borrowing limit from 5 to 3 borrows per month.

- Explore limiting the Hoopla content to eBooks, audiobooks, and films, the top three borrowed formats.
- Assess the continued use of the platform ahead of 2028.

Report to the Belleville Public Library Board 26 11: Room rental fee review and approval of 2027 rates

Trevor Pross

October 2026

Suggested Resolution:

THAT the Board receives Report 26_11: Room rental fee review and approval of 2027 rates for information, AND THAT the Board approves the proposed 2027 room rental rates as presented.

-or with the following changes to room rental rates-

Background

While reviewing the 2027 draft operating budget, the Finance Committee requested more information about room-rentals and comparison information for other rooms for rent in the area. **Please see attached spreadsheet with comparative information on room-rental rates in the area.** Most of our room-rentals are booked by non-profit organizations.

The Finance Committee recommended that the 2027 room-rental rates be increased slightly, while still remaining competitive with our main comparator, the QSWC.

The Finance Committee also recommended that the Library cease the practice of waiving room-rental fees for City of Belleville departments, effective 1 January 2027, which is in line with their own practice of inter-departmental fee charges for things like room rentals.

Current room rental rates

	Capacity	Full Day Rate (regular)	Full Day Rate (non-profit)
BPL Meeting Room	100 (standing)	\$320.00	\$160.00
	60 (tables & chairs)		
BPL Board Room	16 (seated)	\$120.00	\$60.00
Gallery 1	175 (standing)	\$340.00	\$170.00
	100 (tables & chairs)		
Gallery 2	85 (standing)	\$270.00	\$135.00
	50 (tables & chairs)		
Gallery 3	85 (standing)	\$270.00	\$135.00
	50 (tables & chairs)		
Entire third floor		\$900.00	\$450.00

Proposed 2027 room-rental rates (effective 1 January 2027)

	Capacity	Full Day Rate (regular)	Full Day Rate (non-profit)*
BPL Meeting Room	100 (standing)	\$340.00	\$170.00
	60 (tables & chairs)		
BPL Board Room	16 (seated)	\$130.00	\$65.00
Gallery 1	175 (standing)	\$380.00	\$190.00
	100 (tables & chairs)		
Gallery 2	85 (standing)	\$285.00	\$142.50
	50 (tables & chairs)		
Gallery 3	85 (standing)	\$285.00	\$142.50
	50 (tables & chairs)		
Entire third floor		\$925.00	\$462.50

* Effective 1 January 2027, the Board will no longer waive room-rental fees for City of Belleville departments. The City will be charged the applicable 2027 non-profit rate for all rentals.

	Capacity	Full Day Rate (regular)	Full Day Rate (non-profit)	Included						
BPL Meeting Room	100 (standing)	\$320.00	\$160.00	Tables and chairs, screen, podium						
	60 (tables & chairs)									
BPL Board Room	16 (seated)	\$120.00	\$60.00	Tables, chairs, smart TV						
Gallery 1	175 (standing)	\$340.00	\$170.00							
	100 (tables & chairs)			Entire third floor = \$900 / day						
Gallery 2	85 (standing)	\$270.00	\$135.00							
	50 (tables & chairs)									
Gallery 3	85 (standing)	\$270.00	\$135.00							
	50 (tables & chairs)									
COB Parkdale Community Centre	120 (dining capacity)	\$254.50		Dining capacity, full kitchen, accessible washrooms, television with HDMI cable						
Gerry Masterson Community Centre	173 (dining capacity)			Dining capacity, full kitchen, stage, television with HDMI cable, projector and projector screen, microphone, sound system, accessible washrooms						
Monday to Thursday		\$163.75								
Friday or Saturday		\$491.25								
Sunday		\$254.50								
Event with alcohol		\$755.00								

	Capacity	Full Day Rate (regular)	Full Day Rate (non-profit)	Included						
Quinte Sports and Wellness Centre										
Multipurpose Room	150 (seated)	\$472.00	\$237.00	Large projector screen and projector, stove for reheating, fridge, aerial view of Mackay Insurance Arena.						
Minor Sports Meeting Room	50 (seated)	\$286.75	\$171.25	TV screen and connections, sink and water, counter space						
Fireplace Room	75 (seated)	\$286.75	\$171.25	TV screen and connections, sink and water, counter space						
Pro Shop Meeting Room	30 (seated)	\$157.00	\$96.50	Sink, water and small counter space, TV screen and connection						
Media Training Room	20 (seated)	\$157.00	\$96.50	Sink, water and small counter space, TV screen and connection						
Gym Meeting Room	20 (seated)	\$157.00	\$96.50	Sink, water and small counter space, TV screen and connection						
Cobourg Public Library										
Rotary Room	80	\$225.00	\$125.00							
The Core		\$850.00		6 different rooms in varying sizes; average price for up to five hours						
Belleville Club		\$850.00		Approximate rate for non-member, can vary depending on event.						

Report to the Belleville Public Library Board 26 12: CloudLibrary 2-year pilot program approval

Trevor Pross

October 2026

Suggested Resolution:

THAT the Board receives Report 26_12: CloudLibrary 2-year pilot project approval; AND THAT the Board directs the CEO to engage with OCLC to introduce the CloudLibrary platform for BPL patrons, effective 1 January 2027, including the CloudLink option, with a review no later than 30 September 2028 to evaluate the product ahead of the 2029 budget year; AND THAT the Board approves a \$5,000 transfer from the Library Materials Reserve Fund to cover the 2027 platform fees to implement the service.

Background

The 2022-2027 Strategic Action Plan, last reviewed and approved by the Board in April of 2026, includes the following:

Strategic Direction 1 – Support Learning and Development

Goal 1: Support our traditional formats and make the most of our digital resources.

Action 5: Expand offering of digital resources with the addition of the CloudLibrary eBook platform.

→ Test demand with a pilot project for CloudLibrary.

About the CloudLibrary platform

Offered by the non-profit company OCLC, which purchased the platform in 2024, CloudLibrary is a digital content platform for public libraries that offers patrons a collection of eBooks and audiobooks to borrow. This is comparable to our Libby platform and is based on the one-user-one-borrow model, so only one patron can borrow a digital title at a time.

There is an annual platform fee, and then the library must purchase eBooks and audiobooks to create a collection for use by our patrons. (see below for pricing)

CloudLibrary offers a catalogue of eBooks and audiobooks for purchase. The current catalogue features approximately 3.3 million eBook titles, and 680,000 audiobook titles.

Staff will use the online portal to order titles and can utilize various collection development tools and features such as newsletters, “auto-carts”, monthly hot titles lists, staff and patron suggestions, and pre-built library “shelves”.

OCLC staff are available to assist our staff with the building of the initial collection and any future title purchases.

The catalogue of titles features information for each title such as publication date, licencing model (number of checkouts before title must be purchased again), series details, and any relevant usage statistics.

There are also some pay-per-use options available that expand the content catalogue to include titles which are then charged on a per-use basis, similar to the Hoopla platform. This is not a feature we anticipate using as part of the initial pilot project.

An option exists to transfer titles from the Overdrive Advantage program (a system that allows us to purchase extra titles in Libby for exclusive use by our patrons). Transfers from Libby are not recommended at this time.

Compatible with Kobo e-readers

CloudLibrary, like Libby, has the option of downloading eBooks to the Kobo e-reader, which is a popular Canadian e-reading device used by many of our patrons.

CloudLink

This option, available for a fee (below), is recommended as part of the pilot program. The CloudLink option connects our collection to several other libraries across the Province. This increases the number of available titles for each library by pooling resources.

If a title is not being used / borrowed by patrons at another library, and there are no holds (waiting list) on the title, our patrons would be able to borrow the title from another participating library. Similarly, if a title in our catalogue is not being used / borrowed, and there are no holds on the title, a patron from another library could borrow the title from us.

This helps to increase our usage statistics and to expand choice for our patrons.

The Ontario CloudLink currently has over 230,000 copies of titles available.

Optional add-ons to the CloudLibrary product:

In addition to the eBook and audiobook collection, there are options to expand the content available on CloudLibrary, including Newstand (magazines), Streaming Video (films and television) and Comics Plus (comics and graphic novels).

These additions are not recommended at this time as they require additional fee payments, and our most popular formats on other digital platforms like Libby and Hoopla are eBooks and audiobooks. We may consider adding these at a future date.

Costing

There are two costs associated with CloudLibrary, the ongoing collection development costs, which are incurred as we purchase titles for our digital collection, and the annual platform fees. There is also a one-time initial setup fee of \$1,000.

2027 cost:

Platform fee = \$3,000 (annual)

Initial setup and training fee = \$1,000 (one-time)

CloudLink fee = \$1,000 (annual)

Total 2027 platform fees: \$5,000

+Collection development costs: The ongoing costs associated with purchasing a digital collection and maintaining it for our customers, based on current publisher licencing fees. This amount is determined by each library that subscribes to CloudLibrary.

The 2027 proposed operating budget, if approved by the Board, includes \$8,000 for collection development costs for CloudLibrary, to cover purchases in the first year of the pilot project.

2028 cost:

Platform fee = \$3,000 (annual)

CloudLink fee = \$1,000 (annual)

Total 2028 platform fees: \$4,000

+annual / operating costs to maintain the collection

Funding:

It is recommended that the Board approves a transfer of \$5,000 from the **Library Materials Reserve Fund** to the operating budget to pay for the initial setup costs for year one of the pilot project.

The reserve currently holds \$8,411.

Cover sheet: 2027 Capital Budget for approval

October 2026

The attached draft Capital budget for 2027 was approved by the Board at their September, 2026 meeting.

The attached submissions have been revised slightly to increase the total amount withdrawn from library reserve funds, as requested by the City Treasurer / Director of Finance.

The previous total amount withdrawn from reserve funds was \$73,000.

The revised / current total amount withdrawn from reserve funds is \$100,000.

→See attached reserve fund amounts report (effective 14 October 2026).

Suggested resolution:

“THAT the Board approves the revised 2027 Capital Budget submission as presented and directs the CEO to submit the budget requests to the City of Belleville for Council’s consideration.”

General Ledger Trial Balance

Date : Oct 14, 2026

Time : 5:06 pm



Fiscal Year : 2026
 Account : 3-5-0701000-2010 To 3-5-0701000-2021
 Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	3					
CLASS	5			RESERVES		
CATEGORY	701000			RESERVE FUNDS		
3-5-0701000-2010				Reserve - Mobile Services	-23,732.00	0
3-5-0701000-2011				Reserve - Professional Services	-10,000.00	0
3-5-0701000-2012				Reserve - Library Materials	-8,411.46	0
3-5-0701000-2013				Reserve - Capital Equipment	-256,145.72	0
3-5-0701000-2014				Reserve - Sick Leave/Retirement	-33,393.38	0
3-5-0701000-2015				Reserve - M Gibson	-2,768.82	0
3-5-0701000-2016				Reserve - MG McConnell	0.00	0
3-5-0701000-2017				Reserve - Olive Delaney	0.00	0
3-5-0701000-2018				Reserve - J Johnson	-9,318.54	0
3-5-0701000-2019				Reserve - Corby	-23,427.02	0
3-5-0701000-2020				Reserve - Parrott	-51,624.39	0
3-5-0701000-2021				Reserve - Main Branch Renovation	-10,000.00	0
Category Total					-428,821.33	0
RESERVES Total					-428,821.33	0
LIBRARY FUND Total					-428,821.33	0
REPORT TOTAL					-428,821.33	0

2027 CAPITAL BUDGET JUSTIFICATION

Department: (select) **Library**
Division: (select) **Administration**
Category: (select) **Asset Maintenance or Replacement**

Budget Amount: \$ 8,000.00
Budget Reference #:

Project Information

Project Name
 Gallery servery equipment replacement

Project Detail, Justification & Reference Map

The servery in the John M. Parrott Art Gallery is heavily used for library and gallery programs, and for room rental services. It has a microwave, fridge, sink, cabinets, a broken dishwasher, and a Bunn professional coffee maker. We would like to replace the coffee maker and install a functioning dishwasher with sanitizing option.

The Library/ Gallery offer hundreds of programs and events each year. For example, in 2025, we offered 711 programs and events, attended by 16,000 people. We also rent out space for dozens of events and meetings each year. Many of these programs, events, and meetings require coffee and the use of dishes. There is currently no working dishwasher. Public Health has indicated a dishwasher with sanitizing function is required if we want to use dishes, so we use disposable cups and plates, adding to operating costs and waste.

The current coffee maker, a one-burner Bunn professional unit, is over 10 years old and has been having issues requiring increased staff time. The unit is experiecing a problem leading to grinds in the coffee, and slow pouring. A new two-burner Bunn coffee maker would reduce staff time needed to prepare coffee for programs and events and will mean fewer trips to the servery to re-fill caraffes during events.

The project will involve the purchase and installation of a new dishwasher with sanitizing option, which will require some electrical work. A new professional coffee maker will also be purchased and installed.

Estimated Project Timeline:

Tender Date: n/a
Start Date: 1-Mar-27
Completion Date: 1-Jun-27

Project Components & Funding

	Budget	Funding
Roads / Roadside		
Sanitary Sewer		
Storm Sewer		
Water		
Bridges		
Buildings		
Other	5,000.00	library Capital Equipment reserve fund
Other	3,000.00	request from City
	<u>\$ 8,000.00</u>	

	Approver	Date
Submitted by	Trevor Pross, CEO	29/Jul/26
Director approval	Pending Board Approval	

Supporting Information

Asset Management Plan

AMP Risk Assessment: n/a

Level of Service metric impact(s)

Additional information / explanation:

No impact on long-term assets or capital planning, as this involves maintenance and replacement of existing equipment.

Project Priority

Capital Project Prioritization Ranking: 24
 (projects ranked based on City's Budget and Financial Control Policy - Appendix A)

Reasons/ Highlights for Capital Project Prioritization Ranking:

Minor to no impact on operating costs, but increased staff efficiency and improved service for patrons.

Commitments Made

None

Operating Impacts

Description:

Negligible impact on operating costs: some increased water and electricity usage for new dishwasher, offset by cost savings with reduced use of disposable plates and cups.

Financial:

Asset Management Reserve Contribution required
 Additional Maintenance costs required minimal \$ -

	Approver	Date
Finance review		
CAO approval		
Mayor approval		

Evaluation Category	Evaluation Criteria	Evaluation Criteria Description	Max	Score	Comments / Justification
Public Safety	Health & Safety	Extent to which project eliminates, prevents, or reduces an immediate hazard to health and safety - Directly and completely eliminates hazard - 15 - Completely prevents hazard - 10 - Supports the reduction of hazard - 5 - Does not address Health and Safety - 0	15	0	
	Legislated, Mandated, or Required by Law	Extent to which the project is required for regulatory reasons, or satisfies Federal/Provincial/County/Municipal recommendations or pending regulations. (i.e. - AODA) - Directly addressed regulatory issue - 10 - supports / partially addresses legislative issue - 5 - N/A - 0	10	0	
			25	0	
Service Levels	Maintain Current Level of Service	Extent to which project is necessary for the City to continue to provide one or more services at current standards, and extent to which affects all customers - Addresses current level of service deficiency - 10 - supports current level of service deficiency - 5 - No change - reduction of required level of service - -5	10	5	Supports staff during programs and events and allows for continued offering of coffee for patrons in attendance, which is expected.
	Improving Access	Extent to which project improves citizen access to current services	5	0	0
	Service Improvement	Extent to which project improves the quality of existing services -3	5	3	Reduces staff time during programs and events.
		Extent to which project increases the quantity of exiting services -2			Reduce waste from disposable cups and plates.
			20	8	
Strategic Alignment	Goals/Objectives	Extent to which project meets strategic planning goals & objectives of Council - Directly aligned and clearly demonstrated 10 - Indirectly aligned and clearly demonstrated 5 - No Alignment 0	10	10	BPLJMPAG Strategic Plan 2022-2027, Strategic Direction #3 = <i>Focus on Culture / Destination</i> Goal #3 "ensure that our Library and Gallery are cultural hubs in the community with plenty of cultural activities..."
	Mandates	Extent to which project helps council meet existing or new mandates. (i.e. Energy Savings initiative, Green initiative, etc.) - Multiple Council mandates/initiatives impacted 5 - Single Council mandates/initiatives impacted 3 - No Council mandates/initiatives impacted 0	5	0	<specify Council mandates impacted> If section incomplete score to be adjusted to zero
			15	10	
Financial	Operating Budget Impact	Significant decrease in operating costs (> \$100,000) - 10 Moderate decrease in operating costs (>\$0 - \$100,000) - 5 No impact on operating costs - \$0 Moderate increase in operating costs (>\$0 - \$100,000) - -5 Significant increase in operating costs (> \$100,000) - -10	10	0	Minor cost increase due to more water and electricity usage, but cost savings from using fewer disposable cups and plates.
	Financing	Extent to which project can be financed with non-general fund revenue sources - Fully funded through external sources - 5 - Partially funded through external sources - 3	5	3	38% of project cost paid for from library reserve funds

	Return on investment	Positive return on investment and less than or equal to 5 year payback- 5 Positive return on investment and payback beyond 5 years - 3 Unable to Calculate ROI / Negative ROI - 0	5	0	
			15	3	
Economic	Economic Impact	Extent to which project enhances economic development in the City or directly/indirectly adds to tax base - Demonstrated impact, with significant local economic impact (5) - indirect impact, moderate local economic impact (3) -none (0)	5	0	
	Growth	Extent to which the project increase infrastructure capacity; a) to service existing population, b) to meet future growth needs	5	0	
			10	0	
Other	Timing/Linkages	Extent to which is project is timely, a continuation of project currently underway, related to other high priority projects etc. - priority project identified in approved reports with initial phases of budget approval (5) - priority project with supporting approved reports	5	0	
			5	0	
Community Support	Community Support	Extent to which project has broad and/or strong support from the community	5	3	Coffee is expected at most programs and events, especially Gallery Opening Receptions
			5	3	
TOTAL			100	24	

2027 CAPITAL BUDGET JUSTIFICATION

Department: (select) **Library**
Division: (select) **Administration**
Category: (select) **Asset Maintenance or Replacement**

Budget Amount: \$ 20,000.00
Budget Reference #:

Project Information

Project Name
General IT equipment replacement, staff and public machines

Project Detail, Justification & Reference Map

Belleville Public Library and the Parrott Gallery have a staff complement of 40 people, serving about 20,000 active cardholders. Our public computers provide an essential service for people who cannot afford their own computers and / or internet access. In 2025, our patrons logged into 14,365 public computer sessions.

Computer equipment used by the staff and public is aging and some items are in need of replacement. Possible replacement purchases include public and staff desktop computers and peripherals, battery backup systems, network equipment, and public wi-fi access points.

Supporting Information

Asset Management Plan

AMP Risk Assessment: n/a

	metric	impact
Level of Service metric impact(s)		

Additional information / explanation:

Does not increase floor space of building, just adds workspace for existing staff. Will require the moving of an electrical panel (light switches).

Project Priority

Capital Project Prioritization Ranking: 37

(projects ranked based on City's Budget and Financial Control Policy - Appendix A)

Estimated Project Timeline:

Tender Date:	n/a
Start Date:	1-Feb-27
Completion Date:	1-Aug-27

Project Components & Funding

	Budget	Funding
Roads / Roadside		
Sanitary Sewer		
Storm Sewer		
Water		
Bridges		
Buildings		
Other	15,000.00	library Capital Equipment reserve fund
Other	5,000.00	request from City
	\$ 20,000.00	

	Approver	Date
Submitted by	Trevor Pross, CEO	18/Aug/26
Director approval	Pending Board Approval	

Reasons/ Highlights for Capital Project Prioritization Ranking:

Supports staff work and public access computers. Supports efficient work and communications, keeps public services running smoothly.

Commitments Made

none

Operating Impacts

Description:
No impact on operating cost / utilities usage. Existing staff and public equipment that is need of replacing due to age.

Financial:

Asset Management Reserve Contribution required	\$	-
Additional Maintenance costs required		

	Approver	Date
Finance review		
CAO approval		
Mayor approval		

Evaluation Category	Evaluation Criteria	Evaluation Criteria Description	Max	Score	Comments / Justification
Public Safety	Health & Safety	Extent to which project eliminates, prevents, or reduces an immediate hazard to health and safety - Directly and completely eliminates hazard - 15 - Completely prevents hazard - 10 - Supports the reduction of hazard - 5 - Does not address Health and Safety - 0	15	0	
	Legislated, Mandated, or Required by Law	Extent to which the project is required for regulatory reasons, or satisfies Federal/Provincial/County/Municipal recommendations or pending regulations. (i.e. - AODA) - Directly addressed regulatory issue - 10 - supports / partially addresses legislative issue - 5 - N/A - 0	10	0	
			25	0	
Service Levels	Maintain Current Level of Service	Extent to which project is necessary for the City to continue to provide one or more services at current standards, and extent to which affects all customers - Addresses current level of service deficiency - 10 - supports current level of service deficiency - 5 - No change - reduction of required level of service - -5	10	10	Supports staff work and public computer access.
	Improving Access	Extent to which project improves citizen access to current services	5	3	Maintains and supports public computer access.
	Service Improvement	Extent to which project improves the quality of existing services -3	5	0	Maintains existing technology complement.
		Extent to which project increases the quantity of exiting services -2			
			20	13	
Strategic Alignment	Goals/Objectives	Extent to which project meets strategic planning goals & objectives of Council - Directly aligned and clearly demonstrated 10 - Indirectly aligned and clearly demonstrated 5 - No Alignment 0	10	10	BPLJMPAG Strategic Plan 2022-2027 Strategic Direction #5 = <i>Strengthen Organizational Capacity, "address future staff needs"</i>
	Mandates	Extent to which project helps council meet existing or new mandates. (i.e. Energy Savings initiative, Green initiative, etc.) - Multiple Council mandates/initiatives impacted 5 - Single Council mandates/initiatives impacted 3 - No Council mandates/initiatives impacted 0	5	5	Maintains current level of library / gallery services for the community.
			15	15	
Financial	Operating Budget Impact	Significant decrease in operating costs (> \$100,000) - 10 Moderate decrease in operating costs (>\$0 - \$100,000) - 5 No impact on operating costs - \$0 Moderate increase in operating costs (>\$0 - \$100,000) - -5 Significant increase in operating costs (> \$100,000) - -10	10	0	Replacement of existing equipment, will not impact operating costs.

	Financing	Extent to which project can be financed with non-general fund revenue sources - Fully funded through external sources - 5 - Partially funded through external sources - 3	5	3	50% of project cost paid for from library reserve funds
	Return on investment	Positive return on investment and less than or equal to 5 year payback- 5 Positive return on investment and payback beyond 5 years - 3 Unable to Calculate ROI / Negative ROI - 0	5	0	
			15	3	
Economic	Economic Impact	Extent to which project enhances economic development in the City or directly/indirectly adds to tax base - Demonstrated impact, with significant local economic impact (5) - indirect impact, moderate local economic impact (3) -none (0)	5	3	Computer access supports small business owners, entrepreneurs, students.
	Growth	Extent to which the project increase infrastructure capacity; a) to service existing population, b) to meet future growth needs	5	0	
			10	3	
Other	Timing/Linkages	Extent to which is project is timely, a continuation of project currently underway, related to other high priority projects etc. - priority project identified in approved reports with initial phases of budget approval (5) - priority project with supporting approved reports - None (0)	5	0	
			5	0	
Community Support	Community Support	Extent to which project has broad and/or strong support from the community	5	3	Public access computers are very popular and provide a vital service for those unable to afford computer or internet access.
			5	3	
TOTAL			100	37	

2027 CAPITAL BUDGET JUSTIFICATION

Department: (select) **Library**
Division: (select) **Operations**
Category: (select) **New Asset Acquisition/Development**

Budget Amount: \$ 110,000.00
Budget Reference #:

Project Information

Project Name

Self-serve library equipment

Project Detail, Justification & Reference Map

Over the next 2-5 years, the Library Board is pursuing a project to increase the reach and accessibility of our physical borrowing collection through mobile and self-serve technology. This will extend library services to areas of the municipality outside of the downtown core, providing convenience to patrons without the expense and limitations of building a library branch in one permanent location.

The installation of self-serve equipment in 2027 will create the first of three planned self-serve hubs over the coming years. The final location of each hub will be determined through public consultation, availability of host locations with electrical and internet service, and the advice of community partners like the City of Belleville. Possible locations for the first hub include the Quinte Sports and Wellness Centre and the Quinte Mall.

The self-serve locations will feature a hold pickup locker that dispenses items patrons request online, a unit that accepts returned items, and a vending machine with a browseable collection, to be accessed with a library card in the same way you would use a candy or drink machine. A mobile library (bookmobile) is also planned to provide even more outreach and convenience for Belleville residents.

This project is part of our strategic plan and aims to increase the size and usage of the physical collection, by providing more access to the collection in every part of our community.

Estimated Project Timeline:

Tender Date:	1-Mar-27
Start Date:	1-Jun-27
Completion Date:	1-Aug-27

Supporting Information

Asset Management Plan

AMP Risk Assessment:

metric

impact

Level of Service metric impact(s)

Additional information / explanation:

Project Priority

Capital Project Prioritization Ranking:

40

(projects ranked based on City's Budget and Financial Control Policy - Appendix A)

Reasons/ Highlights for Capital Project Prioritization Ranking:

Key strategic priority for Library Board over next 2-5 years.

Commitments Made

Project Components & Funding

	<i>Budget</i>	<i>Funding</i>
Roads / Roadside		
Sanitary Sewer		
Storm Sewer		
Water		
Bridges		
Equipment	45,000.00	City request
Equipment	55,000.00	Library capital equipment reserve
Equipment	10,000.00	Library mobile / self-serve reserve
	<u>\$ 110,000.00</u>	

	<i>Approver</i>	<i>Date</i>
Submitted by	Trevor Pross	30/Jul/26
Director approval	Pending Library Board approval	

None

Operating Impacts

Description:

Staff time to manage and fill / empty the machines. Ongoing technical support / service agreement costs. Approx. \$5,000 year one, \$10,000 subsequent years.

Financial:

Asset Management Reserve Contribution required

Additional Maintenance costs required

	<i>Approver</i>	<i>Date</i>
Finance review		
CAO approval		

Evaluation Category	Evaluation Criteria	Evaluation Criteria Description	Max	Score	Comments / Justification
Public Safety	Health & Safety	Extent to which project eliminates, prevents, or reduces an immediate hazard to health and safety - Directly and completely eliminates hazard - 15 - Completely prevents hazard - 10 - Supports the reduction of hazard - 5 - Does not address Health and Safety - 0	15	0	
	Legislated, Mandated, or Required by Law	Extent to which the project is required for regulatory reasons, or satisfies Federal/Provincial/County/Municipal recommendations or pending regulations. (i.e. - AODA) - Directly addressed regulatory issue - 10 - supports / partially addresses legislative issue - 5 - N/A - 0	10	0	
			25	0	

Service Levels	Maintain Current Level of Service	Extent to which project is necessary for the City to continue to provide one or more services at current standards, and extent to which affects all customers - Addresses current level of service deficiency - 10 - supports current level of service deficiency - 5 - No change - reduction of required level of service - -5	10	5	Will increase circulation and provide easier access to the library collection for patrons who do not live in the downtown core.
	Improving Access	Extent to which project improves citizen access to current services	5	5	Improves access to library collections and increases convenience.
	Service Improvement	Extent to which project improves the quality of existing services -3	5	5	Will improve library services for busy families who do not live near the downtown branch.
		Extent to which project increases the quantity of exiting services -2			Increases the reach and use of library borrowing collections.
			20	15	
Strategic Alignment	Goals/Objectives	Extent to which project meets strategic planning goals & objectives of Council - Directly aligned and clearly demonstrated 10 - Indirectly aligned and clearly demonstrated 5 - No Alignment 0	10	10	Library Board Strategic Plan: Strategic Direction #1, Goal #2: <i>invest in technology to support community-based learning and to improve accessibility.</i> Strategic Direction #2: Goal #2: <i>creatively consider ways to expand the physical presence of the library throughout the city</i> Strategic Action Plan: <i>develop self-serve technology as a way to extend services to other parts of the City</i>
	Mandates	Extent to which project helps council meet existing or new mandates. (i.e. Energy Savings initiative, Green initiative, etc.) - Multiple Council mandates/initiatives impacted 5 - Single Council mandates/initiatives impacted 3 - No Council mandates/initiatives impacted 0	5	5	Project to increase self-serve and mobile offerings is a key initiative supported and directed by the Library Board.
			15	15	
Financial	Operating Budget Impact	Significant decrease in operating costs (> \$100,000) - 10 Moderate decrease in operating costs (>\$0 - \$100,000) - 5 No impact on operating costs - \$0 Moderate increase in operating costs (>\$0 - \$100,000) - -5 Significant increase in operating costs (> \$100,000) - -10	10	5	Expected increase in operating costs of \$5 - 10,000 annually, plus some extra staff time.

	Financing	Extent to which project can be financed with non-general fund revenue sources - Fully funded through external sources - 5 - Partially funded through external sources - 3 - fully funded through internal sources - 0	5	3	55% funded by Library Board reserve funds.
	Return on investment	Positive return on investment and less than or equal to 5 year payback- 5 Positive return on investment and payback beyond 5 years - 3 Unable to Calculate ROI / Negative ROI - 0	5	3	Aims to increase usage of library collection over the next 3-5 years.
			15	1	

Economic	Economic Impact	Extent to which project enhances economic development in the City or directly/indirectly adds to tax base - Demonstrated impact, with significant local economic impact (5) - indirect impact, moderate local economic impact (3) -none (0)	5	0	
	Growth	Extent to which the project increase infrastructure capacity; a) to service existing population, b) to meet future growth needs	5	3	Helps support growth of City beyond the downtown core.
			10	3	
Other	Timing/Linkages	Extent to which is project is timely, a continuation of project currently underway, related to other high priority projects etc. - priority project identified in approved reports with initial phases of budget approval (5) - priority project with supporting approved reports	5	3	Part of general push to increase community access to library collections.
			5	3	
Community Support	Community Support	Extent to which project has broad and/or strong support from the community	5	3	Initial patron reactions to project have been very positive.
			5	3	
TOTAL			100	40	

2027 CAPITAL BUDGET JUSTIFICATION

Department: (select) **Library**
Division: (select) **Administration**
Category: (select) **Asset Maintenance or Replacement**

Budget Amount: \$ 20,000.00
Budget Reference #:

Project Information

Project Name

New office for library supervisory staff

Project Detail, Justification & Reference Map

Currently the Coordinator of Circulation and Patron Services, a supervisory position, works in an office on the second floor made from a converted closet, with only enough space for a desk and chair. The office is not wheelchair accessible and there is no room for file storage or for staff to meet with their supervisor. When the new office is created, the closet can be used for much-needed storage.

The Coordinator works in the circulation department on the first floor, and also provides support for the Children's, Youth, and Readers' Advisory department and security services, also located on the first floor. The new office will place them close to the staff they supervise, and will also provide an opportunity to monitor patron activity and support the security guard. It will be accessible and will allow for the supervisor to meet with staff in private.

The new office space will be located across from the main circ desk, in an area that is currently not being used. The project will involve creating office space with new walls and glass windows, and the purchase of additional office furniture (cabinet, second chair). As part of the project, a large panel of light switches will be moved to a new location by an electrician.

Estimated Project Timeline:

Tender Date: 1-Mar-27
Start Date: 1-Jun-27
Completion Date: 1-Aug-27

Project Components & Funding

	Budget	Funding
Roads / Roadside		
Sanitary Sewer		
Storm Sewer		
Water		
Bridges		
Buildings		
Other	15,000.00	library Capital Equipment reserve fund
Other	5,000.00	request from City
	\$ 20,000.00	

	Approver	Date
Submitted by	Trevor Pross, CEO	29/Jul/26
Director approval	Pending Board Approval	

Supporting Information

Asset Management Plan

AMP Risk Assessment: n/a

Level of Service metric impact(s)

metric impact

Additional information / explanation:

Does not increase floor space of building, just adds workspace for existing staff. Will require the moving of an electrical panel (light switches).

Project Priority

Capital Project Prioritization Ranking: 25

(projects ranked based on City's Budget and Financial Control Policy - Appendix A)

Reasons/ Highlights for Capital Project Prioritization Ranking:

Supports staff work, increases accessibility for office space.

Commitments Made

Library Board has approved contribution funding from capital equipment reserve fund.

Operating Impacts

Description:

No impact on operating cost / utilities usage. For use by existing staff.

Financial:

Asset Management Reserve Contribution required
 Additional Maintenance costs required \$ -

	Approver	Date
Finance review		
CAO approval		

Evaluation Category	Evaluation Criteria	Evaluation Criteria Description	Max	Score	Comments / Justification
Public Safety	Health & Safety	Extent to which project eliminates, prevents, or reduces an immediate hazard to health and safety - Directly and completely eliminates hazard - 15 - Completely prevents hazard - 10 - Supports the reduction of hazard - 5 - Does not address Health and Safety - 0	15	0	
	Legislated, Mandated, or Required by Law	Extent to which the project is required for regulatory reasons, or satisfies Federal/Provincial/County/Municipal recommendations or pending regulations. (i.e. - AODA) - Directly addressed regulatory issue - 10 - supports / partially addresses legislative issue - 5 - N/A - 0	10	5	(AODA) New office space will be wheelchair accessible. Current office space is not wheelchair accessible.
			25	5	
Service Levels	Maintain Current Level of Service	Extent to which project is necessary for the City to continue to provide one or more services at current standards, and extent to which affects all customers - Addresses current level of service deficiency - 10 - supports current level of service deficiency - 5 - No change - reduction of required level of service - -5	10	5	Supports full complement of staff to provide services for the public.
	Improving Access	Extent to which project improves citizen access to current services	5	0	0
	Service Improvement	Extent to which project improves the quality of existing services -3	5	2	Supports supervisory staff in day to day work.
		Extent to which project increases the quantity of exiting services -2			
			20	7	
Strategic Alignment	Goals/Objectives	Extent to which project meets strategic planning goals & objectives of Council - Directly aligned and clearly demonstrated 10 - Indirectly aligned and clearly demonstrated 5 - No Alignment 0	10	10	BPLJMPAG Strategic Plan 2022-2027, Strategic Direction #2 = Create Vibrant and Accessible Spaces Strategic Direction #5 = Strengthen Organizational Capacity, "address future staff needs"
	Mandates	Extent to which project helps council meet existing or new mandates. (i.e. Energy Savings initiative, Green initiative, etc.) - Multiple Council mandates/initiatives impacted 5 - Single Council mandates/initiatives impacted 3 - No Council mandates/initiatives impacted 0	5	0	<specify Council mandates impacted> If section incomplete score to be adjusted to zero
			15	10	
Financial	Operating Budget Impact	Significant decrease in operating costs (> \$100,000) - 10 Moderate decrease in operating costs (>\$0 - \$100,000) - 5 No impact on operating costs - \$0 Moderate increase in operating costs (>\$0 - \$100,000) - -5 Significant increase in operating costs (> \$100,000) - -10	10	0	For use by existing staff, with minimal impact on operating costs.
	Financing	Extent to which project can be financed with non-general fund revenue sources - Fully funded through external sources - 5 - Partially funded through external sources - 3	5	3	75% of project cost paid for from library reserve funds

	Return on investment	Positive return on investment and less than or equal to 5 year payback- 5 Positive return on investment and payback beyond 5 years - 3 Unable to Calculate ROI / Negative ROI - 0	5	0	
			15	3	
Economic	Economic Impact	Extent to which project enhances economic development in the City or directly/indirectly adds to tax base - Demonstrated impact, with significant local economic impact (5) - indirect impact, moderate local economic impact (3) -none (0)	5	0	
	Growth	Extent to which the project increase infrastructure capacity; a) to service existing population, b) to meet future growth needs	5	0	
			10	0	
Other	Timing/Linkages	Extent to which is project is timely, a continuation of project currently underway, related to other high priority projects etc. - priority project identified in approved reports with initial phases of budget approval (5) - priority project with supporting approved reports	5	0	
			5	0	
Community Support	Community Support	Extent to which project has broad and/or strong support from the community	5	0	
			5	0	
TOTAL			100	25	

Cover sheet: 2027 Operating Budget for approval

October 2026

The attached draft operating budget for 2027 has been approved by the Board Finance Committee.

Suggested resolution:

“THAT the Board approves the Draft 2027 Operating Budget as presented and directs the CEO to submit the Municipal Operating Grant request to the City of Belleville for Council’s consideration.”