



Agenda for the Regular Meeting of the Belleville Public Library Board – Tuesday, 16 June 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 16 June 2026
4. Motion to approve the minutes of the Regular Meeting of 21 April 2026
5. Items for Information

- Statistics: April and May 2026
- Media Report

Resolution:

“THAT the items for information be received.”

6. Financial Statement to 31 May 2026

Resolution:

“THAT the Financial Statement to 31 May 2026 be approved as presented.”

7. Policy approval: BPL030 Use of Artificial Intelligence

Resolution:

“THAT the Board approves policy BPL030 Use of Artificial Intelligence as presented.”



8. Closure date addendum: staff and volunteer appreciation event

Resolution:

“THAT the Board approves the closure of the Library and Gallery on Tuesday, November 24th, from 5:00 p.m. until 8:00 p.m., for a staff appreciation event.”

9. Revised policy: BPL005 Circulation Services

Resolution:

“THAT the Board approves revised policy BPL005 Circulation Services as presented.”

10. Report to the Belleville Public Library Board 26_06: Launch of capital campaign and donation funds transfer

Resolution:

“THAT the Board receives Report 26_06: Launch of capital campaign and donation funds transfer, AND THAT the Board approves the transfer of \$23,732 from the unrestricted surplus to the mobile and self-serve library services reserve fund, to earmark a recent donation to the capital campaign.”

11. 2027 Capital budget planning: verbal update / discussion

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

- In camera report on matters related to labour relations / employee negotiations



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

13. Motion to go out of In Camera session and return to the Regular Meeting
14. Other business
15. Adjournment

Next meeting: September 15, 2026



**The Minutes of the Regular Meeting of the Belleville Public Library Board on
Tuesday, 21 April 2026 at 6:00 PM in the Board Room**

Present: Councillor P. Carr (Chair); P. Appolon; G. Fraiberg;
Councillor K. Henderson; 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

K. Mahon, KPMG Auditor

Regrets: S. Jennings

Media: None

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

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

3. **Motion to approve the agenda for the Regular Meeting of 21 April 2026**

MOVED by R. Ingersoll, **SECONDED** by E. Lindenberg, THAT the agenda for the Regular Meeting of 21 April 2026 be approved as amended. **CARRIED**

4. **Motion to approve the minutes for the Regular Meeting of 17 February 2026**

MOVED by M. Roberts, **SECONDED** by P. Appolon, THAT the minutes for the Regular Meeting of 17 February 2026 be approved. **CARRIED**

No business arising from the minutes.

5. **2025 Audited Financial Statements for approval – presented by KPMG Auditor**

MOVED by M. Roberts, **SECONDED** by G. Fraiberg, THAT the 2025 Library Board Audited Financial Statement, and the 2025 Library Board Trust Funds Audited Financial Statement, be approved as presented. **CARRIED**



6. Items for Information

- **Statistics February and March 2026**
- **Media Report**

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

7. Financial Statement to 31 March 2026

MOVED by M. Roberts, **SECONDED** by Councillor Henderson, THAT the Financial Statement to 31 March 2026 be approved as presented. **CARRIED**

8. Report to the Belleville Public Library Board 26_04: Update on employee group benefits

MOVED by R. Ingersoll, **SECONDED** by P. Appolon, THAT the Board receives report 26_04: Update on employee group benefits for information. **CARRIED**

9. Strategic Action Plan, April 2026 update

MOVED by Councillor Henderson, **SECONDED** by P. Appolon, THAT the Board receives the Strategic Action Plan, April 2026 update for information. **CARRIED**

10. Report to the Belleville Public Library Board 26_05: Anniversary of the Library founding

MOVED by M Roberts, **SECONDED** by R. Ingersoll, THAT the Board receives report 26_05: Anniversary of the Library founding, AND THAT the Board resolves that the official date of the founding of the Belleville Public Library will be designated as 9 January 1903. **CARRIED**

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

- In camera report on matters related to labour relations / employee negotiations
- In camera report on matters related to labour relations / employee negotiations

MOVED by E. Lindenberg, **SECONDED** by M. Roberts, THAT the Board enter into In Camera Session. **CARRIED**

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

MOVED by E. Lindenberg, **SECONDED** by Councillor Henderson, THAT the Board concludes the In Camera session and resumes the Regular Meeting. **CARRIED**



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

13. Other business: None

14. Adjournment: The meeting was adjourned at 6:55 p.m. on a motion by G. Fraiberg.

Next meeting: June 16, 2026

April 2026									
Circulation: physical					Circulation: digital				
Inter-library loans - lent					Hoopla				
April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change	April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change
128	75	386	262	47%	1,233	1,263	5,021	5,213	-4%
Inter-library loans - borrowed					Kanopy				
April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change	April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change
82	100	315	305	3%	270	244	1,074	1,181	-9%
3D Prints					Overdrive - eBooks				
April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change	April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change
14	10	23	23	0%	3,217	2,765	13,729	11,563	19%
All ages - CD audiobooks					Overdrive - audiobooks				
April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change	April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change
266	266	1,081	998	8%	2,349	1,751	9,018	7,081	27%
Hotspot Loans					Overdrive - Magazines				
April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change	April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change
38	51	172	233	-26%	1,880	1,595	7,391	6,314	17%
Adult - DVD					MediciTV				
April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change	April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change
2,148	2,641	8,841	10,905	-19%	15	107	70	357	-80%
Children - DVD					Total digital circulation				
April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change	April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change
352	563	1,574	2,111	-25%	8,964	7,725	36,303	31,709	14%
Adult and teen - print					TOTAL CIRCULATION				
April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change	April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change
12,586	13,562	51,199	56,035	-9%	32,862	34,893	133,452	141,402	-6%
Children - print					Percentage of total circulation (%)				
April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change	2026 YTD Physical	2026 YTD Digital	2025 YTD Physical	2025 YTD Digital	
8,508	10,085	34,282	39,411	-13%	73%	27%	78%	22%	
Genre breakdown (print): children's					Reserves placed				
General	French	Board books	Picture books	Graphic novels	April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change
3,724	312	568	2,583	1321	2,864	2,902	11,798	12,102	-3%
Genre breakdown (print): adult					Reserves filled				
General	Non-fiction	Romance	Sci-fi	Fantasy	April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change
5,158	1,728	796	118	354	2,623	2,682	10,218	10,675	-4%
Periodicals	French	Inspirational	Western	Mystery	Public computer usage				
193	16	122	108	1304	April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change
Biography	Large print	Teen / YA	Graphic Novels	Special Collections	1,056	1,272	4,020	5,087	-21%
590	1020	437	543	99	Overdue notices				
Total physical circulation					April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change
April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change	210	220	655	740	-11%
23,898	27,168	97,149	109,693	-11%					

Gallery Programs					General				
Number of programs / events					Patrons entering building				
April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change	April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change
7	5	29	26	12%	11,124	12,076	43,013	49,575	-13%
Attendance					Class visits Library				
April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change	April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change
84	57	435	612	-29%	6	8	21	30	-30%
Number of gallery opening receptions					Attendance				
April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change	April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change
1	2	5	6	-17%	175	290	729	1,116	-35%
Attendance					Class visits Gallery				
April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change	April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change
110	215	370	422	-12%	4	7	14	15	-7%
Children's Programs					Attendance				
Number of programs / events					April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change
April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change					
18	22	83	90	-8%	158	248	425	630	-33%
Attendance					Number of Visiting Library Service visits				
April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change	April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change
331	529	2,116	2,637	-20%	41	33	157	140	12%
Teen Programs					New registrations				
Number of programs / events					April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change
April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change					
10	3	27	13	108%	173	154	749	758	-1%
Attendance					Virtual Branch				
April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change	Website visits				
204	49	490	263	86%	April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change
Adult Programs					21,362	20,655	96,759	84,306	15%
Number of programs / events					# of Social media followers				
April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change	April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change
31	32	110	113	-3%	7,191	6,616	7,191	6,616	9%
Attendance					Research and Learning				
April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change	Electronic resource usage				
315	347	1,307	1,479	-12%	Ancestry	Canadian Ref Centre	History Alive	Mango Language	Tumblebooks
Total number of programs / events					52	4	5,748	12	6
April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change	Novelist Plus	Gale Courses	Academic Search Premier	Hobbies & Crafts Source	MasterFILE Premier + Primary Search
67	64	254	248	2%	17	32	4	0	8
Total attendance					Total Electronic resource usage				
April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change	April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change
1,044	1,197	4,718	5,413	-13%	5,883	429	10,039	2,823	256%
					Research requests and ask-a-librarian				
					April 2026	April 2025	2026 YTD	2025 YTD	YTD % Change
					62		275	211	30%

May 2026									
Circulation: physical					Circulation: digital				
Inter-library loans - lent					Hoopla				
May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change	May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change
117	57	503	319	58%	1,214	1,235	6,235	6,448	-3%
Inter-library loans - borrowed					Kanopy				
May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change	May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change
65	71	380	376	1%	262	273	1,336	1,454	-8%
3D Prints					Overdrive - eBooks				
May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change	May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change
5	18	28	41	-32%	3,280	3,036	17,009	14,599	17%
All ages - CD audiobooks					Overdrive - audiobooks				
May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change	May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change
325	250	1,406	1,248	13%	2,312	1,739	11,330	8,820	28%
Hotspot Loans					Overdrive - Magazines				
May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change	May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change
34	57	206	290	-29%	2,016	1,668	9,407	7,982	18%
Adult - DVD					MediciTV				
May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change	May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change
2,064	2,740	10,905	13,645	-20%	10	48	80	405	-80%
Children - DVD					Total digital circulation				
May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change	May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change
372	598	1,946	2,709	-28%	9,094	7,999	45,397	39,708	14%
Adult and teen - print					TOTAL CIRCULATION				
May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change	May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change
12,994	14,030	64,193	70,065	-8%	33,528	34,925	166,980	176,327	-5%
Children - print					Percentage of total circulation (%)				
May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change	2026 YTD Physical	2026 YTD Digital	2025 YTD Physical	2025 YTD Digital	
8,645	9,251	42,927	48,662	-12%	73%	27%	77%	23%	
Genre breakdown (print): children's					Reserves placed				
General	French	Board books	Picture books	Graphic novels	May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change
3,629	257	560	2,699	1500	2,782	3,120	14,580	15,222	-4%
Genre breakdown (print): adult					Reserves filled				
General	Non-fiction	Romance	Sci-fi	Fantasy	May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change
5,429	1,576	890	161	382	2,434	2,874	12,652	13,549	-7%
Periodicals	French	Inspirational	Western	Mystery	Public computer usage				
220	14	101	85	1528	May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change
					985	1,325	5,005	6,412	-22%
Biography	Large print	Teen / YA	Graphic Novels	Special Collections	Overdue notices				
493	1022	413	592	88	May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change
Total physical circulation					207	209	862	949	-9%
May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change					
24,434	26,926	121,583	136,619	-11%					

Gallery Programs					General				
Number of programs / events					Patrons entering building				
May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change	May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change
8	7	37	33	12%	10920	12,980	53,933	62,555	-14%
Attendance					Class visits Library				
May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change	May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change
96	127	531	739	-28%	11	9	32	39	-18%
Number of gallery opening receptions					Attendance				
May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change	May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change
1	2	6	8	-25%	432	399	1,161	1,515	-23%
Attendance					Class visits Gallery				
May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change	May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change
100	104	470	526	-11%	8	4	22	19	16%
Children's Programs					Attendance				
Number of programs / events					May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change
May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change					
21	20	104	110	-5%	241	172	666	802	-17%
Attendance					Number of Visiting Library Service visits				
May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change	May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change
395	544	2,511	3,181	-21%	45	34	202	174	16%
Teen Programs					New registrations				
Number of programs / events					May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change
May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change					
4	5	31	18	72%	172	175	921	933	-1%
Attendance					Virtual Branch				
May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change	Website visits				
116	74	606	337	80%	May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change
					24,063	21,223	120,822	105,529	14%
Adult Programs					# of Social media followers				
Number of programs / events					May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change
May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change					
28	28	138	141	-2%	7,221	6,681	7,221	6,681	8%
Attendance					Research and Learning				
May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change	Electronic resource usage				
314	330	1,621	1,809	-10%	Ancestry	Canadian Ref Centre	History Alive	Mango Language	Tumblebooks
					46	3	15,312	233	7
Total number of programs / events					Research requests and ask-a-librarian				
May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change	May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change
62	62	316	310	2%	80	68	355	279	27%
Total attendance					Total Electronic resource usage				
May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change	May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change
1,021	1,179	5,739	6,592	-13%	15,671	409	25,710	3,232	695%
					Research requests and ask-a-librarian				
					May 2026	May 2025	2026 YTD	2025 YTD	YTD % Change
					80	68	355	279	27%

Media Coverage
April to May 2026

Library Line	April showers bring fresh high school art to the Parrott Gallery - Kailey Robinson, Library Assistant	Intelligencer Online	April 1
		Intelligencer	April 7
	Ready, Set, Garden! - Diane Wilson, Library Assistant	Intelligencer Online	April 9
		Intelligencer	April 14
	Celebrate Poetry Month at Belleville Public Library - Shantal Macarthur, Library Assistant	Intelligencer Online	April 16
		Intelligencer	
	Fiction World Tour available at Belleville Public Library - Trevor Pross, CEO	Intelligencer Online	April 23
		Intelligencer	April 28
	Author Vicki Delaney at Belleville Public Library - Jenny Pust, Librarian Coordinator	Intelligencer Online	May 1
		Intelligencer	May 5
	HeART and Home: Quinte area artists on display at the Parrott Gallery - Wendy Rayson-Kerr, Curator	Intelligencer Online	May 8
		Intelligencer	May 12
	May is Mystery Month at Belleville Public Library - Dave Berkers, Library Assistant	Intelligencer Online	May 14
		Intelligencer	May 19
	Fatalism can be found in these fated reads - Jonathan Powell, Librarian Coordinator	Intelligencer Online	May 22
		Intelligencer	May 26
	Honouring Indigenous History Month through learning - Diane Wilson, Library Assistant	Intelligencer Online	May 27
		Intelligencer	
Articles	Quinte Arts council hosts Indigenous Creative Spaces Gathering	Intelligencer Online	April 16
		Intelligencer	April 23
	Belleville Public Library records 427,498 checkouts in 2025	Intelligencer Online	April 23
		Intelligencer	April 28
	Belleville Public Library releases 2025 annual report - Zach McGibbon	Quintenews.com	April 23

Library Detail - Monthly

Date : Jun 08, 2026

Time : 11:25 am

For Period Ending 31-May-2026



	BUDGET	CURRENT YTD	VARIANCE	% SPENT	LAST YEAR YTD	LAST YEAR TOTAL
LIBRARY FUND						
REVENUE						
REVENUE						
Revenue Details						
MUNICIPAL GRANTS	-2,845,500.00	-1,185,000.00	-1,660,500.00	41.64	-1,156,000.00	-2,765,140.87
FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
PROVINCIAL GRANTS	-94,000.00	-2,485.60	-91,514.40	2.64	-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	-25,228.62	-18,771.38	57.34	-20,367.60	-51,118.55
DONATIONS REVENUE	-6,000.00	-2,091.77	-3,908.23	34.86	-2,559.02	-67,819.69
INVESTMENT INCOME	-26,000.00	-13,752.09	-12,247.91	52.89	-17,721.68	-30,553.94
OTHER REVENUE	-74,500.00	-5,480.71	-69,019.29	7.36	-9,660.21	-93,333.48
SALES OF GOODS	-500.00	-96.89	-403.11	19.38	-58.32	-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	-1,234,135.68	-1,967,364.32	38.55	-1,214,410.63	-3,139,118.20
Total REVENUE	-3,201,500.00	-1,234,135.68	-1,967,364.32	38.55	-1,214,410.63	-3,139,118.20
Total REVENUE	-3,201,500.00	-1,234,135.68	-1,967,364.32	38.55	-1,214,410.63	-3,139,118.20
EXPENDITURES						
EXPENDITURES						
Expenditures Detail						
LIBRARY LABOUR - REGULAR	2,367,500.00	879,578.67	1,487,921.33	37.15	852,426.81	2,346,721.71
LIBRARY LABOUR - SUMMER	6,500.00	0.00	6,500.00	0.00	0.00	0.00
GALLERY OPERATION	5,000.00	2,607.67	2,392.33	52.15	1,988.93	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	30,711.40	69,288.60	30.71	30,886.99	7,170.32
LIBRARY MATERIALS - PERIODICALS	4,000.00	1,765.30	2,234.70	44.13	1,648.65	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	9,914.63	18,585.37	34.79	9,048.13	0.00
LIBRARY MATERIALS ELECTRONIC RESOURCES	109,500.00	55,234.58	54,265.42	50.44	54,147.98	116,142.01
LIBRARY MATERIALS - MICROFILM	5,500.00	2,540.49	2,959.51	46.19	2,917.24	2,416.80
LIBRARY MATERIALS - ART	0.00	0.00	0.00	0.00	0.00	0.00
LIBRARY PROGRAMS	8,000.00	2,962.33	5,037.67	37.03	4,003.82	8,700.94
FACILITY OPERATION	200,500.00	66,904.16	133,595.84	33.37	72,304.33	218,730.81
ADMINISTRATION	282,000.00	119,774.26	162,225.74	42.47	95,168.84	271,409.48
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	59,000.00	47,367.01	11,632.99	80.28	43,148.72	58,461.81
AMORTIZATION EXPENSE	0.00	0.00	0.00	0.00	0.00	168,254.72
TRANSFERS TO RESERVES	25,000.00	0.00	25,000.00	0.00	0.00	7,493.95
Total Expenditures Detail	3,201,500.00	1,219,360.50	1,982,139.50	38.09	1,167,690.44	3,215,013.65

Library Detail - Monthly

For Period Ending 31-May-2026



	BUDGET	CURRENT YTD	VARIANCE	% SPENT	LAST YEAR YTD	LAST YEAR TOTAL
LIBRARY FUND						
Total EXPENDITURES	3,201,500.00	1,219,360.50	1,982,139.50	38.09	1,167,690.44	3,215,013.65
Total EXPENDITURES	3,201,500.00	1,219,360.50	1,982,139.50	38.09	1,167,690.44	3,215,013.65
Surplus/Deficit	0.00	-14,775.18	14,775.18	0.00	-46,720.19	75,895.45
Total LIBRARY FUND	0.00	-14,775.18	14,775.18	0.00	-46,720.19	75,895.45
Total Surplus (-)/Deficit	0.00	-14,775.18	14,775.18	0.00	-46,720.19	75,895.45

Suggested motion:

THAT the Board approves Policy BPL030 Use of Artificial Intelligence as presented.

--or with the following changes:



LIBRARY POLICY

Policy Title: USE OF ARTIFICIAL INTELLIGENCE

Date of Last Review:

Policy Type: Board - Administrative

Approved by Library Board: 16 June 2026

Policy Number: BPL030

Background

This policy will provide guidance to the staff and volunteers of Belleville Public Library and the John M. Parrott Gallery ("the Library") for the safe, ethical, and effective use of Artificial Intelligence (AI) systems and technologies. Staff must adhere to the requirements of this policy when using AI tools for their work, and while using Library and City of Belleville networks and computer equipment.

Staff will use AI in a way that complies with all Library policies, the current Collective Agreement, and all relevant legislation at the Federal, Provincial or Municipal level. (see Appendix A).

AI tools will never be used by the Library as justification for the elimination of employee positions or as part of an effort to reduce the staff complement.

Other relevant Library policies include:

BPL003 Computer and network use

BPL020 Collection development

BPL025 Electronic monitoring of employees

BPL026 Use of mobile devices

Scope

This policy applies to usage of AI tools for all aspects of Library operation, including programming, promotion, circulation, reference service, administration, and outreach. This policy applies to all Library staff and volunteers, including Board members, temporary employees and summer students, when using AI tools for Library business.

This policy shall govern the use of AI while using Library or City of Belleville technology, equipment and networks, including the use of AI components embedded into existing software.

Some of the popular AI tools available include ChatGPT, Google Gemini, Microsoft Copilot, Claude, and Meta AI. Some applications with built-in AI components include Microsoft Word, Canva, and Adobe Acrobat.

It is important to note that AI components may be built into any product or web service available today, even when not immediately clear that this is the case.

Definitions

Algorithmic Bias: Mistakes made by an AI tool because it was trained on incomplete, unfair, or prejudiced data, which can lead to unequal treatment of certain groups of people.

Artificial Intelligence (AI) System: A computer program that takes in information and uses it to make guesses, create text or images, give recommendations, or make decisions.

Automation Bias / Technological Deference: The human habit of trusting a computer's answer over human common sense or professional experience.

Generative AI: A type of AI software that creates brand-new content—like text summaries, language translations, graphics, videos, or audio transcripts—based on instructions typed in by a user.

Hallucinations: Refers to the phenomenon where an AI service produces incorrect, highly problematic, or fabricated information. These errors can often be presented by the AI as factual and sound.

Human-in-the-Loop: A way of working where a human staff member must check, edit, and approve computer-generated output before it can be used or shared or used further.

Personal information: Recorded information about an identifiable individual, including:

- information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;

- information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
- any identifying number, symbol or other particular assigned to the individual;
- the address, telephone number, fingerprints or blood type of the individual;
- the personal opinions or views of the individual except if they relate to another individual;
- correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
- the views or opinions of another individual about the individual; and
- the individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

Risk assessment

Before the Library buys, builds, or uses any AI tool, the tool or product must be approved for use by Library Administration. The approval process will include identifying the operational need, assessing potential security or privacy risks, consulting with experts, and regularly monitoring the tool to ensure it stays accurate. Any tool that makes systematic mistakes or leaks data must be turned off immediately.

Staff will not input data (including any confidential information), text, or pictures into any AI tool that could compromise or do reputational harm to the Library, staff or the Board.

Training

The Library will endeavour to provide training for staff on the use of AI in the workplace. This will include the cybersecurity and privacy implications of the use of AI, as well as training on how to assist customers in understanding AI-generated content.

Patron data protection

Staff are strictly prohibited from typing, uploading, or feeding personal information, patron borrowing histories, private staff files, or internal security or operational data into AI systems. The protection of privacy and personal information is a priority for the Library, which recognizes the risk that AI systems or models may expose such information or private data to the public.

Fact-checking and rejection of technological deference

Staff are responsible for ensuring that any data chosen to be used in an AI tool for a specific purpose is of high quality, accurate and free of bias that can pose risks, cause harm, or reinforce various forms of discrimination.

AI systems are known to “hallucinate” and produce incorrect or non-existent information. Generative AI is prone to fabricating realistic-sounding lies. Staff must never assume an AI output is correct just because a computer generated it. This is known as “automation bias” or “technological deference.” Humans must remain in control of all Library workflows.

Staff must manually verify all facts, historical claims, and book citations generated by AI before using them in Library business.

Whistleblower safety

Staff will be protected from any professional penalty or workplace discipline if they report, in good faith, that another employee or volunteer, or an AI tool or software system or vendor is known to have failed to comply with Library policy or privacy laws, or known to have violated ethical rules.

Clear labels for AI content

If a public guide, promotion, pamphlet, program outline, newspaper article, or media release relies heavily on text or graphics created by AI, it must include a plain-language note disclosing that use. General internet searches and minor corrections, like fixing spelling, grammar, or formatting, do not require a label.

Future developments in AI tools and resources

As the technological and regulatory environment of AI develops, the Library is committed to engage with staff, the Library Board, stakeholders, and the public to invest in shared knowledge and a shared vision for responsible use of AI. The Library will continue to monitor the legal status of AI tools in Canada as policies, regulations, copyright and case law evolves.

Approved by Belleville Public Library Board

Signature of Board Chair:

Date: 16 June 2026

Signature of Chief Executive Officer:

Date: 16 June 2026

Appendix A: Relevant legislation

Disclaimer: This list is not meant to be definitive and may not include all relevant legislation. The Library will endeavour to make staff aware of any new legislation that gets passed in future years regarding A.I. use or systems.

Provincial legislation:

- Employment Standards Act, 2000, S.O. 2000, c. 41.
- Enhancing Digital Security and Trust Act, 2024, S.O. 2024, chapter 24, Schedule 1.
- Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56.
- Ontario Human Rights Code, R.S.O. 1990, c. H.19.
- Public Libraries Act, R.S.O. 1990, c. P.44.
- Working for Workers Four Act, 2024 (Bill 149), S.O. 2024, chapter 3.

Federal legislation:

- Access to Information Act, R.S.C., 1985, c. A-1
- Copyright Act, R.S.C. 1985, c. C-42.

Appendix B: Reference sources

- Information and Privacy Commissioner of Ontario (IPC) & Ontario Human Rights Commission (OHRC). (2026). *Principles for the Responsible Use of Artificial Intelligence*. Joint Provincial Regulatory Publication. Toronto, Ontario.
- Treasury Board Secretariat / Government of Ontario. (2022; Updated 2026). *Responsible Use of Artificial Intelligence Directive*. Corporate Policy Instruments. Toronto, Ontario.
- Digital Infrastructure Strategic Framework. City Of Toronto, March 2022.
- Government of Canada. (2025). *AI Strategy for the Federal Public Service 2025–2027: Overview*. Treasury Board of Canada Secretariat. Ottawa, Ontario: King's Printer for Canada.
- Government of Canada. (2024). *Guiding Principles for the Use of AI in Government*. Treasury Board of Canada Secretariat. Ottawa, Ontario: King's Printer for Canada.
- American Library Association (ALA) AI Policy Working Group. (2025). *Guidance on the Use of Artificial Intelligence in Libraries: Draft for ALA Board, Council, and Members*. Professional Association Policy Brief. Chicago, Illinois.
- American Library Association (ALA) Center for the Future of Libraries. (2018; Updated 2026). *Trends in Library Technology: Artificial Intelligence Deep Neural Networks and Machine Learning*. Industry Whitepaper. Chicago, Illinois.
- International Federation of Library Associations and Institutions (IFLA). (2024). *Artificial Intelligence in Acquisitions and Collection Development: Standing Committee Environmental Scan and Global Work Plan*. Global Sector Briefing. The Hague, Netherlands.
- Library and Archives Canada (LAC). (2025). *AI is Here and LAC is Ready: Making Collections Discoverable, Building Trust, and Partnering for Innovation*. Strategic Institutional Roadmap. Ottawa, Ontario.
- Ontario Council of University Libraries (OCUL) Task Force on Machine Learning/AI. (2024). *OCUL Artificial Intelligence/Machine Learning: Final Report and Strategy for Public Distribution*. Joint Academic Research Strategy. Scholars Portal Portal Infrastructure. Toronto, Ontario.
- Ontario Library Association (OLA). (2025). *OLA Strategic Plan 2025–2028: Champion Libraries, Secure the Future, Invest in People*. Sector Strategic Framework. Toronto, Ontario.

Proposed Library Closure Dates 2026: addendum

Suggested motion:

THAT the Board approves the closure of the Library and Gallery on Tuesday, November 24th, from 5:00 p.m. until 8:00 p.m., for a staff appreciation event.

2026 Additional Closure Date: Staff and Volunteer Appreciation event

Tuesday 24 November 2026: 5 pm – 8 pm (dinner event)

All other 2026 closure dates including Sunday summer closures have been approved by the Board.

Suggested motion:

“THAT the Board approves revised policy BPL005 Circulation Services as presented.”

--or with the following changes:

Background:

New items are marked with **[new]**, which will be removed from the final copy. This policy has been revised to include language around limits to patron refunds, and around the maximum number of overdue items a patron can have on their card before their account is suspended. Also, the section on late fines was revised and a separate charge for audiobooks has been indicated for when an item record does not list replacement value. Finally, the late fine schedule has been updated to reflect current collections.

**LIBRARY POLICY**

Policy Title: CIRCULATION SERVICES

Policy Number: BPL005

Policy Type: Library Board – Public Service

Approved by Library Board: 30 January 2013

Date of Last Review: 16 June 2026

This policy outlines the rules and guidelines for library membership and the use of the Belleville Public Library borrowing collection.

There may be some situations that are not easily resolved by reference to this policy, and in these cases the CEO or his/her designate will endeavor to resolve the situation using common sense and sound judgment.

Library Membership

Upon presentation of proof of current address, a Belleville Public Library card is free to all who live, go to school, or own property or a business in the City of Belleville or the Tyendinaga Mohawk Territory. This card gives access to all digital and physical borrowing collections of Belleville Public Library (“the Library”), and the shared physical collections of Quinte West Public Library.

Children aged 12 or older may apply for their own library cards. For children aged 11 and under, a parent or guardian must register in person on his or her behalf and accept responsibility for fines and damaged or lost items.

Card Expiry

Membership is updated bi-annually. Every 24 months, cards will expire and the name, address and telephone number on the account must be verified by staff. The Library may require that any outstanding charges on the account be paid in order to renew the library card.

Card Replacement Fees

The first card a person receives will always be free. However, if a card is lost and needs to be replaced, a fee will be levied. Please refer to Appendix A for the Board approved fines and fees schedule.

Out of Town (Non-resident) Membership

It is possible to buy a membership card for the Library if you do not live or own property in the City of Belleville or Tyendinaga Mohawk Territory. Please refer to Appendix A for the Board approved fines and fees schedule.

Borrowing Privileges

Card Presentation Requirement

A valid library card must be presented each time materials are borrowed, or account information is accessed. It is possible to borrow items using a digital photo of a valid library card showing the User ID number. The physical library card must be presented as part of the card renewal process.

Account Information Online

Cardholders are able to access information for their account through the “My Account” page on the Library’s website, or on public access terminals in the Library. Online account information includes a list of current loans, reserve holds placed, items ready for pickup, fines owed, and the patron’s address information and personal identification number (PIN).

Through the “My Account” page patrons may renew materials, change their PIN, search for materials and place reserve hold requests, and also activate or suspend reserve hold requests. When a reserve hold is suspended, the patron will maintain the queue position for their request without receiving the item. This is appropriate for patrons who are going on vacation or who are waiting to read a series of books in the proper order.

Personal Identification Number (PIN)

Every patron account must have a PIN associated with it. The default PIN is the last 4 numbers of the patron’s telephone number. Patrons can customize their PINs through the “My Account” page of the internet public access catalogue (IPAC) or request a new PIN directly from staff at a service desk with presentation of a valid physical library card. Account and PIN numbers are also required for use of the public computers.

Optional suspension of physical borrowing privileges

A patron may request a change of their card to an “internet only” card. The card will still allow access to electronic resources and public computers but will not allow for the borrowing of physical collection items.

Temporary cards

Library card accounts are available on a temporary basis for patrons who do not have a fixed address but live in Belleville or Tyendinaga Mohawk Territory. Temporary cards will allow a maximum number of two (2) borrowed physical items at a time and will be set to expire a maximum of two (2) months after the card is issued, requiring in-person renewal.

Responsibility for Items Borrowed

Members are responsible for all materials borrowed on their card. Signing the library card implies acceptance of and adherence to all rules and regulations of Belleville Public Library and John M. Parrott Art Gallery.

Responsibility to Report Changes in Contact Information or Lost/ Stolen Cards

Changes in personal information such as name, address or telephone number, as well as the loss or theft of a library card, must be reported to staff immediately. If a card has not been reported lost or stolen, the card holder will maintain responsibility for all items borrowed on the card.

Loan Period

The circulation period for materials is three weeks unless otherwise specified in the table below. In addition, materials borrowed from Quinte West Public Library may fall under different rules and loan periods. Digital content is provided by third-party vendors and is circulated according to their loan policies, licencing contracts, and platform features.

Item	Loan Period
Book	21 days
Bestseller	14 days
Fast Lane	7 days
Reference	Non-circulating
DVD (feature films and documentaries, all ages)	7 days
DVD TV Series	21 days
Audiobooks	21 days
Periodical or magazine	21 days
Mobile router (hotspot)	7 days

Renewals

Most items borrowed can be renewed three times (extending the loan period) subject to the conditions outlined below. A renewal starts as of the date of renewal, not when the item was originally due. Patrons can renew their materials by contacting staff directly in person or by phone, or by accessing their “My Account” page through the IPAC. Interlibrary loans must be renewed by speaking to a staff member in person or on the phone.

Restrictions on Item Renewals

Items will not be renewed if:

- There is a hold request placed on the item by another patron
- There have already been 3 renewals of the item
- The library card has expired or will expire before the renewal date
- The library card is suspended or restricted from borrowing
- It's a bestseller or another item that has been designated as non-renewable

Reserve Hold Requests

Card holders with active accounts (not currently suspended) at the time of the request may place items on hold. Placing a reserve hold request does not guarantee an item will be available to the patron, nor can the Library be responsible for any delays in the time it takes for the material to reach the patron at the desired pick-up location.

Patrons may place holds on items through the IPAC on the website or by speaking with a staff member either in person or by telephone. Patrons can request items that are on order, on loan, or available (on the shelf). When a reserve hold request is made, the patron must indicate the desired pickup location for delivery of the item.

The Library will endeavor to fill reserve hold requests as quickly as possible. Some items may not be available even if the computer indicates that they are on the shelf. Hold requests can be made for circulating items located at all branches of Quinte West Public Library and Belleville Public Library.

When a requested item has become available, patrons will be notified according to their preferred contact method (telephone, email or text message). Items will be held for 5 business days after they become available for pickup.

Borrowing Limits

The maximum number of items that can be borrowed on one card at any given time is 75. Each day, patrons can borrow a maximum of 5 adult DVDs and 5 children's DVDs. The total number of DVDs per card at any time should not exceed 15 children's DVDs, 10 adult fiction DVDs, 10 documentary DVDs and 5 TV Series DVDs.

Only 1 mobile router (hotspot) is allowed to be borrowed per card. The current issue of a magazine and other reference items are not available to borrow.

The Library reserves the right to limit the number of popular seasonal materials, or categories in which there are limited holdings.

[new] Maximum number of overdue items

The maximum number of overdue items allowed on a library card account is 50 items. If an account has 50 or more overdue items, it will be restricted and borrowing privileges will be suspended.

Fines

[revised] Most items returned past their due date will not result in late fines. Please see Appendix A for the Board approved fines and fees schedule. Late fines may be charged for special item collections that do not appear in Appendix A, as determined by the CEO or designate, when new collections are offered, subject to pending approval by the Library Board.

Items that are more than two (2) weeks overdue will result in automatic replacement charges applied to the card, and an administrative fee. If the items are returned, the charges are reversed, minus the administrative fee, subject to refund limits laid out in this policy.

For materials borrowed from Quinte West Public Library, there may be some variations due to their policies.

Payment may be made by cash, cheque, debit, or credit. NSF cheques will be charged a service fee.

Maximum Amount Owed

If the amount owing on a Library card exceeds the threshold of \$20.00 owing, the account will be suspended (restricted). Patrons with suspended accounts cannot take out library materials, place holds, or renew items. Account and borrowing privileges will be reinstated when the charges have been paid below the \$20.00 threshold.

Lost or Damaged Materials

Members are responsible for all materials on loan to them and must report lost or damaged material at the earliest opportunity. The replacement cost of the material varies, and in most cases will be automatically charged to the card. In addition to replacement fees, a processing fee will also be levied (see Appendix A).

The Library will not accept a replacement copy or an item of equivalent value.

If replacement cost is unknown (not on the item's record), the following charges are applied:

Material	Charge
book, DVD	\$30.00
mass market paperback	\$12.00
children's board book	\$12.00
audiobook [new]	\$50.00
periodical	\$5.00

Refunds

A patron can bring in an item that was previously reported lost, accompanied by a receipt, for a refund, minus any overdue fines accrued and the processing fee. The Library reserves the right to deny refunds on damaged items or items for which no receipt or record of payment is available.

[new]

The Library will not issue refunds for payments that were completed more than one year (12 months) prior to the refund request. Any exceptions to this policy must be requested in writing, subject to the approval of the CEO or designate.

The Library will no longer issue refunds for funds patrons have stored on photocopy cards or library cards, as there is no way to verify or “read” the cards to see the amount. The copy card system was phased out in 2023.

Approved by the Belleville Public Library Board

Signature: Board Chair

16 June 2026

Signature: CEO

16 June 2026

Appendix A – Board approved fines and fees schedule

Updated April 2025

Non-resident membership fees

Non-resident membership fee, resides outside of Belleville / TMT
1 month = \$10
3 months = \$20
1 year = \$60

Maximum fines

Lost card replacement fee	Max owing threshold for card block (suspension)	Maximum late fees per card*	Processing fee for lost item replacement
\$1	\$20	\$65	\$7.00 per item

*Maximum late fees per card excludes lost or damaged Items replacement fees, which have no set maximum.

Daily fine rate for late materials: [new / updated]

Print titles, ILLO, DVDs, audiobooks	Cognitive care kits	Board games and puzzles	Sensory kits and book club sets	Provincial Parks, Quinte Conservation, and museum passes	Hotspots*	Radon detectors
\$0	\$0	\$0	\$1	\$1	\$5	\$1

*Mobile wi-fi internet routers (hotspots): In order to borrow hotspots, patrons must sign a Borrowing Agreement that clearly states the daily fees for late returns, and the replacement fee. The agreement also outlines replacement fees for other items from the hotspot units (charging cord, carrying case).

Report to the Belleville Public Library Board 26_06: Launch of capital campaign and donation funds transfer

Trevor Pross

June 2026

Suggested motion:

THAT the Board receives Report 26_06: Launch of capital campaign and donation funds transfer, AND THAT the Board approves the transfer of \$23,732 from the unrestricted surplus to the mobile and self-serve library services reserve fund, to earmark a recent donation to the capital campaign.

Background

A key initiative that the Board has supported is the implementation of self-serve and mobile library technology to extend our services across the municipality, especially to serve new and fast-growing residential housing developments. The project was identified in the Strategic Action Plan, which is regularly reviewed by the Board.

This extension of services can be achieved with the following equipment purchases and subsequent operational adjustments and expansion:

- return bins like the one located at the Quinte Sports and Wellness Centre (estimated cost per bin = under \$2,000)
- hold lockers, which dispense requested items after scanning library cards (estimated cost per unit = \$40,000 - \$60,000)
- vending machines, which dispense a curated selection of items from the borrowing collection and allow for automated checkouts (estimated cost per unit \$35,000 – \$45,000)
- self-checkout machines for in-branch use (wide range of models and price points depending on the nature and size of the system)
- small pop-up libraries, bicycle library services, and other temporary, small-scale service points that can be set up in places like malls, parks and playgrounds (costs can vary widely)
- mobile libraries, a.k.a. bookmobiles (estimated cost \$300,000)

Update

Reserve fund: In 2025, the Board directed the CEO to set up a new reserve fund for collecting savings for future purchases. The reserve fund is labeled as “the self-serve and mobile library services reserve fund.”

Grants: The Library subscribed to an online database service called Grant Station, which provides information on grant and funding opportunities in Ontario and Canada. We have not identified a funding program that we are eligible for to date, but regular searches are conducted in hopes of finding a suitable grant.

Parrott Foundation: An initial inquiry by letter will be sent to the Parrott Foundation Board before the end of June, to gauge their interest in providing funds for this initiative.

Donations: We actively solicit donations and always identify mobile / self-serve projects as a potential target for donations that are offered by local community members or businesses.

In December of 2025, we received a generous donation of shares (securities) that were converted to cash, as per our Fundraising policy. The total donation was \$23,732 after conversion. This amount is included in the unrestricted surplus identified in our 2025 audited financial statements.

This donation was made without any restrictions on its use. In a discussion with the donor, who wishes to remain anonymous, the bookmobile / self-serve project was identified as an appropriate place to allocate the donated funds.

The suggested motion above includes the direction to allocate this donation from the unrestricted surplus (which includes the donation amount as processed in the 2025 audited financial statement) to the self-serve and mobile library services reserve fund.

Anticipated donations: In April of 2026, the Library received a letter indicating that a donation is being made from the estate of a library supporter who passed away. The indicated amount for the donation is \$30,000. It is not clear when the funds will be transferred, but part or all of this donation can be transferred to the self-serve and mobile library services reserve fund, pending Board approval.

Launch of capital campaign

The CEO will be distributing a media release to announce the launch of a capital campaign before the end of June. This is designed to raise awareness for the initiative and solicit donations and sponsorship opportunities from the community. The term capital campaign is used rather than fundraising campaign, to keep our options open in case we need to request capital funding from the City of Belleville for this initiative.

Funding goal of the capital campaign over the next 1-3 years = \$500,000.