



Agenda for the Regular Meeting of the Belleville Public Library Board – Tuesday, 17 June 2025 at 6:00 PM in the Meeting 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 17 June 2025
4. Deputation by Shahid Mahmood and Sean McNeill – Topic related to public engagement with library services
5. Motion to approve the minutes of the Regular Meeting of 15 April 2025
6. Items for Information
 - Statistics: April and May 2025
 - Media Report

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

7. Financial Statement to 31 May 2025

Resolution:

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

8. Board closure dates addendum for approval – 2025 Sundays in July and August, and staff and volunteer appreciation event

Resolution:

“THAT the Board approves 2025 closure dates addendum as presented.”



9. Report to the Belleville Public Library Board 25_06: Accession of donated Manly MacDonald oil painting "Hilltop View of the Long Reach in Summer"

Resolution:

"THAT the Board accepts the following donated painting into the John M. Parrott Art Gallery's permanent collection, as per the recommendation of the Gallery Curator: *Hilltop View of the Long Reach in Summer*."

10. Report to the Belleville Public Library Board 25_07: Capital budget request to City for 2026 for approval

Resolution:

"THAT the Board approves the 2026 Capital Budget request to City Council as presented."

11. Report to the Belleville Public Library Board 25_08: Launch of fundraising campaign for mobile and self-serve solutions to increase service to the community

Resolution:

"THAT the Board receives Report 25_08 and directs the CEO to gather information and to pursue fundraising and grant opportunities in support of the future provision of mobile and self-service options for Belleville and Tyendinaga Mohawk Territory, including a mobile library (Bookmobile); AND THAT the Board authorizes the creation of a new Library reserve account for compilation of funds to support this initiative."

12. Policy Approval: BPL028 Procurement of goods and services

Resolution:

"That the Board approves policy BPL028 Procurement of Goods and Services as presented."



13. Report to the Belleville Public Library Board 25_09: Award of contract for security guard services 2025-2027

Resolution:

“THAT the Board approves the award of the contract for security guard services at Belleville Public Library from 1 August 2025 to 31 July 2027 to Blackbird Security Inc., after the scoring and evaluation of all proposals received to Request for Proposal P-04-25 Supply of Security Services for Belleville Public Library Board were completed, being the bidder with the highest evaluation score, as recommended by the CEO and the Project Evaluation Team, for a total cost of \$173,902.50 plus HST, as submitted in their RFP submission dated 9 April 2025.”

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

Next meeting: September 16, 2025



**The Minutes of the Regular Meeting of the Belleville Public Library Board on
Tuesday, 15 April 2025 at 6:00 PM**

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

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

Regrets: Councillor C. Malette

Media: None

1. Call to Order: The meeting was called to order by the Chair at 5:58 p.m.

2. Declarations of pecuniary interest by Board Members: None

3. Motion to approve the agenda for the Regular Meeting of 15 April 2025

MOVED by Councillor Seu, **SECONDED** by G. Fraiberg, THAT the agenda for the Regular Meeting of 15 April 2025 be approved. **CARRIED**

4. Motion to approve the minutes for the Regular Meeting of 18 February 2025

MOVED by M. Roberts, **SECONDED** by Councillor Seu, THAT the minutes for the Regular Meeting of 18 February 2025 be approved. **CARRIED**

No business arising from the minutes.

5. Report to the Belleville Public Library Board 25_03: Final 2024 transfer to reserves

MOVED by P. Appolon, **SECONDED** by S. Jennings, THAT the Board authorizes the transfer of \$50,000 from the 2024 operating budget to the Capital Equipment Reserve. **CARRIED**

6. 2024 Audited Financial Statements for approval – presented by KPMG Auditor

MOVED by M. Roberts, **SECONDED** by R. Ingersoll, THAT the 2024 Library Board Audited Financial Statement, and the 2024 Library Board Trust Funds Audited Financial Statement, be approved as presented. **CARRIED**



7. Items for Information

- **Statistics February and March 2025**
- **Media Report**

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

8. Financial Statement to 31 March 2025

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

9. Report to the Belleville Public Library Board 25_04: Accession of donated Manly MacDonald oil painting

MOVED by S. Jennings, **SECONDED** by R. Ingersoll, THAT the Board accepts the following donated painting into the John M. Parrott Art Gallery's permanent collection, as per the recommendation of the Gallery Curator: *Stopping by on a Snowy Day* by Manly MacDonald. **CARRIED**

10. Policy update: BPL005 Circulation Services

MOVED by Councillor Seu, **SECONDED** by S. Jennings, THAT the Board approves revised policy BPL005 Circulation Services as presented. **CARRIED**

11. Policy update: BPL019 Use of Library Resources during Elections

MOVED by P. Appolon, **SECONDED** by R. Ingersoll, THAT the Board approves revised Policy BPL019 Use of Library Resources during Elections as presented. **CARRIED**

12. Annual Policy review: BPL007 Harassment and Discrimination

MOVED by Councillor Seu, **SECONDED** by S. Jennings, THAT the Board approves policy BPL007 Harassment and Discrimination as presented. **CARRIED**

13. Annual Policy review: BPL006 Workplace Violence Prevention and Response

MOVED by M. Roberts, **SECONDED** by P. Appolon, THAT the Board approves policy BPL006 Workplace Violence Prevention and Response as presented. **CARRIED**



14. Report to the Belleville Public Library Board 25_05: Asset Management Plan levels of service approval

MOVED by R. Ingersoll, **SECONDED** by Councillor Seu, THAT the Board approves the Asset Management Plan levels of service as presented. **CARRIED**

15. 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

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

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

MOVED by E. Lindenberg, **SECONDED** by R. Ingersoll, THAT the Board go out of In Camera session and return to the Regular Meeting. **CARRIED**

17. Other business:

18. Next meeting June 17, 2025

Adjournment: The meeting was adjourned at 6:31 p.m. on a motion by E. Lindenberg.

April 2025									
Circulation: physical					Circulation: digital				
Inter-library loans - lent					Hoopla				
April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change	April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change
75	159	262	582	-55%	1,263	1,327	5,213	5,104	2%
Inter-library loans - borrowed					Kanopy				
April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change	April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change
100	99	305	371	-18%	244	294	1,181	1,155	2%
3D Prints					Overdrive - eBooks				
April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change	April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change
10	15	23	27	-15%	2,765	3,816	11,563	15,618	-26%
All ages - CD audiobooks					Overdrive - audiobooks				
April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change	April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change
266	226	1,008	989	2%	1,751	1,877	7,081	7,719	-8%
Hotspot Loans					Overdrive - Magazines				
April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change	April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change
51	51	233	75	211%	1,595	993	6,314	5,240	20%
Adult - DVD					MediciTV				
April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change	April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change
2,641	2,893	10,905	13,257	-18%	107	74	357	309	16%
Children - DVD					Total digital circulation				
April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change	April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change
563	503	2,111	1,963	8%	7,725	8,381	31,709	35,145	-10%
Adult and teen - print					TOTAL CIRCULATION				
April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change	April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change
13,562	13,835	56,035	55,990	0%	34,893	35,292	141,412	143,370	-1%
Children - print					Percentage of total circulation (%)				
April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change	2025 YTD Physical	2025 YTD Digital	2024 YTD Physical	2024 YTD Digital	
10,085	9,403	39,411	35,951	10%	78%	22%	75%	25%	
Genre breakdown (print): children's					Reserves placed				
General	French	Board books	Picture books	Graphic novels	April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change
4,161	328	803	3,212	1581	2,902	2,677	12,102	11,967	1%
Genre breakdown (print): adult					Reserves filled				
General	Non-fiction	Romance	Sci-fi	Fantasy	April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change
5,600	1,883	883	135	179	2,682	2,559	10,702	10,794	-1%
Periodicals	French	Inspirational	Western	Mystery	Public computer usage				
262	13	104	129	1442	April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change
Biography	Large print	Teen / YA	Graphic Novels	Special Collections	1,272	1,204	5,087	4,715	8%
546	1087	541	680	78	Overdue notices				
Total physical circulation					April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change
April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change	220	205	740	700	6%
27,168	26,911	109,703	108,225	1%					

Gallery Programs					General				
Number of programs / events					Patrons entering building				
April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change	April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change
5	12	26	44	-41%	12,076	12,729	49,575	49,415	0%
Attendance					Class visits Library				
April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change	April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change
57	239	612	718	-15%	8	7	30	19	58%
Number of gallery opening receptions					Attendance				
April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change	April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change
2	0	6	5	20%	290	222	1,116	581	92%
Attendance					Class visits Gallery				
April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change	April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change
215	0	422	321	31%	7	5	15	10	50%
Children's Programs					Attendance				
Number of programs / events					April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change
April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change					
22	21	90	86	5%	248	174	630	373	69%
Attendance					Number of Visiting Library Service visits				
April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change	April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change
529	537	2,637	3,193	-17%	33	43	140	173	-19%
Teen Programs					New registrations				
Number of programs / events					April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change
April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change					
3	4	13	13	0%	154	165	758	785	-3%
Attendance					Virtual Branch				
April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change	Website visits				
49	95	263	291	-10%	April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change
Adult Programs					20,655	19,482	84,306	77,170	9%
Number of programs / events					# of Social media followers				
April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change	April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change
32	30	113	108	5%	6,616	6,831	6,616	6,831	-3%
Attendance					Research and Learning				
April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change	Electronic resource usage				
347	463	1,479	1,687	-12%	Ancestry	Candian Ref Centre	History Alive	Mango Language	Tumblebooks
Total number of programs / events					50	3	283	50	6
April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change	Novelist Plus	Gale Courses	Academic Search Premier		
64	67	248	256	-3%	6	28	3		
Total attendance					Total Electronic resource usage				
April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change	April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change
1,197	1,334	5,413	6,210	-13%	429	549	2,823	5,390	-48%
					Research requests and ask-a-librarian				
					April 2025	April 2024	2025 YTD	2024 YTD	YTD % Change
					71	77	282	344	-18%

May 2025									
Circulation: physical					Circulation: digital				
Inter-library loans - lent					Hoopla				
May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change	May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change
57	161	319	743	-57%	1,235	1,273	6,448	6,377	1%
Inter-library loans - borrowed					Kanopy				
May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change	May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change
71	100	376	471	-20%	273	300	1,454	1,455	0%
3D Prints					Overdrive - eBooks				
May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change	May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change
18	4	41	31	32%	3,036	3,630	14,599	19,248	-24%
All ages - CD audiobooks					Overdrive - audiobooks				
May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change	May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change
250	261	1,258	1,250	1%	1,739	1,832	8,820	9,551	-8%
Hotspot Loans					Overdrive - Magazines				
May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change	May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change
57	42	290	117	148%	1,668	1,310	7,982	6,550	22%
Adult - DVD					MediciTV				
May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change	May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change
2,740	2,660	13,645	15,917	-14%	48	39	405	348	16%
Children - DVD					Total digital circulation				
May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change	May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change
598	416	2,709	2,379	14%	7,999	8,384	39,708	43,529	-9%
Adult and teen - print					TOTAL CIRCULATION				
May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change	May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change
14,030	13,757	70,065	69,747	0%	34,925	34,451	176,337	177,821	-1%
Children - print					Percentage of total circulation (%)				
May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change	2025 YTD Physical	2025 YTD Digital	2024 YTD Physical	2024 YTD Digital	
9,251	8,931	48,662	44,882	8%	77%	23%	76%	24%	
Genre breakdown (print): children's					Reserves placed				
General	French	Board books	Picture books	Graphic novels	May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change
3,786	250	726	3,020	1469	3,120	2,990	15,222	14,957	2%
Genre breakdown (print): adult					Reserves filled				
General	Non-fiction	Romance	Sci-fi	Fantasy	May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change
5,717	1,855	897	144	174	2,874	2,714	13,576	13,508	1%
Periodicals	French	Inspirational	Western	Mystery	Public computer usage				
232	32	114	116	1643	May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change
					1,325	1,097	6,412	5,812	10%
Biography	Large print	Teen / YA	Graphic Novels	Special Collections	Overdue notices				
589	1233	489	708	87	May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change
Total physical circulation					209	162	949	862	10%
May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change					
26,926	26,067	136,629	134,292	2%					

Gallery Programs					General				
Number of programs / events					Patrons entering building				
May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change	May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change
7	7	33	51	-35%	12,980	11,986	62,555	61,401	2%
Attendance					Class visits Library				
May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change	May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change
127	92	739	810	-9%	9	3	39	22	77%
Number of gallery opening receptions					Attendance				
May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change	May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change
2	1	8	6	33%	399	105	1,515	686	121%
Attendance					Class visits Gallery				
May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change	May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change
104	100	526	421	25%	4	1	19	11	73%
Children's Programs					Attendance				
Number of programs / events					May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change
May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change					
20	20	110	106	4%	172	43	802	416	93%
Attendance					Number of Visiting Library Service visits				
May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change	May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change
544	563	3,181	3,756	-15%	34	42	174	215	-19%
Teen Programs					New registrations				
Number of programs / events					May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change
May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change					
5	3	18	16	13%	175	151	933	936	0%
Attendance					Virtual Branch				
May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change	Website visits				
74	46	337	337	0%	May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change
					21,223	16,594	105,529	93,764	13%
Adult Programs					# of Social media followers				
Number of programs / events					May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change
May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change					
28	25	141	133	6%	6,681	6,911	6,681	6,911	-3%
Attendance					Research and Learning				
May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change	Electronic resource usage				
330	330	1,809	2,017	-10%	Ancestry	Candian Ref Centre	History Alive	Mango Language	Tumblebooks
					35	1	248	70	8
Total number of programs / events									
May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change	Novelist Plus	Gale Courses	Academic Search Premier		
62	56	310	312	-1%	15	31	1		
Total attendance					Total Electronic resource usage				
May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change	May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change
1,179	1,131	6,592	7,341	-10%	409	647	3,232	6,037	-46%
					Research requests and ask-a-librarian				
					May 2025	May 2024	2025 YTD	2024 YTD	YTD % Change
					68	60	350	404	-13%

Media Coverage
April to May 2025

Library Line	Spring at the Parrott Gallery: Students, music and more - Wendy Rayson-Kerr, Curator	Intelligencer Online	April 3, 2025
		Intelliencer	April 5, 2025
	Ohana means family - Jessica Hedge, Library Assistant	Intelligencer Online	April 10, 2025
		Intelligencer	April 19, 2025
	Books that Bloom: Fiction for Spring - Courtney Wannamaker, Library Assistant	Intelligencer Online	April 10, 2025
		Intelligencer	April 17, 2025
	Books that bring us together - A World Book Day reflection - Richard Sleightholm, Librarian	Intelligencer Online	April 23, 2025
		Intelligencer	April 26, 2025
	Celebrating Mothers Through Stories - Jonathan Powell, Librarian	Intelligencer Online	May 1, 2025
		Intelligencer	May 6, 2025
	Legendary artwork at the Parrott Gallery - Wendy Rayson-Kerr, Curator	Intelligencer Online	May 8, 2025
		Intelligencer	May 13, 2025
	How does your garden grow - Diane Wilson, Library Assistant	Intelligencer Online	May 15, 2025
		Intelligencer	May 22, 2025
	Getting ready for pride month - Trevor Press, CEO	Intelligencer Online	May 22, 2025
	National Indigenous History Month at Belleville Public Library - Shantal Macarthur, Library Assistant	Intelligencer Online	May 31, 2025
		Intelligencer	June 3, 2025
Articles	Spring into Treasure returns to Downtown	Intelligencer Online	April 3, 2025
		Intelliencer	April 12, 2025
	Bay of Quinte Pride stands united against 2SLGBTQIA+ discrimination	Intelligencer Online	May 14, 2025
		Intelligencer	May 15, 2025
	Belleville Council receives report on electric charging stations - Zach McGibbon	Quinte News	May 26, 2025
	Breaking down barriers during National AccessAbility Week - Alana Cameron	Quinte News	May 29, 2025
	Historian to speak at library on life of 19th-Century Belleville slave	Intelligencer Online	May 29, 2025
		Intelligencer	May 31, 2025
Radio	Newsmaker Sundays with Mary Thomas	CJBQ	April 6, 2025

Library Detail - Monthly

Date : Jun 04, 2025

Time : 9:03 am

For Period Ending 31-May-2025



	BUDGET	CURRENT YTD	VARIANCE	% SPENT	LAST YEAR YTD	LAST YEAR TOTAL
LIBRARY FUND						
REVENUE						
REVENUE						
Revenue Details						
MUNICIPAL GRANTS	-2,776,000.00	-1,156,000.00	-1,620,000.00	41.64	-1,105,000.00	-2,663,972.90
FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
PROVINCIAL GRANTS	-94,000.00	-8,043.80	-85,956.20	8.56	-6,728.80	-108,219.28
HASTINET PARTNERSHIP	0.00	0.00	0.00	0.00	0.00	0.00
USER FEES	-46,500.00	-19,547.60	-26,952.40	42.04	-21,766.94	-45,570.28
DONATIONS REVENUE	-6,000.00	-2,559.02	-3,440.98	42.65	-3,282.36	-29,647.71
INVESTMENT INCOME	-30,000.00	-16,057.96	-13,942.04	53.53	-18,288.03	-37,130.85
OTHER REVENUE	-88,000.00	-9,660.21	-78,339.79	10.98	-5,110.65	-90,892.12
SALES OF GOODS	-500.00	-58.32	-441.68	11.66	-62.32	-212.40
RESERVE FUND TRANSFERS	-30,000.00	0.00	-30,000.00	0.00	0.00	-38,295.00
TRUST FUNDS	-1,000.00	0.00	-1,000.00	0.00	0.00	-2,470.09
Total Revenue Details	-3,072,000.00	-1,211,926.91	-1,860,073.09	39.45	-1,160,239.10	-3,016,410.63
Total REVENUE	-3,072,000.00	-1,211,926.91	-1,860,073.09	39.45	-1,160,239.10	-3,016,410.63
Total REVENUE	-3,072,000.00	-1,211,926.91	-1,860,073.09	39.45	-1,160,239.10	-3,016,410.63
EXPENDITURES						
EXPENDITURES						
Expenditures Detail						
LIBRARY LABOUR - REGULAR	2,302,500.00	852,426.81	1,450,073.19	37.02	829,872.46	2,221,737.84
LIBRARY LABOUR - SUMMER	6,500.00	0.00	6,500.00	0.00	0.00	0.00
GALLERY OPERATION	5,000.00	1,669.14	3,330.86	33.38	3,290.53	7,390.12
Sales of Goods - COGS	0.00	0.00	0.00	0.00	0.00	0.00
LIBRARY MATERIALS - BOOKS	90,500.00	29,968.19	60,531.81	33.11	29,591.93	5,695.08
LIBRARY MATERIALS - PERIODICALS	3,500.00	1,648.65	1,851.35	47.10	2,364.87	4,709.66
LIBRARY MATERIALS - CD	0.00	0.00	0.00	0.00	0.00	0.00
LIBRARY MATERIALS - DISC MEDIA	32,000.00	9,048.13	22,951.87	28.28	11,245.50	0.00
LIBRARY MATERIALS ELECTRONIC RESOURCES	111,000.00	54,097.99	56,902.01	48.74	55,951.22	99,396.68
LIBRARY MATERIALS - MICROFILM	5,500.00	2,893.85	2,606.15	52.62	4,895.96	2,416.80
LIBRARY MATERIALS - ART	0.00	0.00	0.00	0.00	0.00	0.00
LIBRARY PROGRAMS	8,000.00	3,858.69	4,141.31	48.23	3,404.61	7,782.74
FACILITY OPERATION	188,000.00	71,686.38	116,313.62	38.13	78,996.98	178,106.19
ADMINISTRATION	236,500.00	83,965.32	152,534.68	35.50	84,678.50	293,702.09
SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00
DONATIONS/AWARDS	500.00	0.00	500.00	0.00	0.00	0.00
HASTINET	57,500.00	43,148.72	14,351.28	75.04	52,560.27	64,895.83
AMORTIZATION EXPENSE	0.00	0.00	0.00	0.00	0.00	176,940.49
TRANSFERS TO RESERVES	25,000.00	0.00	25,000.00	0.00	0.00	80,099.42
Total Expenditures Detail	3,072,000.00	1,154,411.87	1,917,588.13	37.58	1,156,852.83	3,142,872.94

Library Detail - Monthly

For Period Ending 31-May-2025



	BUDGET	CURRENT YTD	VARIANCE	% SPENT	LAST YEAR YTD	LAST YEAR TOTAL
LIBRARY FUND						
Total EXPENDITURES	3,072,000.00	1,154,411.87	1,917,588.13	37.58	1,156,852.83	3,142,872.94
Total EXPENDITURES	3,072,000.00	1,154,411.87	1,917,588.13	37.58	1,156,852.83	3,142,872.94
Surplus/Deficit	0.00	-57,515.04	57,515.04	0.00	-3,386.27	126,462.31
Total LIBRARY FUND	0.00	-57,515.04	57,515.04	0.00	-3,386.27	126,462.31
Total Surplus (-)/Deficit	0.00	-57,515.04	57,515.04	0.00	-3,386.27	126,462.31

Proposed Library Closure Dates 2025: addendum

Suggested motion:

“THAT the Board approves the 2025 Library closure dates addendum as presented.”

2025 Additional Closure Dates (as per union agreement)

Sundays: July 6
 July 13
 July 20
 July 27
 August 3
 August 10
 August 17
 August 24
 August 31

2025 Additional Closure Date: Staff and Volunteer Appreciation event

Wednesday 25 November 2025: 5 pm – 8 pm (dinner event)

Report to the Belleville Public Library Board 25_06: Accession of donated painting to Gallery permanent collection

Trevor Pross

17 June 2025

Suggested Resolution:

THAT the Board accepts the following donated painting into the John M. Parrott Art Gallery's permanent collection, as per the recommendation of the Gallery Curator:

- **Hilltop View of the Long Reach in Summer by Manly MacDonald**

Background:

Any donated artwork valued over \$1,000, or a series / collection of pieces valued together over \$2500, requires Board approval prior to accession into the permanent collection.

This painting was accessed at a value of \$7,500 for insurance / tax receipt purposes. It is in very good condition but does not have any animal or human interest that would increase the value of the piece.



Report to the Belleville Public Library Board 25_07: Capital budget request to City for 2026 for approval

Trevor Pross

June 2025

Suggested resolution:

THAT the Board approves the 2026 Capital Budget request to City Council as requested.

Background:

Budget and funding requests and expenditures that are not covered by the regular operating budget require approval by the Board.

Items for replacement

Some furniture and equipment items for both public and staff use are worn and in need of replacement.

For the public areas, some lounge chairs purchased in 2013 need to be replaced due to regular wear and tear.

For staff areas, some equipment and furniture needs to be replaced due to regular wear and tear: receipt printers, RFID pads, office chairs, staff lunchroom couch, laptop for gallery staff, laptop for room rentals.

Financials:

Total 2026 capital budget proposed: \$25,000. This includes a request of \$15,000 from the City of Belleville 2026 Capital Budget and \$10,000 from the Library Board Capital Equipment Reserve fund.

Amount currently in Capital Equipment Reserve fund: \$285,118

2026 CAPITAL BUDGET JUSTIFICATION

Department: Belleville Public Library Board

Division:

Category: (check one)

Asset Maintenance or Replacement	X
New Asset Acquisition/Development	

Budget Amount: \$ 15,000.00

Budget Reference #:

Library reserve contribution

\$10,000

Total

\$25,000

Project Information

Project Name & Description

Library public and staff furniture and equipment replacements.

Project Detail, Justification & Reference Map

General maintenance and replacement for aged, worn equipment items for both public and staff use. Replace some public lounge furniture (\$10,000), some staff office furniture, receipt printers, and RFID pads (\$12,000), and two laptops for use in the Gallery, one for staff use and one for use with room rentals (\$3,000).

Supporting Information

Asset Management Plan

AMP Risk Assessment:

If not available, provide explanation:

Project Priority

Capital Project Prioritization Ranking:

52

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

Reasons/ Highlights for Capital Project Prioritization Ranking:

Estimated Project Timeline:

Tender Date: n/a

Start Date: 2026-02-01

Completion Date: 2026-11-01

Project Components

	<i>Budget</i>	<i>Funding</i>
Roads		
Sanitary Sewer		
Storm Sewer		
Water		
	\$	-

Commitments Made

Operating Impacts

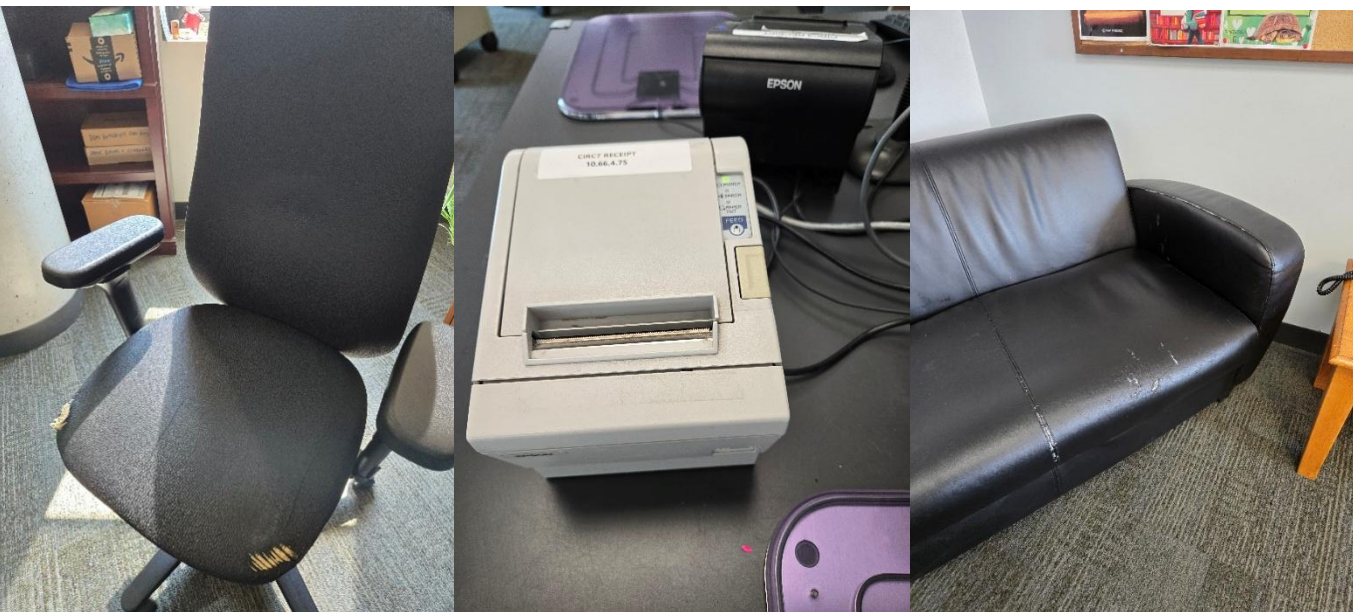
Description: n/a

Financial: \$15,000 capital budget request

\$10,000 Library Board capital equipment reserve

Asset Management Details:

Asset Description	AM ID #	CR ID #	AMPR ID #	Repl. Value	Risk Score	



Staff equipment – office chair, receipt printer and RFID pad, lunch-room couch



Lounge furniture for public use / spaces

City of Belleville Capital Project Prioritization

Project Name: Library public and staff furniture and equipment replacements.

			Max	Score	Comments / Justification
Public Safety	Health & Safety	Extent to which project eliminates, prevents, or reduces an immediate hazard to health and safety	15	5	Maintain furniture and equipment in good working order, reduce risks related to ergonomics.
	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)	10	0	
			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	10	10	Need to keep up with furniture and equipment to avoid disruptions to workflows and public service
	Improving Access	Extent to which project improves citizen access to current services	5	0	
	Service Improvement	Extent to which project improves the quality of existing services	5	5	Improves public spaces, supports public service and staff workflows
		Extent to which project increases the quantity of existing services			Updated equipment avoids failures that would impact the provision of public service.
			20	15	
Strategic Initiatives	Goals/Objectives	Extent to which project meets strategic planning goals & objectives of Council	10	10	Board strategic plan, Strategic direction #2: create vibrant and accessible spaces.
	Mandates	Extent to which project helps council meet existing or new mandates. (i.e. Energy Savings initiative, Green initiative, etc.)	5	0	
			15	10	
Financial	Budget Impact	Projects that lower future operating expenses, increase own source revenues, or avoid future capital cost receive a positive score, ranging from 0 to 12. Projects that have no effect on operating expenses, own source revenues, or future capital cost receive a score of 0. Projects that increase operating expenses, decrease own source revenues, or increase future capital cost score anywhere from 0 to -12. Ranking of budget impact should be base on the relative return on investment	12	0	No impact on operating costs.
	Financing	Extent to which project can be financed with non-general fund revenue sources	3	3	\$10,000 contributed by Library Board (capital equipment reserve account)
			15	3	
Economic	Economic Impact	Extent to which project enhances economic development in the City or directly/indirectly adds to tax base	5	3	Maintains public service and facilities in good working order for the benefit of citizens and visitors.
	Growth	Extent to which the project increase infrastructure capacity; a) to service existing population, b) to meet future growth needs	5	3	Maintains public service and facilities in good working order.
			10	6	
Other	Timing/Linkages	Extent to which is project is timely, a continuation of project currently underway, related to other high priority projects etc.	5	3	Equipment is in need of replacement.
	Timeliness of Submission	Extent to which project request is submitted in a timely way	5	5	
			10	8	
Community Support	Community Support	Extent to which project has broad and/or strong support from the community	5	5	Community groups and patrons have complained about furniture that is in disrepair.
			5	5	
TOTAL			100	52	

Report to the Belleville Public Library Board 25_08: Launch of fundraising campaign for mobile and self-serve solutions to increase service to the community

Trevor Pross

June 2025

Suggested resolution:

THAT the Board receives Report 25_08 and directs the CEO to gather information and to pursue fundraising and grant opportunities in support of the future provision of mobile and self-service options for Belleville and Tyendinaga Mohawk Territory, including a mobile library (Bookmobile); AND THAT the Board authorizes the creation of a new Library reserve account for compilation of funds to support this initiative.

Background:

New fundraising initiatives and reserve accounts require approval from the Board.

Strategic planning:

Reviewed by the Board in September of 2024, the Strategic Action Plan includes the following:

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

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

This will increase access to services throughout the various areas in the municipality that are experiencing growth and housing developments, while keeping costs low. Mobile and self-serve options are an excellent way to reach people, especially low-income families and children that may not be using the main branch.

Action 2: Increase services and outreach / resource distribution to benefit the Tyendinaga Mohawk Territory community.

Next steps:

- 1. Research and information gathering:** Staff will research best practices and inquire with libraries that are offering mobile and self-serve options. CEO will continue to develop relationships with companies that supply this type of equipment and will obtain budgetary planning estimates. Partnership with TMT will be developed and all plans will involve consultation with Kanhiote Public Library.
- 2. Create a reserve fund account:** CEO will, upon approval, request that City Finance create a reserve account to compile funds raised to support this initiative.
- 3. Pursue fundraising and grant opportunities:** CEO will pursue fundraising and grant opportunities to support this initiative, with any money collected held in the new reserve account for future use.
- 4. Report to the Board on progress:** CEO will present a progress report to the Board at a future meeting, no later than April 2026.



Toronto Public Library
Bookmobile

Suggested motion:

That the Board approves policy BPL028 Procurement of Goods and Services as presented.

[or with the following amendments...]

**LIBRARY POLICY**

Policy Title: Procurement of Goods and Services

Date of Last Review:

Policy Type: Board - Operational

Approved by Library Board: 17 June 2025

Policy Number: BPL028

Background

The Belleville Public Library Board recognizes the procurement of goods and services must be undertaken in a way that complies with all applicable legislative requirements and provides the best value for the library while balancing quality, cost, and effective and efficient processes.

Section 1: Scope

This policy covers the procurement of all goods and services by the Belleville Public Library Board (the Board), the CEO and all employees of the Belleville Public Library on behalf of the library including, but not limited to, the following:

1. Goods – collections, collections processing supplies, computer hardware and software, furniture and equipment, office supplies, construction and building materials
2. Professional Services – financial, strategic planning, engineering, information technology, human resource management, legal advice
3. Facility Services – construction, building cleaning, building system maintenance, landscaping

Section 2: Definitions

Award means the selection of a Bidder and their Goods and/or Services as accepted by the Belleville Public Library.

Best value means the balance of quality, delivery precision and cost using a pre-determined evaluation plan.

Bid means an offer or submission received from a vendor in response to a request.

Bidder or Proponent means a person, Supplier, Vendor, Contractor, developer or professional, who submits a Bid to the Belleville Public Library.

Certificate of Clearance means a certificate issued by an authorized official of the WSIB in compliance with the Workplace Safety and Insurance Act, 1997, specifically Part XII, section 141, 141.1 and 141.2, as applicable and as amended.

Contract means a binding agreement between at least two parties. In some cases, an authorized purchase order serves as the contract.

Goods and/or Services includes supplies, equipment, furniture, fixtures, construction, maintenance and service contracts and professional and consulting services but does not include Real Property.

Purchase Order or PO means a document issued to a Vendor formalizing the terms and conditions to Purchase Goods and/or Services.

Request for Proposal or RFP means an invitation to submit proposals to provide goods and/or services based on an approved format of the Belleville Public Library containing terms and conditions; the acceptance of which may be subject to further negotiation. Other factors, in addition to price, will be considered in the selection of the contract, according to a pre-established process for evaluating submitted proposals.

Request for Quote means an invitation from the Belleville Public Library to potential vendors to submit their pricing details for a specific product of service.

Single Sourcing means the procurement of goods and/or services from a particular Vendor rather than through the solicitation of Bids from multiple Vendors who can also provide the same/similar Goods and/or Services

Sole Sourcing means the procurement of goods and/or services that are unique to a particular Vendor and cannot be obtained from other sources

Supplier means an individual or organization provides goods or services to the library such as a contractor, service organization, vendor or consultant.

Section 3: Assumptions and Guiding Principles

The Belleville Public Library will be led by these guiding principles:

1. The library will endeavour to procure goods and services from responsible suppliers who follow ethical standards.
2. The library will endeavour to procure goods and services while respecting the preservation of the natural environment and, where feasible, encourage suppliers to supply “green” products.
3. Purchases will be made in compliance with all relevant statutes and regulations including, but not limited to, the ***Municipal Act, Accessibility for Ontarians with Disabilities Act*** (AODA), and the ***Public Libraries Act***.
4. Procurement decisions will be made using an open, accountable, fair yet efficient process including creating a standard approach for conducting the process; communicating with bidders throughout the process; evaluating submissions; awarding the contract; and maintaining records of the procurement process.

Section 4: Accountability

The Board authorizes the CEO to act for the Belleville Public Library in the procurement of goods and services.

1. The CEO is authorized to proceed with formal agreements and contracts on behalf of the Board. The CEO is authorized to delegate authority for procurement, depending on the scope and value of a purchase or contract (see **Appendix A**).
2. The authority to proceed with procurement is subject to the availability of sufficient funds within the approved Belleville Public Library operating budget or funds secured through an approved resolution of the Board, for example funds made available in a reserve account.
3. If a project exceeds, or is anticipated to exceed, the approved contingency threshold, then the Board must be notified to approve additional funds.

The Board gives authority to the CEO to establish procurement procedures required to enact the policy, including, but not limited to, sourcing levels and approvals.

Section 5: Conflict of Interest

A member of the Board or an employee of the Belleville Public Library must declare pecuniary interest in any proposal, contract, tender, or quotation for the supply of goods and services to the library, should he or she have direct or indirect interest in said work or project.

Section 6: Exclusions

This procurement policy includes the purchase of all goods and services for the library except for the following:

1. Utilities such as water, sewer, heat and hydro
2. Training and education such as conferences, courses, and workshops
3. Refundable employee expenses such as travel, mileage, accommodation
4. General expenses such as licenses, postage
5. Petty cash items less than \$50

Section 7: Disposal of Goods Procured

1. **Library materials** - The disposal of physical materials collections (including books and DVDs) is handled in the Belleville Public Library ***Collection Development Policy BPL020***. In that policy, withdrawn materials may be sold or discarded by the authority of the Library CEO.
2. **Surplus Goods**
 - a. Where the CEO or designate determines that any goods should be declared surplus due to being obsolete, worn out or no longer being useful for the library, a list of such goods shall be created for inventory and tracking purposes.
 - b. The CEO or designate shall be responsible for the handling of surplus of all library materials and shall determine the appropriate method of conveyance to best meet the library's needs.

- c. Arrangements may be made for the disposal of the goods in any way that is believed will provide the highest return to the library including, but not limited to:
 - i. Trade-in as part of the procurement of other similar goods being acquired by the library
 - ii. Offering them to City of Belleville Departments for City use
 - iii. Donating to another community organization or neighbouring library
 - iv. Selling the goods for a nominal fee
 - v. Public auction, or
 - vi. Classifying as waste and recycling, dismantling, destroying and/or disposing.

Section 8: Emergency Purchases

- For the purposes of this section, “Emergency” means an event or occurrence that the CEO or designate deems an immediate threat to:

Public Health; or

The protection of persons, property, or the environment; and the event or occurrence necessitates the immediate need for Goods and/or Services to mitigate the emergency, and time does not permit a competitive procurement process; or

Vital equipment that is essential to the functioning of the facilities or services of the library, and time does not permit prior authorization or a competitive procurement process.

- Emergency Purchases approval and reporting:

Where the Total Cost of the Purchase is less than **\$50,000**, the CEO or designate may authorize the Purchase. The CEO or designate approves the Purchase Order and retains the Official Documents. A report shall be submitted to the Board setting out details of any purchases made pursuant to this authority and the circumstances justifying the action taken.

Where the Total Cost of the Purchase is greater than **\$50,000**, the CEO or designate may authorize the Purchase, and the City of Belleville Purchasing Services Department shall prepare the Purchase Order. A report shall be submitted to the Board setting out details of any purchases made pursuant to this authority and the circumstances justifying the action taken.

Appendix A: Belleville Public Library Procurement Policy – Spending Authority

Type of Procurement and Dollar Value	Authority
Low Value Purchase – Equal to or less than \$10,000	The CEO or designate can purchase items up to \$5,000 on the corporate credit card. The CEO or designate can approve a PO for \$50 to \$10,000.
Single Source Less than \$50,000	The CEO or designate approves purchase of items up to a value of \$50,000. PO Issued by library if purchase is less than \$50,000.
Single Source \$50,000 but less than \$100,000	The Library Board approves purchase based on a written report indicating rationale. PO issued by City of Belleville Purchasing Services Department.
Single Source over \$100,000	The Library Board approves purchase based on a written report indicating rationale. PO issued by City of Belleville Treasurer or Deputy-Treasurer.
Request for quotation \$10,000 but less than \$50,000	Request two (2) written quotes. The CEO or designate approves contracts.
Request for quotation between \$50,000 and \$100,000	Request three (3) written quotes. The Library Board approves contracts over \$50,000.
Request for proposal up to \$50,000	RFPs are formal invitations to suppliers to identify specific services, equipment or products which would meet the requirements of the library. The library requirements will be outlined in a general performance specification document. All proposals will be evaluated against clearly stated criteria and specifications. The selection will not be made solely on the basis of the lowest dollar value that meets the requirement of the proposal. The CEO or designate approves contracts up to \$50,000. PO issued by the library.

Request for proposal equal to or greater than \$50,000	RFPs are formal invitations to suppliers to identify specific services, equipment or products which would meet the requirements of the library. The library requirements will be outlined in a general performance specification document. All proposals will be evaluated against clearly stated criteria and specifications. The selection will not be made solely on the basis of the lowest dollar value that meets the requirement of the proposal. Contracts over \$50,000 require an RFP process, with the award approved and issued by the Library Board based on the CEO's recommendation after a formal evaluation process has been completed. PO issued by City of Belleville Purchasing Services Department.
Emergency Purchases	
Less than \$50,000	Emergency Purchase approved by CEO or designate, and report submitted to Library Board. PO Issued by library if purchase is less than \$50,000.
Equal to or greater than \$50,000	Emergency Purchase approved by CEO, and report submitted to Library Board. PO issued by City of Belleville Purchasing Services Department.
Note: All work performed on Belleville Public Library Board property requires evidence of WSIB & Liability Insurance.	

Report to the Belleville Public Library Board 25_09: Award of contract for security guard services 2025 - 2026

Trevor Pross, CEO

17 June 2025

Suggested resolution:

THAT the Board approves the award of the contract for security guard services at Belleville Public Library from 1 August 2025 to 31 July 2027 to Blackbird Security Inc., after the scoring and evaluation of all proposals received to Request for Proposal P-04-25 Supply of Security Services for Belleville Public Library Board were completed, being the bidder with the highest evaluation score, as recommended by the CEO and the Project Evaluation Team, for a total cost of \$173,902.50 plus HST, as submitted in their RFP submission dated 9 April 2025.

Background:

The Board resolved to issue a Request for Proposal (RFP) to invite companies to compete for the security guard services contract at the library, which will be 2 years in duration as per the RFP parameters.

It is strongly recommended that the Board approve the winning contract as per CEO / committee recommendation.

Request for Proposal submissions

The RFP (P-04-25) was first issued on February 28th, 2025, and closed on April 8th. The library received an unprecedented **31 submissions** to the RFP. The RFP was released and managed through the City's online system, with oversight and assistance from Jaclyn Morgan, Purchasing Supervisor for the City of Belleville.

Scoring / evaluation of proposals

The proposals were evaluated by a Project Team consisting of:

Trevor Pross, CEO

Holly Dewar, Manager of Public Service

Shannon Bryan, Coordinator of Collections and Technical Services

A pre-determined scoring method with criteria and a detailed scoring rubric was used to complete the evaluations, and the proposals were scored according to the parameters outlined in the original RFP. The meetings and all communication around the evaluations are confidential.

Note: the scoring process looks at various factors, with price / cost of service being only one factor and not the key determining factor of the score. The factors and scoring details were provided to all interested vendors in the original Request for Proposal document.

Timeline: If approved by the Board, the contract will be awarded by end of June, and a detailed framework and schedule determined to ensure a smooth transition to the new company. The official start date of the new contract would be August 1st to allow for an orderly transition.

Financial implications

The RFP lays out the process for awarding a 2-year contract for security guard services:

1 August 2025 – 31 July 2026

1 August 2026 – 31 July 2027

Budget impact of new award:

Blackbird Security submitted pricing for the two-year contract laid out in the RFP:

Year 1 contract = \$87,792 plus HST

Year 2 contract = \$86,110.50 plus HST

Total contract = \$173,902.50 plus HST

2025 budget impact:

Year 1 contract = \$87,792 = \$7,316 monthly.

August- December = 5 months = \$36,580

Cost to July 31st for current security contract = \$50,248.34 (projected)

Total 2025 budget impact = \$86,828.34

Budget amount: \$90,000

2026 budget impact:

Year 2 contract = \$86,110.50 = \$7,175.88 monthly.

Year 1 contract January – July = 7 months = \$51,212

Year 2 contract August – December = 5 months = \$35,879.40

Cost estimate for 2026 budget year = \$87,091.40

Budget amount has not been set.

The amount is slightly lower than the 2025 budgeted amount.