



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

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

- Statistics: January 2025
- Media Report

Resolution:

“THAT the items for information be received.”

6. Financial Statement to 31 January 2025

Resolution:

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

7. Report to the Belleville Public Library Board 25_01: Reserve transfers for 2024

Resolution:

“THAT the Board authorizes the reserve transfers TO the 2024 operating budget as presented; AND THAT the Board authorizes the reserve transfers FROM the 2024 operating budget as presented.”



8. Policy Approval: BPL027 Room Rentals

Resolution:

“THAT the Board approves Policy BPL027: Room Rentals and attached appendices as presented.”

9. Revised policy approval: BPL018 Fundraising

Resolution:

“THAT the Board approves revised policy BPL018 Fundraising and attached appendices as presented.”

10. Report to the Belleville Public Library Board 25_02: Annual policy review

Resolution:

“THAT the 2025 Health and Safety policy is approved as presented.”

11. 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
- In camera report on matters related to labour relations / employee negotiations

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

13. Other business

14. Adjournment

Next meeting: April 15, 2025



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

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

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

Regrets: None

Media: None

1. **Call to Order:** The meeting was called to order by the CEO at 6:01 p.m.
2. **Declarations of pecuniary interest by Board Members:** None
3. **Motion to approve the agenda for the Regular Meeting of 21 January 2025:**

MOVED by E. Lindenberg, **SECONDED** by M Roberts, THAT the agenda for the Regular Meeting of 21 January 2025 be approved. **CARRIED**

4. Election of Officers (Chair)

The CEO called for nominations for Board Chair. Councillor Malette nominated Councillor Carr, seconded by M. Roberts. Councillor Carr accepted the nomination. No further nominations were made and M. Roberts moved nominations closed, seconded by Councillor Malette. Councillor Carr was elected Board Chair by acclamation and chaired the remainder of the meeting.

5. Election of Officers (Vice-Chair, Finance Chair)

The Chair called for nominations for Vice-Chair. G. Fraiberg nominated E Lindenberg, seconded by Councillor Malette. E. Lindenberg accepted the nomination. No further nominations were made and M. Roberts moved nominations closed, seconded by S. Jennings. E. Lindenberg was elected Vice-Chair by acclamation.

The Chair called for nominations for Chair of Finance. E. Lindenberg nominated M Roberts, seconded by G. Fraiberg. M. Roberts accepted the nomination. No further nominations were made and E. Lindenberg moved nominations closed, seconded by S. Jennings. M. Roberts was elected Chair of Finance by acclamation.



6. Motion to approve the minutes for the Regular Meeting of 17 December 2024:

MOVED by P. Appolon, **SECONDED** by Councillor Seu, THAT the minutes for the Regular Meeting of 17 December 2024 be approved. **CARRIED**

No business arising from the minutes.

7. Items for Information

- **Statistics December 2024**
- **Media Report**

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

8. Financial Statement to 31 December 2024

MOVED by M. Roberts, **SECONDED** by P. Appolon, THAT the Financial Statement to 31 December 2024 be approved as presented. **CARRIED**

9. Policy Approval: BPL027 Use of Gallery Space

MOVED by R. Ingersoll, **SECONDED** by Councillor Malette, THAT the Board approves Policy BPL027: Use of Gallery Space and attached appendices as presented. **CARRIED**

10. 2025 Library closure dates for approval

MOVED by R. Ingersoll, **SECONDED** by M. Roberts, THAT the Board approves the 2025 Library closure dates as presented. **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

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



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

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

MOVED by Councillor Mallette, **SECONDED** by S. Jennings, THAT the Board go out of In Camera session and return to the Regular Meeting. **CARRIED**

13. Other business:

E. Lindenberg asked the CEO for information about cyber security at the library.

14. Next meeting February 18, 2025

Adjournment: The meeting was adjourned at 6:35 p.m. on a motion by S. Jennings.

January 2025									
Circulation: physical					Circulation: digital				
Inter-library loans - lent					Hoopla				
January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change	January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change
54	164	54	164	-67%	1,360	1,250	1,360	1,250	9%
Inter-library loans - borrowed					Kanopy				
January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change	January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change
58	88	58	88	-34%	232	263	232	263	-12%
3D Prints					Overdrive - eBooks				
January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change	January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change
1	5	1	5	-80%	2,971	4,097	2,971	4,097	-27%
All ages - CD audiobooks					Overdrive - audiobooks				
January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change	January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change
273	223	273	223	22%	1,842	1,994	1,842	1,994	-8%
Hotspot Loans					Overdrive - Magazines				
January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change	January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change
72	0	72	0	N/A	1,543	1,567	1,543	1,567	-2%
Adult - DVD					Medici TV				
January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change	January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change
3,140	3,773	3,140	3,773	-17%	43	109	43	109	-61%
Children - DVD					Total digital circulation				
January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change	January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change
490	484	490	484	1%	7,991	9,280	7,991	9,280	-14%
Adult and teen - print					TOTAL CIRCULATION				
January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change	January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change
14,605	14,339	14,605	14,339	2%	35,909	37,030	35,909	37,030	-3%
Children - print					Percentage of total circulation (%)				
January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change	2025 YTD Physical	2025 YTD Digital	2024 YTD Physical	2024 YTD Digital	
9,338	8,931	9,338	8,931	5%	78%	22%	75%	25%	
Genre breakdown (print): children's					Reserves placed				
General	French	Board books	Picture books	Graphic novels	January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change
3,578	465	844	3,058	1393	3,340	3,389	3,340	3,389	-1%
Genre breakdown (print): adult					Reserves filled				
General	Non-fiction	Romance	Sci-fi	Fantasy	January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change
6,250	1,976	941	210	29	3,041	3,118	3,041	3,118	-2%
Periodicals	French	Inspirational	Western	Mystery	Public computer usage				
260	27	92	133	1471	January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change
					1,435	1,124	1,435	1,124	28%
Biography	Large print	Teen / YA	Graphic Novels	Special Collections	Overdue notices				
973	1132	411	570	130	January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change
					167	148	167	148	13%
Total physical circulation									
January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change					
27,918	27,750	27,918	27,750	1%					

Gallery Programs					General				
Number of programs / events					Patrons entering building				
January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change	January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change
11	11	11	11	0%	13,059	11,743	13,059	11,743	11%
Attendance					Class visits				
January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change	January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change
426	152	426	152	180%	10	3	10	3	233%
Number of gallery opening receptions					Attendance				
January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change	January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change
2	2	2	2	0%	391	124	391	124	215%
Attendance					Number of Visiting Library Service visits				
January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change	January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change
67	90	67	90	0%	37	43	37	43	-14%
Children's Programs					New registrations				
Number of programs / events					January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change
22	19	22	19	16%	219	221	219	221	-1%
Attendance					Branch				
January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change	Website visits				
414	507	414	507	-18%	January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change
Teen Programs					17,087	19,307	17,087	19,307	-11%
Number of programs / events					# of Social media followers				
3	3	3	3	0%	January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change
Attendance					7,235	6,675	7,235	6,675	8%
January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change	Research and Learning				
64	26	64	26	146%	Electronic resource usage				
Adult Programs					Ancestry	Candian Ref Centre	History Alive	Mango Language	Tumblebooks
Number of programs / events					44	4	726	3	71
28	25	28	25	12%	Novelist Plus	Gale Courses			
Attendance					18	45			
January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change	Total Electronic resource usage				
418	454	418	454	-8%	January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change
Total number of programs / events					911	2,784	911	2,784	-67%
January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change	Research requests and ask-a-librarian				
66	60	66	60	10%	January 2025	January 2024	2025 YTD	2024 YTD	YTD % Change
Total attendance					84	71	84	71	18%
1,389	1,229	1,389	1,229	13%					

Media Coverage
Jan 1-31, 2025

Library Line	Winter Reading Challenge and Staff Picks - Jenny Pust, Library Coordinator	Intelligencer Online	January 2, 2025
		Intelligencer	January 7, 2025
	Artificial Intelligence Talk at Belleville Public Library - Jenny Pust, Library Coordinator	Intelligencer Online	January 9, 2025
		Intelligencer	January 14, 2025
	Parrott Gallery: Be Creative in 2025 - Wendy Rayson-Kerr, Gallery Curator	Intelligencer Online	January 15, 2025
		Intelligencer	January 21, 2025
	Cozy mysteries - Shantal Macarthur, Library Assistant	Intelligencer Online	January 23, 2025
		Intelligencer	January 28, 2025
Articles	Exhibitions closing at Parrott Gallery - Postmedia Staff	Intelligencer Online	January 9, 2025
		Intelligencer	January 11, 2025
	Blaze of colour in Parrott Gallery - Jack Evans	Intelligencer Online	January 21, 2025
		Intelligencer	January 23, 2025

Library Detail - Monthly

Date : Feb 13, 2025

Time : 11:06 am

For Period Ending 31-Jan-2025



	BUDGET	CURRENT YTD	VARIANCE	% SPENT	LAST YEAR YTD	LAST YEAR TOTAL
LIBRARY FUND						
REVENUE						
REVENUE						
Revenue Details						
MUNICIPAL GRANTS	-2,655,000.00	-221,000.00	-2,434,000.00	8.32	-213,000.00	-2,655,000.00
FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
PROVINCIAL GRANTS	-96,000.00	0.00	-96,000.00	0.00	0.00	-91,085.80
HASTINET PARTNERSHIP	0.00	0.00	0.00	0.00	0.00	0.00
USER FEES	-46,000.00	416.46	-46,416.46	-0.91	-5,883.07	-45,570.28
DONATIONS REVENUE	-6,000.00	-317.46	-5,682.54	5.29	-268.91	-6,387.71
INVESTMENT INCOME	-25,000.00	0.00	-25,000.00	0.00	-3,549.57	-34,866.66
OTHER REVENUE	-92,500.00	0.00	-92,500.00	0.00	0.00	-55,861.60
SALES OF GOODS	-500.00	-31.24	-468.76	6.25	-14.16	-212.40
RESERVE FUND TRANSFERS	-25,500.00	0.00	-25,500.00	0.00	0.00	0.00
TRUST FUNDS	-1,000.00	0.00	-1,000.00	0.00	0.00	0.00
Total Revenue Details	-2,947,500.00	-220,932.24	-2,726,567.76	7.50	-222,715.71	-2,888,984.45
Total REVENUE	-2,947,500.00	-220,932.24	-2,726,567.76	7.50	-222,715.71	-2,888,984.45
Total REVENUE	-2,947,500.00	-220,932.24	-2,726,567.76	7.50	-222,715.71	-2,888,984.45
EXPENDITURES						
EXPENDITURES						
Expenditures Detail						
LIBRARY LABOUR - REGULAR	2,213,000.00	138,277.35	2,074,722.65	6.25	80,922.48	2,219,757.72
LIBRARY LABOUR - SUMMER	0.00	0.00	0.00	0.00	0.00	0.00
GALLERY OPERATION	5,000.00	0.00	5,000.00	0.00	448.70	7,390.12
Sales of Goods - COGS	0.00	0.00	0.00	0.00	0.00	0.00
LIBRARY MATERIALS - BOOKS	92,500.00	4,082.68	88,417.32	4.41	4,030.06	98,326.71
LIBRARY MATERIALS - PERIODICALS	3,500.00	58.00	3,442.00	1.66	874.03	3,890.63
LIBRARY MATERIALS - CD	0.00	0.00	0.00	0.00	0.00	0.00
LIBRARY MATERIALS - DISC MEDIA	32,000.00	147.11	31,852.89	0.46	794.59	31,987.42
LIBRARY MATERIALS ELECTRONIC RESOURCES	94,000.00	23,101.42	70,898.58	24.58	26,122.67	98,074.82
LIBRARY MATERIALS - MICROFILM	5,000.00	2,416.80	2,583.20	48.34	2,416.80	5,771.42
LIBRARY MATERIALS - ART	0.00	0.00	0.00	0.00	0.00	0.00
LIBRARY PROGRAMS	7,000.00	50.88	6,949.12	0.73	717.27	6,527.94
FACILITY OPERATION	192,500.00	3,098.91	189,401.09	1.61	4,336.27	190,193.28
ADMINISTRATION	215,000.00	558.80	214,441.20	0.26	7,237.11	268,476.65
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	67,500.00	37,448.72	30,051.28	55.48	37,786.21	64,895.83
AMORTIZATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
TRANSFERS TO RESERVES	20,000.00	0.00	20,000.00	0.00	0.00	0.00
Total Expenditures Detail	2,947,500.00	209,240.67	2,738,259.33	7.10	165,686.19	2,995,292.54

Library Detail - Monthly

For Period Ending 31-Jan-2025



	BUDGET	CURRENT YTD	VARIANCE	% SPENT	LAST YEAR YTD	LAST YEAR TOTAL
LIBRARY FUND						
Total EXPENDITURES	2,947,500.00	209,240.67	2,738,259.33	7.10	165,686.19	2,995,292.54
Total EXPENDITURES	2,947,500.00	209,240.67	2,738,259.33	7.10	165,686.19	2,995,292.54
Surplus/Deficit	0.00	-11,691.57	11,691.57	0.00	-57,029.52	106,308.09
Total LIBRARY FUND	0.00	-11,691.57	11,691.57	0.00	-57,029.52	106,308.09
Total Surplus (-)/Deficit	0.00	-11,691.57	11,691.57	0.00	-57,029.52	106,308.09

Report to the Belleville Public Library Board 25_01: Reserve transfer for 2024 operating budget

Trevor Pross

Suggested motion:

THAT the Board authorizes the following reserve transfers to the 2024 operating budget:

- \$13,411 from McConnell reserve to the 2024 operating budget
- \$4,884 from Capital Equipment reserve account to the 2024 operating budget
- \$20,000 from the Capital Equipment Reserve to the 2024 operating budget
- \$30,000 from the Development Charges reserve to the 2024 operating budget

THAT the Board authorizes the following reserve transfers from the 2024 operating budget:

- \$5,000 from the 2024 Operating Budget to the Sick Leave Reserve
- \$10,000 from the 2024 Operating Budget to the Capital Equipment Reserve
- \$5,000 from the 2024 Operating Budget to the Main Branch Renovation Reserve

Background:

Library reserve transfers must be approved by the Board. These transfers were approved by Board resolutions or as part of the regular operating budget. There will be a final 2024 transfer from the operating budget to reserves for any surplus funds we have, to be brought to the Board at the April meeting.

Listed below are the details of the transfers from the reserves to operating and from the operating to reserves.

The following resolutions were passed at the June 2024 Board meeting:

- Website re-design and new hosts:

THAT the Board directs the CEO to enter into an agreement with a new company to assist with the development, creation and ongoing hosting of a new website for the library and gallery, at a cost not to exceed **\$14,000** inclusive of all design and hosting fees for 2024, funded by the McConnell Special Project Reserve Account, with future hosting fees approved as part of the regular operating budget approval process.

Final amount: \$13,411 [from McConnell reserve]

Amount remaining in reserve account after deduction: \$4,724

- Princh cloud printing system:

THAT the Board approves funding of up to \$6,000 from the Capital Equipment Reserve for the implementation of a new cloud-based public printing system with capabilities for credit card payments, offering patrons the ability to copy/scan using the library public photocopiers, to print from the library public computers, or to print from their own mobile devices, to be offered to the public before the end of 2024.

Final amount: \$4,884 [from Capital Equipment reserve]

Amount remaining in reserve account after deduction: \$231,282

The following transfers to operating were approved as part of the regular 2024 operating budget:

- \$20,000 from the Capital Equipment Reserve to 2024 Operating Budget (for furniture and equipment costs)

Amount remaining in reserve account after deduction: \$211,282

- \$30,000 from the Development Charges reserve to the 2024 Operating Budget

Amount remaining in reserve account after deduction: [will be supplied at meeting]

The following transfers from operating were approved as part of the regular 2024 operating budget:

- \$5,000 from the 2024 Operating Budget to the Sick Leave Reserve

Amount remaining in reserve account after addition: \$23,393

- \$10,000 from the 2024 Operating Budget to the Capital Equipment Reserve

Amount remaining in reserve account after addition: \$221,282

- \$5,000 from the 2024 Operating Budget to the Main Branch Renovation Reserve

Amount remaining in reserve account after addition: \$5,000

Suggested motion:

THAT the Board approves Policy BPL027: Room rentals and attached appendices as presented.

[or with the following amendments]

Background:

This policy replaces the one approved in January 2025 (Use of Gallery Space) in order to establish a policy framework for all room rentals, rather than just the Gallery.

Libraries across Canada have received negative media attention due to room rentals they have authorized that generate backlash. The general public does not discern any clear difference between a library program and a room rental, meaning any room rental event could impact the reputation of the Library, the Gallery, or the Board.



LIBRARY POLICY

Policy Title: ROOM RENTALS

Policy Type: Board - Administrative

Approved: 18 February 2025

Policy Number: BPL027

Background

This policy will outline guidelines and restrictions for the rental and use of rooms and spaces from Belleville Public Library and John M. Parrott Art Gallery.

The Belleville Public Library Board (the Board, the Library) promotes the use of our facilities by non-profit, educational, political or civic groups, and commercial organizations (licensees).

The Board shall establish the rental fees for each space in the Library or Gallery (Appendix A), including any discounts offered to non-profit groups or individuals. The CEO or their designate may reduce or waive fees for community partners, City of Belleville staff, and other groups.

General guidelines and conditions

Approval of a room rental and permission to use Board facilities does not imply any endorsement of the aims, policies or activities of any event, speaker, group or individual.

The Board is committed to ensuring the dignity and safety of the public and staff without disruption to Library or Gallery services, and to maintaining the security of Library property.

In general, the use of rental spaces in the Library / Gallery will not be approved if there is an expectation of public perception that the group or event is controversial, overtly partisan or religious in nature, extreme, harmful to a specific person or group, or may damage the reputation of the Library or Gallery.

All licensees must comply with Policy BPL019: Use of Library resources during elections; and Policy BPL016: Promotional displays and postings of community notices, as well as the Code of Conduct, the Ontario Human Rights Code, and all applicable laws.

The licensee must provide Library staff access to the room / event at all times, for the purposes of monitoring the event to ensure compliance with this policy and the rental contract.

Right to terminate

All room rental requests must be submitted for approval by the CEO or their designate. The CEO and / or the Board reserve the right to deny or cancel any room rental at any time for any reason, at their sole discretion.

The Library, in its sole discretion, may terminate rental contracts when it reasonably believes:

(a) Use of space by the licensee will be for a purpose that is likely to promote, or would have the effect of promoting discrimination, contempt or hatred for any group or person on the basis of race, ethnic origin, place of origin, citizenship, colour, ancestry, language, creed (religion), age, sex, gender identity, gender expression, marital status, family status, sexual orientation, disability, political affiliation, membership in a union or staff association, receipt of public assistance, level of literacy or any other similar factor;

(b) use of the Room by the Client will be for a purpose or action that is contrary to the law or any of Library policies or the Rules of Conduct, including violent, threatening, abusive, harassing, disruptive or intrusive language or conduct;

(c) there is a misrepresentation, a likelihood of physical hazard to participants or audiences or a misuse of the Room or equipment; or

(d) the event poses a risk to health and safety of the public or Library staff.

Rental contract

When approved, a rental contract (Appendix B) will be signed on behalf of the party renting the space (the licensee) and the Board, outlining requirements and legal responsibilities, and the rental fee. The rental fee must be indicated, and the contract must be signed prior to the date of the rental.

If an individual or group fails to pay the invoiced rental fee within 30 days of the invoice being issued, said individual or group will not be permitted to rent space until all outstanding amounts have been paid in full. In addition, individuals or groups that fail to pay rental fees may have their library borrowing privileges revoked, through a block on their library card.

Loss or damages

As per the Rental Contract, the person accepting the licensee will be responsible for any and all damage or loss to the Library or any furniture, equipment, or artwork therein. The licensee will also be responsible for all liability or personal injury that may occur during the rental period. If the licensee causes damages or fails to follow the Rules of Conduct, they will not be permitted to rent space in future, may have their library borrowing privileges revoked, and criminal charges or a trespass order may be issued.

Additional charges or fees

The Board reserves the right to charge additional fees or damages to the licensee related to any damage or loss that occurs during the rental period. The use of special or extra equipment will also involve fees as per the Rental Contract.

Use of space in the John M. Parrott Art Gallery

The John M. Parrott Art Gallery (the Gallery) is a department of the Library and is governed by the Board. There are three gallery spaces: Galleries 1, 2 and 3. These will be collectively known as “the Gallery” for the purposes of this policy.

The primary purpose of the Gallery is to display, exhibit and sell works of art for the enjoyment and betterment of our community and the wider region. A secondary purpose is for the use by the Board and staff as a space for Library and Gallery events and programming. Lastly, the Gallery can also be used by outside groups as a rental space for meetings and events, provided they adhere to all applicable laws, Board policies and the stipulations of the Rental Contract (Appendix B).

Restrictions:

When the Gallery is used by external (non-staff) groups, the following restrictions shall apply:

1. No food or drink will be permitted in the Gallery.
2. No more than 80 attendees /chairs shall be permitted in Gallery 1, 40 for Gallery 2, and 40 for Gallery 3, for a total of 160 attendees if all three galleries are booked.
3. Fire code capacity limits must be adhered to at all times (Appendix C).
4. Events requiring chairs must be set up with audience-style seating, as in chairs in rows, with a maximum of four rectangular tables in each gallery.

5. Round tables will not be permitted.
 6. Touching or otherwise interfering with displayed artwork is not permitted. Prior to rental events, staff may erect physical barriers (i.e. ropes, stanchions) around the perimeter of each room to help protect the artwork from interference.
 7. Tables must not be set up around the perimeter of the rooms, only at the front or back of the room.
 8. Use of equipment or furniture that is not owned by the Board must be approved by Administration prior to being set up in the Gallery.
 9. Musical performances involving electronic amplifiers are not permitted, unless special permission has been granted by the CEO or designate.
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Approved by Belleville Public Library Board

Signature of Board Chair:

Date: 18 February 2025

Signature of Chief Executive Officer:

Date: 18 February 2025

Appendix A: Room rental rates

Effective date: 1 January 2025

Rental fee table:

Room	Daily rate (for-profit)	Daily rate (non-profit)
Board Room	\$120	\$60
Meeting Room	\$320	\$160
Gallery 1	\$340	\$170
Gallery 2	\$270	\$135
Gallery 3	\$270	\$135
Entire third floor	\$900	\$450

For rental bookings that end by 12:00 p.m. or start after 5:00 p.m., the rental fees in the above table shall be reduced by 50%.

Appendix B: Rental Contract

Facilities Rental Use Contract

The Belleville Public Library Board promotes the use of our meeting facilities by non-profit, educational, political or civic groups, and commercial organizations.

Name of group (licensee):

Name and title of person accepting responsibility on behalf of the group:

Address:

Telephone No.: _____ **Cell #:** _____

E-mail: _____

Room requested:

Date of use requested:

Purpose of use:

Time [including setup and takedown]: Setup: _____ **Start:** _____ **Finish**

Room rental fee \$ _____

Equipment / extra fees \$ _____

HST \$ _____

= \$ _____ Total

Freedom of Information: Personal information required on Library forms is for statistical or registration purposes only. Such information is collected under the authority of the Ontario Public Libraries Act, R.S.O. 1990 and will be used to facilitate the daily activities of the Library. Questions about the collection of this information should be directed to the CEO at the address above.

Rental fees:

<u>Space</u>	<u>Daily Rate</u>
Entire third floor	\$900
Meeting Room	\$320
Gallery 1	\$340
Gallery 2	\$270
Gallery 3	\$270
Betty Colden Board Room	\$120

For other spaces, such as the outside courtyard, contact the Library for rates and availability.

There is a \$25 minimum charge for all rentals.

Facilities Available / Requested: The Library / Gallery include the following rental spaces:

___ Meeting Room: installed projection screen and white board; room darkening blinds; **24' x 38.5'**; capacity – Standing **100**; Non-fixed seats **75**; Non-fixed seats & tables **60**

___ Art Gallery: See below for restrictions and capacity information.

___ Board Room: smart screen; large board table and up to 16 chairs; **23' x 23'**

___ Outside courtyard: Contact Library for rates and availability.

Extras: The following is available when booking a room. Indicate beside each item requested.

- ☐ Use of server with fridge and microwave. A **\$50 charge** will be applied to rental.
- ☐ Use of grand piano – **\$25 per hour, to a maximum of \$100**, will be applied to rental.
- ☐ Use of sound system (speakers, microphones). A **\$25 charge** will be applied to rental.
- ☐ Use of laptop, and / or ☐ LCD projector. A **\$25 charge** will be applied to rental.

The following are available free of charge: indicate if requested.

- ☐ stacking chairs ☐ projection screen ☐ easel ☐ 24" TV/monitor
- ☐ DVD player ☐ PC speakers ☐ PC Webcam ☐ podium
- ☐ rectangular tables ☐ round tables ☐ flip chart

Please indicate if you plan to serve:

- ☐ Alcoholic beverages [Copy of a valid Special Occasion permit must be displayed at event.]
 - ☐ Light refreshments
 - ☐ Meal
 - ☐ Initial if event includes gambling or games of chance, and include copy of permit.
-

Please note:

Access for staff: The licensee must provide Library staff access to the room / event at all times, for the purposes of monitoring the event to ensure compliance with this policy and the rental contract.

Approval or termination of rental contracts: All room rental requests must be submitted for approval by the CEO or their designate. The CEO and / or the Board reserve the right to deny or cancel any room rental at any time for any reason, at their sole discretion.

In general, the use of rental spaces in the Library / Gallery will not be approved if there is an expectation of public perception that the group or event is controversial, overtly partisan or religious in nature, extreme, harmful to a specific person or group, or may damage the reputation of the Library or Gallery.

Rental fees

- Rates are dependent upon the space requested, the type and the time of use. Each space is shown with a daily rate applicable for personal or commercial use.
- Non-profit groups are invoiced at 50% of the rate if they are not charging admission for their event. If a non-profit group is charging admission for their event, they will be invoiced at 75% of the room rental rate.
- The rate is reduced by 50% for rentals that end before 12:00 p.m. or start after 5:00 p.m.
- Generally, room rentals are not booked for times when the Library or Gallery are closed. If you are interested in renting a room beyond the normal operating hours of the Library or Gallery, please inquire as to overtime rates and availability.
- Bookings for rental space at the Library or Gallery are subject to availability and will be approved at the sole discretion of the Library Board or Library Administration. We generally do not rent space for large social gatherings such as wedding receptions.

There are several restrictions on the use of Library and Gallery spaces by external groups. Please read through this contract carefully and note the right to terminate and the Facilities Rental Use restrictions below.

Important:

Approval of a room rental and permission to use Board facilities does not imply any endorsement of the aims, policies or activities of any event, speaker, group or individual.

The Board is committed to ensuring the dignity and safety of the public and staff without disruption to Library or Gallery services, and to maintaining the security of Library property.

All licensees must comply with all Library policies, as well as the Code of Conduct, the Ontario Human Rights Code, and all applicable laws.

Please note the following policies that specifically pertain to the rental and use of Library space:

BPL016: Promotional displays and postings of community notices,

BPL019: Use of Library resources during elections

BPL027: Room rentals

Right to terminate

The Library, in its sole discretion, may terminate rental contracts when it reasonably believes:

- (a) Use of space by the licensee will be for a purpose that is likely to promote, or would have the effect of promoting discrimination, contempt or hatred for any group or person on the basis of race, ethnic origin, place of origin, citizenship, colour, ancestry, language, creed (religion), age, sex, gender identity, gender expression, marital status, family status, sexual orientation, disability, political affiliation, membership in a union or staff association, receipt of public assistance, level of literacy or any other similar factor;
- (b) use of the Room by the Client will be for a purpose or action that is contrary to the law or any of the Library's policies or Rules of Conduct, including violent, threatening, abusive, harassing, disruptive or intrusive language or conduct;
- (c) there is a misrepresentation, a likelihood of physical hazard to participants or audiences or a misuse of the Room or equipment;
- (d) the event poses a risk to health and safety of the public or Library staff.

Please read the following carefully:

- Invoices will be made available on the day of rental where possible.
- Payment is due within 30 days of the rental, and can be made in person using cash, debit, credit card or cheque / money order. We are not able to accept payment by phone.
- Payments by mail must be in the form of a cheque or money order.
- Online invoice payments can be made at <https://belleville.ca/>. Invoice number required.
- In the case of cancellations made less than five (5) days prior to rental date, there will be an administrative fee of \$25.00 charged for bookings of the Board Room, and / or an administrative fee of \$50 charged for bookings of any other rooms.
- If you re-schedule a booking less than five (5) days prior to the original rental date then cancel the new booking for any reason, you will be charged the administrative fee.

- In the case of cancellations made less than 24 hours prior to rental date / time, you will be charged for the full cost of the rental including any equipment or overtime costs.
- If you have booked an after-hours (overtime) rental and cancel less than five (5) days prior to the rental date, you will be charged overtime fees and the administrative fee.

Facilities Rental Use

Please read the following and speak to a staff member if you have questions: 613-968-6731 x 2026, or email rentals@bellevillelibrary.ca.

The Belleville Public Library Board promotes the use of the Library / Gallery meeting facilities by non-profit educational, political or civic groups, and commercial organizations. Use of the meeting facilities by any group or organization does not constitute an endorsement by the Library Board of the group's policies or beliefs. The Library will not knowingly permit any individual or group to use its facilities in contravention of the Criminal Code of Canada, and the Ontario Human Rights Code. The licensee agrees to follow all laws and regulations as well as Library policy.

The licensee agrees to compensate the Library Board for any loss or damages to the facility or other property of the Library Board caused by, or resulting from, the licensee's use. If damages are incurred during the rental, or there is behaviour that is in contravention of the Library Board Rules of Conduct, the licensee will be responsible for the cost of the damages and may be issued a trespass order preventing future entry to Library Board property, or criminal charges.

The licensee releases the Library Board and its Trustees, volunteers and employees, and the Corporation of the City of Belleville from any liability for any damages which may occur to the property or person of the licensee arising out of its use of rooms and agrees to indemnify and save harmless the Library Board and the Corporation of the City of Belleville from any liability, however caused, for personal injury or property damages occurring to any person arising out of the licensee's use of a room or any space on Library Board property.

A complete and signed Facilities Rental Use Contract must be submitted by all users prior to the rental. Use of any equipment and kitchen facilities must be requested at the time of application for meeting facilities. The use of alcoholic beverages must be indicated at the time of booking, a permit obtained by the renter and a copy supplied with the contract. The original permit must be displayed at the time of the event. Non-alcoholic beverages and refreshments may be served if arrangements are made at the time of contract.

Cancellations require five (5) business days notice. Cancellations made with less than 5 days notice of the booking will result in fees (see above).

An invoice will be issued up to 2 days prior to the rental. Payment is preferred on the date of rental but can be paid within 30 days after the rental. Failure to pay the invoice on time may result in prohibition from renting space in future.

The facilities shall be used only on the date(s) / hours requested on the contract, and for the purposes stated on the contract. Room capacity is determined by the Ontario Fire Protection and Prevention Act, 1997 O. Reg. 388/97. Number of persons shall not exceed maximum capacity, posted in each room. The room shall be left in a neat and orderly condition with all litter and rubbish disposed of in the receptacles provided.

Games of chance or gambling, in any form, shall be strictly forbidden, unless the necessary permits are obtained, in compliance with all appropriate regulations.

Fire code capacity limits are posted in each room and must be adhered to at all times.

Use of Art Gallery spaces:

Please note the following restrictions on the use of Galleries 1, 2 or 3:

1. No food or drink will be permitted in any Gallery.
2. No more than 80 attendees shall be permitted in Gallery 1, 40 for Gallery 2, and 40 for Gallery 3, for a total of 160 attendees if all three galleries are booked.
3. Events requiring chairs must be set up with audience-style seating, as in chairs in rows, with a maximum of four rectangular tables in each gallery.
4. Touching or otherwise interfering with displayed artwork is not permitted. Prior to rental events, staff may erect physical barriers (i.e. ropes, stanchions) around the perimeter of each room to help protect the artwork from interference.
5. Tables must not be set up around the perimeter of the rooms, only at the front or back of the room. Round tables will not be permitted in any gallery.
6. Use of equipment or furniture that is not owned by the Board must be approved by Administration prior to being set up in the Gallery.
7. Musical performances involving electronic amplifiers are not permitted.

Important note on the advertising and promotion of rental events:

The Library in no way agrees to assist in the promotion of the licensee event and does not guarantee that posters or advertising for the event will be posted on Library premises. All community event posters and bulletins are subject to the Library's Promotional Display and Posting of Community Notices Policy.

Licensees are permitted to post directional signage and small posters on the Library's lobby easel display board on the day of the rental event. Other signage and displays such as floor banners, tables, or sandwich boards are not permitted.

The Library reserves the right to remove any display items that contravene Board Policy.

By signing this contract, it is understood and agreed between the licensee and the Belleville Public Library Board that the licensee has read this entire contract and will follow all restrictions listed and comply with all Library policies and the Code of Conduct.

Signature of Person Accepting Responsibility

Date

Signature of Library CEO or Designate

Date

Assistance with this form or alternate formats available upon request. Revised 13 Feb 2025

Appendix C: Room capacity limits (fire code)

Room	Max with tables and chairs	Max with just chairs	Max without tables or chairs
Board Room	18	n/a	n/a
Meeting Room	60	75	100
Gallery 1	100	150	175
Gallery 2	50	75	85
Gallery 3	50	75	85
Entire third floor	200	300	345

Suggested motion:

THAT the Board approves revised policy BPL018 Fundraising and attached appendices as presented.

Background:

This policy has been revised to include a line about receiving donations of securities. The policy indicates that, if the Library receives a donation of securities other than real estate, they will immediately be sold and the proceeds deposited into our bank account, with a tax receipt issued to the donor for the amount of proceeds from the sale. Donations of real estate will be pursued on a case-by-case basis, through duly passed resolution of the Board.



LIBRARY POLICY

Policy Title: FUNDRAISING

Policy Number: BPL0018

Approved: 17 November 2020

Date of Last Review: 18 February 2025

Background:

The Belleville Public Library Board (the Library) is a charity registered with Canada Revenue Agency. The Library is committed to the highest ethical standards of philanthropy, financial accountability, and development practice. This policy sets out the requirements for administration of fundraising, sponsorships and donations including the collection of personal data, and recognition.

The Library welcomes and encourages monetary gifts, gifts in kind or sponsorship from individuals and organizations to be used to benefit the Library and our community.

Definitions:

The following apply to this policy, as defined by Canada Revenue Agency:

Cash - Cash includes cheques, money orders, bank drafts, and money (bills & coin).
Donations made by debit card and by credit card are also considered cash gifts.

Donation - A donation is a gift, contribution of cash, or goods given voluntarily to the Library as a philanthropic act without expectation or requirement of reciprocal benefit. A designated donation is one that is to be used for a specific purpose. An undesignated donation is one that has no stipulations on use.

Gifts in Kind – Gifts in kind, also known as non-cash gifts, are gifts of property. They cover items such as artwork, equipment, securities, real estate, and cultural and ecological property. A contribution of service, that is, of time, skills or effort, is not property and, therefore, does not qualify as a gift or gift in kind for purposes of issuing official donation receipts.

Library – The Belleville Public Library Board, the legal name for Belleville Public Library and John M. Parrott Art Gallery.

Sponsorship – A sponsorship is a mutually beneficial exchange between the Library and an outside organization, in which an external party makes a contribution of cash or in-kind goods or services to the Library in return for recognition, acknowledgements or other considerations. Sponsors receive a benefit in return for their support and contribution.

Record keeping

1. The Library will maintain records of all donations, the contents of which will be protected by current privacy legislation (*Municipal Freedom of Information and Protection of Privacy Act*).
2. Donors' names and contact information will not be sold, leased, rented, or shared in any way with parties outside the Library.

Acceptance of Donations

1. The Library evaluates all donations and accepts only those which it feels align with the mission, values and standards of the Library.
2. Donations will become the exclusive property of the Library and must be clear and unencumbered when given.
3. While honouring the wishes of the donor as appropriate, the Library reserves the right to use the donation in the best interest of the Library, and shall make decisions regarding the investment, disposition and eventual disposal of all donations.
4. The Library may accept conditions on the use and/or disposition of donations only where it deems the proposed conditions to be reasonable and feasible.
5. Any conditions placed on a gift or donation must be clearly laid out in a Donation Agreement signed by the donor, and in cases of items valued at more than \$5,000, approved by the Library Board.
6. The Library will obtain legal advice on any significant donations that come with conditions or requirements.
7. In the case of donations to the Gallery's Sponsor a Painting program, funds will be reserved for the maintenance of the permanent collection, for example for the purchase of new frames.

The Library reserves the right to refuse a gift if:

- i. conditions in this policy are not met;
- ii. the cost of ownership would be prohibitive;
- iii. the donor wishes to exert unacceptable conditions over the donation of the gift or over the disbursement of revenue realized from the disposal of the gift;
- iv. there are unacceptable risks associated with the receipt of the gift;
- v. the gift is illegal or has questionable provenance;
- vi. in the case of book donations and other items for the borrowing collection, the Library retains the right to refuse donations that are not appropriate or useful to our customers, as determined by staff.

Acceptance of Gifts in Kind

Gift offers made to the Library are accepted or rejected on the basis of suitability to the Library's mission, policies, décor, and availability of space for housing or display.

Any gift accepted by the Library is accepted subject to the following terms and conditions:

1. Upon request the Library must receive evidence that the donor has the authority to make a gift of the donated item(s).
2. The Library retains unconditional ownership of the gift.
3. The Library makes all decisions regarding the use or disposal of the gift and has no responsibility to inform the donor of such decisions, apart from the requirements set out in any Donation Agreement entered with the donor.
4. In the case of donations of securities other than real estate, such as shares or bonds, the Library will sell such securities as soon as practicable, with the proceeds deposited into the Library bank account and a tax receipt issued for the value of the proceeds.

5. In the case of donations of real estate, they shall be handled on a case-by-case basis, through the passing of resolutions by the Library Board at a regular or special meeting.
6. In the case of donations of works of art to the Gallery for their permanent collection, the Gallery Accession and De-Accession Policy will also apply.

Further notes on disposal of gifts in kind:

Books and other materials donated become Library property and may be disposed of at the discretion of staff. If possible, items other than borrowing collection items may be returned to the donor or offered to the donor's family if the donor is no longer alive.

Items may be offered to another Library or community organization, sold at a public auction, sale or fundraiser, or, as a last resort, discarded or destroyed.

Borrowing collection items may be weeded and disposed of or donated to the Friends of the Belleville Public Library or another charitable organization.

Official Receipts for Tax Purposes

1. Receipts will be issued in accordance with the Library's charitable status for all monetary contributions over \$19.99. Receipts for lesser amounts will be provided upon request.
2. Receipts for tax purposes will be issued for all qualifying non-cash contributions deemed at fair market value.
3. It is the donor's responsibility to provide a written appraisal from a reputable establishment for in-kind donations with fair market value over \$999. Gifts in kind with a fair market value of less than \$999 need not be accompanied by a professional appraisal; however, the Library reserves the right to require an expert opinion on the value of the gift before issuing a receipt.

4. In the case of book, DVD or other borrowing collection item donations, no receipts will be provided unless in exceptional circumstances, such as the donation of a rare or antiquated book for a special collection.
5. When a donation has been made where the donor receives an advantage in respect of the donation, such as a meal, commemorative print, or book, the value of the advantage shall be subtracted from the value of the donation to arrive at the eligible amount of the gift for the tax receipt, as per the Canada Revenue Agency.
6. In the case of donations of securities other than real estate, said securities will be sold by the Library as soon as practicable, with a tax receipt issued for the amount of proceeds from the sale.
7. The Library Board will manage donations of real estate on a case-by-case basis, in consultation with legal counsel and the donor.

Gift Recognition

The Library is pleased to recognize all donations and extend thanks to all donors for their generosity. The Library will strive to acknowledge all gifts in a timely manner. The Library also will respect a donor's right to make an anonymous gift.

Wherever possible:

- i. gifts of \$100 or more will be personally acknowledged by the CEO and/ or designate, with a hand-written thank-you card or letter
- ii. gifts of \$1,000 or more will be acknowledged with a commemorative plaque to be displayed in an appropriate location in the Library or Gallery, and with a formal letter of thanks from the Library Board
- iii. gifts of over \$5,000 will be further acknowledged with a formal acceptance ceremony attended by the donor, the CEO, and member(s) of the Library Board, and will be promoted through a media release and social media, in consultation with the donor

- iv. special recognition will be made for donors to the Giving to Grow Campaign, in addition to the recognition outlined above, including giving recognition gifts as appropriate, special recognition at Gallery events, and further promotion through social media (see Appendix B)

Parrott Art Gallery Giving to Grow Campaign

The Giving to Grow campaign is a permanent, ongoing fundraising campaign to raise funds for the purchase and maintenance of the Parrott Collection of original oil paintings by Manly MacDonald, subject to the following:

1. The Library will pay for independent appraisals of original Manly MacDonald paintings if requested by the donor for tax receipt purposes.
2. The Library will place raised funds into reserves as appropriate for use in the purchase of original Manly MacDonald paintings as they become available for auction.
3. The Library will consult with expert advice before purchasing any Manly MacDonald paintings in order to be sure that the price is fair and the painting is of sufficient importance to add to our collection.
4. As per the Parrott Foundation, funds generated by the Parrott Foundation endowment for the maintenance of the Parrott Collection may be used for the purchase of original Manly MacDonald paintings for the collection. The principal amount in the endowment must remain intact and invested appropriately.
5. Funds generated by the endowment can be used for the promotion and advertising of the Giving to Grow Campaign, and for photographing Manly MacDonald paintings.
6. Merchandise and prints of Manly MacDonald's work may be sold at a profit to contribute to the Giving to Grow Campaign, as permitted by the MacDonald family.

Partnerships and Sponsorship

The Library welcomes a broad base of support from various sources including the business community, to fulfill its mission. The Library negotiates partnerships with, and accepts support from, the business community in ways that will benefit and recognize the supporting companies while enabling the Library to better achieve its mission without compromising its principles. The Library recognizes that companies support the Library not only out of a desire to be good community members, but also with a hope of a return or benefit to the company.

A sponsorship should be a mutually beneficial exchange between the Library and an outside organization, in which an external party makes a contribution of cash or in-kind goods or services to the Library in return for recognition, acknowledgements or other considerations. Sponsors receive a benefit of reciprocal value in return for their support and contribution.

Sponsorship details must be outlined in a Sponsorship Agreement (Appendix C) and must align with our policies and practices. Sponsors may not influence the goals and objectives of Library programs. Entering into sponsorship agreements does not suggest that the library endorses any products or services.

The Library reserves the right to immediately terminate an existing sponsorship if the sponsor uses the Library's name outside the parameters of the agreement, without prior consent, or if the sponsor develops a public image inappropriate to the Library's service and philosophy.

In case of a change in ownership or name or both of a sponsor during the term of the agreement, the Library reserves the right to immediately cancel the agreement if the new organization fails to meet any of the principles or conditions outlined in this policy or in the contractual agreement.

The following shall apply to sponsorship or partnership initiatives:

1. The Library will not accept any cash or gift of property, pledge of support or non-cash gift or services, or enter into any partnership with any company or other organization that produces goods or services that may be considered illegal or harmful for certain members of the community.
2. Acceptance of corporation support will take the form of a written agreement signed by representatives of the sponsoring organization and authorized representatives of the Library (see Appendix C). This agreement will define the terms of the sponsorship and any recognition to be provided to the sponsor.

3. The Library board reserves the right to terminate an existing sponsorship should conditions arise during the life of the sponsorship that result in it conflicting with this policy or if the sponsorship no longer supports the best interests of the Library.
4. The Library's intangible intellectual assets, including its name and likeness, will be protected at all times.
5. Corporate partners will not be permitted to use the Library's name for commercial purposes or in connection with the promotion of any product.

The Library will pursue sponsorships that:

- i. do not interfere with existing contractual obligations;
- ii. further the Library's mission, goals, objectives and priorities but do not drive the Library's agenda;
- iii. safeguard equity of access to Library services and not give unfair advantage to, or cause discrimination against sectors of the community;
- iv. protect the principle of intellectual freedom and not permit sponsors to influence the selection of collections, give staff advice and recommendations concerning Library materials, nor require endorsement of products or services;
- v. ensure the confidentiality of user records by not selling or providing user specific access to Library records;
- vi. are sensitive to the local political and social climate and will enhance the Library's image in the community; and
- vii. does not imply or require endorsements of products.

Recognition of Support

1. Recognition for major corporate or business support will be developed in cooperation with the corporate donors and will be consistent with the level of support and the Library's mission and purpose and will be meaningful for both the supporting companies and the Library.
2. Official receipts for tax purposes will be issued as appropriate and according to CRA guidelines.
3. Acceptance of corporation support will take the form of a written agreement signed by representatives of the sponsoring organization and authorized representatives of the library. This agreement will define the terms of the sponsorship and any recognition to be provided to the sponsor.

Naming Rights

From time to time the Library will offer the opportunity for significant philanthropic investment in the Library infrastructure to ensure the sustainability of excellent Library service in the community. The Library has the authority to recognize significant contributions by naming Library services or facilities in honour of its benefactors. Naming opportunities are subject to sponsorship agreements and the Library reserves the right to remove a donor's name should that individual or organization fail to exemplify the attributes of integrity and civic leadership expected of this honour.

Approved by the Library Board on 18 February 2025

Signature of Board Chair:

Date: 18 February 2025

Signature of Chief Executive Officer:

Date: 18 February 2025

Donation Agreement



Belleville
Public Library &
John M. Parrott Art Gallery

Donor Information

Full name including middle name:					
Address:					
City:		Province:		Postal Code:	
Phone:		Email:			

Mailing Address for Tax Receipt (if different from above)

Send care of:					
Address:					
City:		Province:		Postal Code:	

Donation Details: Monetary donations

Date Received:	☐ In person ☐ By mail		Amount:	
Payment method:	☐ Cash ☐ Cheque ☐ Debit ☐ Other: _____			

Donation Details: Non-monetary donations

Date Received: _____

Description / value:

Donations of artwork valued over \$1,000 must be appraised by a Professional Art Appraiser, or by a reputable art appraisal company, at the donor's expense, as per Policy BPL014 Gallery collection accession and deaccession.

Donations of securities other than real estate shall be sold as soon as practicable, with a tax receipt issued for the value of the proceeds from the sale.

Donations of real estate shall be handled on a case-by-case basis in consultation with legal counsel and the donor.

Full name:					
Address:					
City:		Province:		Postal Code:	
Phone:		Email:			

☐ Yes, outlined below ☐ No, there are no conditions associated with this donation Donor initials

--

This information collected on this form will be used solely for the purposes of processing your donation and for issuing a charitable tax receipt in your name.

For the donor

Date

For the Belleville Public Library Board

Date

Appendix B: Giving to Grow Campaign recognition guideline

Special recognition will be made by the Parrott Gallery for donations to the Giving to Grow Campaign, in addition to the normal gift recognition policy listed above, including but not limited to the following:

Amount of monetary donation or appraised value of artwork donated	Recognition description	Amount of tax receipt*
\$100 to \$499	A gift of the book, “Manly Edward MacDonald, Interpreter of Old Ontario, by Charles Beale”, while quantities last.	Value of donation, minus \$60
\$499 to \$999	A gift of the Beale book, and an 11 x 14 framed reproduction of a Manly piece on canvas with donor’s choice of image.	Value of donation, minus \$150
\$1000 or greater	A gift of the Beale book, and a 16 x 20 framed reproduction of a Manly piece on canvas with donor’s choice of image, and a box of Manly print greeting cards.	Value of donation, minus \$200

*If the donor prefers to receive a tax receipt for full donation amount then do not provide gifts.

Appendix C: Sponsorship Agreement Form

Belleville Public Library Board

254 Pinnacle Street

Belleville, ON K8N 3B1

Corporate Sponsorship Agreement Between

The Belleville Public Library Board

Herein referred to as “the Library”

and

The Name of the Sponsorship Company, including address

Herein referred to as “the Sponsor”

for

Event/Program including any relevant dates

i.e. (Summer Reading Program) or (Special Collections)

Herein referred to as the “the Event” or “The Collection”

In the amount of

Details of the Sponsorship, including amount, timelines (if any), etc.

i.e. (\$3000 cash for two years) or (20 pizzas - approx. value \$400)

1. Event

The Library agrees to conduct the Event as follows:

(Brief description of event including date of the event, time, location, purpose, activities, etc.)

2. Belleville Public Library Board's Responsibilities

The Library shall:

- Recognize the Sponsor, herein referred to as "Sponsor Recognition", based on their sponsorship level in the following ways:

[State sponsorship level and list/describe how the Sponsor will be recognized.]

- Consult with the Sponsor on the Event or Program as much as possible.
- If on-site presence by the Sponsor is part of the sponsorship, provide special notes/terms for the Sponsor, including arrival/setup & departure times, equipment responsibilities, dress code, code of conduct, etc.

3. Sponsors' Responsibilities

In exchange for Sponsor Recognition, related to the Event, the Sponsor shall:

- a) Provide the sponsorship as set out above; and,
- b) Provide payment, if any, to the Library within and no later than 30 days from the invoice date.
- c) If an on-site presence by the Sponsor is part of the sponsorship, provide instruction to the Library with respect to any special requirements of the Sponsor, including arrival/setup and departure times, equipment responsibilities, dress code, code of conduct, etc.

4. Promotional Limitation

- a) Except as expressly provided herein, neither the Sponsor nor the Library shall have the right to use, in any way, the commercial or trade name, trademark(s), service mark(s), logo(s), or other identification of the other party without their prior written consent.
- b) The Sponsor hereby grants to the Library a royalty-free, non-exclusive license to use and display the trademarks associated with any products supplied for the Event. Such use shall be limited solely to the duration of the sponsorship of the Event and any advertising or promotional activities relating thereto. The Sponsor and the Library acknowledge that the provisions of this paragraph do not convey any right, title, or ownership interest in the trademark.

5. Term and Termination

a) Term

This Agreement shall be effective from the date of the Library Representative's signature to this Agreement, through the end of the Event(s). Either party may terminate this Agreement upon not less than 60 days notice prior to the date of the Event(s).

b) Termination for Default

The Library, by written notice, may terminate this Agreement in whole or in part for failure of the Sponsor to perform any of the provisions herein. In such an event, the Sponsor shall be liable for damages, including the excess cost of procuring similar supplies or services.

c) Termination for Convenience

The Library, by written notice, may terminate this Agreement at any time, in whole or in part, when it is in the best interest of the Library. The Sponsor and the Library may agree to a schedule of payments in those cases where the Agreement must be terminated due to cancellation of the Event by the Library for any reason. If no such agreement is reached, the Sponsor is not entitled to any damages due to the cancellation of this Agreement. In lieu of damages, the Library and the Sponsor may agree to apply any Library or in-kind services to an upcoming Library event/program in accordance with Section 8 below, however, if such an agreement is not reached, any goods or services already committed to or received by the Library shall remain the property of the Library.

6. Remedies

Except as otherwise provided in this Agreement, any dispute or claim concerning this Agreement, other than the termination of this Agreement as set out in Section 5, which is not disposed of by consensus among the parties, shall be decided by the Library' Representative appointed by the Library, who shall state his/her decision in writing and mail or otherwise deliver a copy of such decision to the Sponsor. Within 30 days from the date of receipt of such copy, the Sponsor may appeal the decision by mailing or otherwise delivering a written appeal setting out the reasons in support thereof and addressed to the appropriate Library Representative. The decision of the Library shall be final and conclusive provided that the Sponsor shall be afforded an opportunity to be heard and to offer evidence in support of any appeal under this Section 6. Pending final decision on such a dispute, however, the Sponsor shall proceed diligently with the performance of this Agreement.

7. Independent Contractor

The Sponsor and the Library shall be and act as independent contractors, and under no circumstances shall this Agreement be construed as one of agency, legal sponsorship, or joint venture of employment between the Library and the Sponsor. None of the personnel under contract to, employed by, or volunteering for the Library shall be deemed in any way to have any contractual relationship with the Sponsor. The Library shall be solely responsible for the conduct of its employees, personnel, and agents in connection with their performance of the Library's obligation hereunder.

8. Force Majeure

No party shall be responsible for events beyond its reasonable control, such as extreme weather, facility emergencies, government restrictions, security alerts, or unforeseen commercial delays. If the Event is postponed due to inclement weather or other conditions beyond the Library's control, it may be rescheduled for another time.

The Sponsor shall then be entitled to, and the Library agrees to give the Sponsor, all of the advertising and sponsorship rights set forth herein at no additional charge to the Sponsor provided that the Sponsor shall be responsible for the pick- up and re-delivery of any products to be supplied to the Event.

9. Notices

All notices required or permitted hereunder shall be deemed duly given if sent by certified mail or postage prepaid, addressed to the parties as follows:

If to the Sponsor:

The Name of the Sponsorship Company
with complete mailing address

If to the Library:

Belleville Public Library Board
254 Pinnacle Street
Belleville, ON K8N 3B1

10. Assignment

This Agreement is not assignable in whole or in part by any party hereto in the absence of the prior written consent of the other party.

11. Entire Agreement

This Agreement contains the entire understanding between the parties hereto relating to the subject matter contained herein and supersedes any and all prior agreements, arrangements, communications, or representations, whether oral or written. This Agreement may not be amended, altered, modified, or changed except when approved in writing and signed by both parties hereto.

12. Disclaimer

Belleville Public Library Board nor its officials and staff, does not officially endorse any company, sponsor, or their products or services.

13. Insurance (only applicable when the Sponsor has an on-site presence)

The Sponsor shall indemnify and save harmless the Library, and the Corporation of the City of Belleville, and their employees, officers and agents, from and against any and all claims, actions, losses, expenses, costs, demands, suits or damages of every nature and kind whatsoever arising out of or as a result of the actions of the Sponsor, its agents or employees in the performance of this Agreement including but without limiting the foregoing of any liability, costs or losses suffered by the Library relating to any products of the Sponsor supplied for the event.

The Sponsor may be required to furnish a Certificate of Insurance issued by an insurance company authorized by law to carry on business in the Province of Ontario. Such policy shall have inclusive limits of not less than \$2 million for bodily injury and property damage. The Library and the Corporation of the City of Belleville must be named as an “additional insured” on the certificate. A copy of the insurance certificate must be submitted with this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

Signed:

Authorized representative for the Sponsor

For Belleville Public Library Board

Print names: _____

Date: _____

Date: _____

Suggested motion:

THAT the 2025 Health and Safety policy is approved as presented.

[Joint Health and Safety Committee reviewed with no suggested changes.]



LIBRARY POLICY

Policy Title: HEALTH AND SAFETY 2025

Reviewed annually

Approved by Library Board: February 2025

Policy Number: BPL004

Background

Commitment to health and safety is an integral part of this organization. It is in the best interest of all parties to consider health and safety in every activity.

The Belleville Public Library Board (the Board) and the Library Non-union Administrative staff (Administration) are vitally interested in the health and safety of all employees. Protection of employees from injury or occupational disease is a major continuing objective. The Board, Administration, and all supervisors and workers will ensure a safe, healthy work environment at all times, and must be dedicated to the continuing objective of reducing risk of injury.

The Board is ultimately responsible for worker health and safety at all Board locations, and for all outreach activities, construction sites, or renovations undertaken or initiated by the Board or Administration, regardless of location. This includes workers for the City of Belleville or outside companies when performing work on Board property, or work requested or commissioned by the Board or its employees.

The Board and all employees will maintain a Health and Safety Program in compliance with the Ontario Occupational Health and Safety Act (the Act).

Accountability

The Chief Executive Officer (CEO) of the Library is responsible for ensuring that every reasonable precaution will be taken for the protection of workers.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment is safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

Worker Responsibility

Every worker shall comply with the Act. Workers have a responsibility to report any and all concerns about Health and Safety to their supervisor or, if not adequately addressed, the Joint Health and Safety Committee.

Every worker must protect his or her own health and safety and that of co-workers by working in compliance with the law, safe work practices and the policies and procedures established by the Board and Administration. Workers must use all protective devices or safety equipment required by their supervisor or Administration at all times.

As outlined by the Act, workers have the right to refuse work they consider unsafe or unhealthy, pending review by their supervisor or, in the case of dispute, the Ministry of Labour, Immigration and Skills Development.

Outside Workers and Contractors

The Board and CEO maintain responsibility for health and safety at all times, including after-hours or holidays, and for any project, renovation or building construction undertaken either at an existing site or an external site such as a new branch build.

Contractors, technicians, and tradespeople working for, or on site at Belleville Public Library locations or external work sites must work in compliance with the law and within the safe work practices and procedures of their industry as well as those established by the Board or Administration.

If unsafe work practices are observed or suspected, the Board or Administration reserves the right to stop work at any location until the situation is resolved and all health and safety laws and practices are complied with.

Health and Safety Program

The Belleville Public Library Board will meet the legal requirements of the Occupational Health and Safety Act and its Regulations through the establishment and maintenance of a Health and Safety Program.

All new employees will receive comprehensive training in safe work practices and be made aware of their rights and responsibilities under the Occupational Health and Safety Act.

The Health and Safety Program shall include a schedule of regular monthly workplace health and safety inspections, to be conducted by the Joint Labour – Management Health and Safety Committee.

The Joint Labour – Management Health and Safety Committee

The Belleville Public Library Board shall establish and maintain a Joint Labour - Management Health and Safety Committee.

It is the responsibility of the Joint Labour – Management Health and Safety Committee to:

- ☐ establish a schedule for regular workplace health and safety inspections
- ☐ identify workplace health and safety issues
- ☐ identify situations that may be a source of danger or hazard to workers
- ☐ make recommendations for the improvement of health and safety in the workplace
- ☐ make recommendations for the maintenance and monitoring of programs, measures and procedures respecting the health and safety of workers

Approved by the Belleville Public Library Board on 18 February 2025

Signed:

Chair, Belleville Public Library Board

Date: 18 February 2025

Chief Executive Officer

Date: 18 February 2025

Management Co-Chair, Joint Health & Safety Committee

Date: 18 February 2025

Labour Co-Chair, Joint Health & Safety Committee

Date: 18 February 2025