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

Agenda for the Regular Meeting of the Belleville Public Library Board – Tuesday, 15 April 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 15 April 2025
4. Motion to approve the minutes of the Regular Meeting of 18 February 2025
5. Report to the Belleville Public Library Board 25_03: Final 2024 transfer to reserves

   Resolution:

   "THAT the Board authorizes the transfer of $50,000 from the 2024 operating budget to the Capital Equipment Reserve."

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

   Resolution:

   "THAT the 2024 Library Board Audited Financial Statement, and the 2024 Library Board Trust Funds Audited Financial Statement, be approved as presented."

7. Items for Information

   - Statistics: February and March 2025
   - Media Report

   Resolution: "THAT the items for information be received."

8. Financial Statement to 31 March 2025

   Resolution:

   "THAT the Financial Statement to 31 March 2025 be approved as presented."

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

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: *Stopping by on a Snowy Day by Manly MacDonald.*"

10. Policy update: BPL005 Circulation Services

Resolution:

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

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

Resolution:

"THAT the Board approves revised policy BPL019 Use of Library Resources during Elections as presented."

12. Annual policy review: BPL007 Harassment and Discrimination

Resolution:

"THAT the Board approves policy BPL007 Harassment and Discrimination as presented."

13. Annual policy review: BPL006 Workplace Violence Prevention and response

Resolution:

"THAT the Board approves policy BPL006 Workplace Violence Prevention and Response as presented."

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

Resolution:

> "THAT the Board approves the Asset Management Plan levels of service as presented."

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

Next meeting: June 17, 2025

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

The Minutes of the Regular Meeting of the Belleville Public Library Board on Tuesday, 18 February 2025 at 6:00 PM

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

Media: None

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

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

3. **Motion to approve the agenda for the Regular Meeting of 18 February 2025:**

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

4. **Motion to approve the minutes for the Regular Meeting of 21 January 2025:**

   MOVED by G Fraiberg, **SECONDED** by M. Roberts, THAT the minutes for the Regular Meeting of 21 January 2025 be approved. **CARRIED**

   No business arising from the minutes.

5. **Items for Information**

   - **Statistics January 2025**
   - **Media Report**

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

6. **Financial Statement to 31 January 2025**

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

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

MOVED by Councillor Malette, **SECONDED** by S. Jennings, THAT the Board approves authorizes the reserve transfer TO the 2024 operating budget as presented; AND THAT the Board authorizes the reserve transfers FROM the 2024 operating budget at presented. **CARRIED**

8. Policy Approval: BPL027 Room Rentals

MOVED by Councillor Seu, **SECONDED** by S. Jennings, THAT the Board approves Policy BPL027: Room Rentals and attached appendices as presented. **CARRIED**

9. Revised policy approval: BPL018 Fundraising

MOVED by P Appolon, **SECONDED** by M. Roberts, THAT the Board approves Policy BPL018 Fundraising and attached appendices as presented. **CARRIED**

10. Annual policy review: Health and Safety

MOVED by Councillor Seu, **SECONDED** by M. Roberts, THAT the 2025 Heath and Safety Policy is approved 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
- In camera report on matters related to labour relations / employee negotiations
- In camera report on matters related to labour relations / employee negotiations

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

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

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

13. Other business:
Councillor Carr asked for a staff report on services for deaf and hard of hearing customers at a future meeting, and provided information on a possible partnership with the City, Quinte Sports and Wellness Center, and City hall, for a monthly subscription to sign language interpreters service.

The CEO invited the Board to attend a hockey game with staff, to see Belleville Senators play on Friday, March 28th.

14. Next meeting April 15, 2025

Adjournment: The meeting was adjourned at 6:30 p.m. on a motion by Councillor Seu.

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

Trevor Pross

Suggested motion:

THAT the Board authorizes the transfer of $50,000 from the 2024 operating budget to the Capital Equipment Reserve.

Background:

Library reserve transfers must be approved by the Board. This is the final transfer for 2024 operating budget, which must be authorized before the 2024 Audited Financial Statements are approved.

This represents moving $50,000 from our unrestricted surplus to the Capital Equipment Reserve.

There will be **$285,118** in the reserve fund after the transfer.

Cover sheet: Library Board 2024 audited financial statements for approval

15 April 2025

Suggested motion:

THAT the 2024 Library Board Audited Financial Statement, and the 2024 Library Board Trust Funds Audited Financial Statement, be approved as presented.

Financial Statements of

BELLEVILLE PUBLIC LIBRARY BOARD

Year ended December 31, 2024

BELLEVILLE PUBLIC LIBRARY BOARD

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Year ended December 31, 2024

Management's Responsibility for the Financial Statements

The accompanying financial statements of the Belleville Public Library Board (the "Board") are the responsibility of the Board's management and have been prepared in compliance with legislation, and in accordance with Canadian Public Sector Accounting Standards. A summary of significant accounting policies are described in note 2 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Board's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of financial statements. These systems are monitored and evaluated by management.

Management meets with the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to Board approval of the financial statements.

The financial statements have been audited by KPMG LLP, independent external auditors appointed by the Board. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Board's financial statements.

Councillor Paul Carr
Chair

Trevor Pross
Chief Executive Officer

INDEPENDENT AUDITOR'S REPORT

To the Members of the Belleville Public Library Board

Opinion

We have audited the financial statements of the Belleville Public Library Board (the "Entity"), which comprise:

- the statement of financial position as at December 31, 2024
- the statement of operations and accumulated surplus for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at end of December 31, 2024, and its results of operations, its changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

  The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Kingston, Canada

DATE

BELLEVILLE PUBLIC LIBRARY BOARD

Statement of Financial Position

December 31, 2024, with comparative information for 2023

	2024	2023
Financial assets:		
Cash (note 3)	$ 845,328	$ 681,547
Investments (note 4)	66,333	31,739
Accounts receivable	14,044	10,584
	925,705	723,870
Financial liabilities:		
Accounts payable and accrued liabilities	119,574	99,200
Employee benefits payable (note 6)	53,061	57,495
Deferred revenue (note 7)	2,778	19,485
Due to the City of Belleville (note 10)	311,139	66,289
	486,552	242,469
Net financial assets	439,153	481,401
Non-financial assets:		
Tangible capital assets (note 9)	527,052	566,750
Inventory	1,168	1,168
Prepaid expenses	–	6,257
	528,220	574,175
Accumulated surplus (note 8)	$ 967,373	$ 1,055,576

See accompanying notes to financial statements.

On behalf of the Board:

____________________________ Member

____________________________ Member

BELLEVILLE PUBLIC LIBRARY BOARD

Statement of Operations and Accumulated Surplus

Year ended December 31, 2024, with comparative information for 2023

	Budget 2024 (note 12)	Actual 2024	Actual 2023
Revenue (schedule 1):			
Government transfers	$ 2,751,000	$ 2,772,192	$ 2,708,752
User charges	46,000	45,570	41,105
Other	51,000	119,362	133,698
	2,848,000	2,937,124	2,883,555
Expenses (schedule 2):			
Staffing	2,213,000	2,221,740	2,091,330
Plant and equipment	208,600	225,055	213,988
Administration	466,700	547,441	498,160
Hastinet	28,500	27,448	40,373
Special projects	2,500	3,643	9,032
	2,919,300	3,025,327	2,852,883
Annual surplus (deficit)	(71,300)	(88,203)	30,672
Accumulated surplus, beginning of year	1,055,576	1,055,576	1,024,904
Accumulated surplus, end of year	$ 984,276	$ 967,373	$ 1,055,576

See accompanying notes to financial statements.

BELLEVILLE PUBLIC LIBRARY BOARD

Statement of Changes in Net Financial Assets

Year ended December 31, 2024, with comparative information for 2023

	Budget 2024 (note 12)	Actual 2024	Actual 2023
Annual surplus (deficit)	$ (71,300)	$ (88,203)	$ 30,672
Amortization of tangible capital assets	176,900	176,940	194,890
Acquisition of tangible capital assets	(105,600)	(137,242)	(85,981)
Change in prepaid expenses	–	6,257	40,665
Change in net financial assets	–	(42,248)	180,246
Net financial assets, beginning of year	481,401	481,401	301,155
Net financial assets, end of year	$ 481,401	$ 439,153	$ 481,401

See accompanying notes to financial statements.

BELLEVILLE PUBLIC LIBRARY BOARD

Statement of Cash Flows

Year ended December 31, 2024, with comparative information for 2023

	2024	2023
Operating activities:		
Annual surplus (deficit)	$ (88,203)	$ 30,672
Items not involving cash:		
Employee benefits payable	(4,434)	400
Amortization of tangible capital assets	176,940	194,890
Change in non-cash operating working capital:		
Accounts receivable	(3,460)	(1,560)
Prepaid expenses	6,257	40,665
Accounts payable and accrued liabilities	20,374	9,844
Due to the City of Belleville	244,850	(345,754)
Deferred revenue	(16,707)	(10,348)
	335,617	(81,191)
Capital activities:		
Acquisition of tangible capital assets	(137,242)	(85,981)
Investing activities:		
Proceeds from disposal of investments	16,739	15,000
Purchase of investments	(51,333)	(15,000)
	(34,594)	–
Increase (decrease) in cash	163,781	(167,172)
Cash, beginning of year	681,547	848,719
Cash, end of year	$ 845,328	$ 681,547

See accompanying notes to financial statements.

1. **Nature of operations:**

The Belleville Public Library Board (the "Board") is a local board of the Corporation of the City of Belleville ("City of Belleville") deemed to be a public library board established under the Public Libraries Act (Ontario). The Board is responsible for providing public library service to all Belleville citizens through free and equitable access to physical and digital collections, artwork, technology and services.

The Board is a registered charity under the Income Tax Act and, accordingly, is exempt from income taxes.

2. **Significant accounting policies:**

The financial statements of the Board are the representations of management and have been prepared in all material respects in accordance with Canadian Public Sector Accounting Standards ("PSAS"). Significant aspects of the accounting policies by the Board are as follows:

(a) Reporting entity:

The financial statements reflect the assets, liabilities, revenues, and expenses of the Board.

Interdepartmental and organizational transactions and balances are eliminated.

(b) Trust funds:

Trust funds administered by the Board are not consolidated but are reported separately.

(c) Basis of accounting:

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of good or services and/or the creation of legal obligation to pay.

(d) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the annual surplus or deficit provides the change in net financial assets for the year.

2. **Significant accounting policies (continued):**

(e) Tangible capital assets:

Tangible capital assets are recorded at cost, which include all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. When a capital asset no longer contributes to the Board's ability to provide services, its carrying amount is written down to its residual value. The cost, less residual value, of the tangible capital assets are amortized on a straight line basis over their estimated useful lives as follows:

Asset	Estimated useful life
Books and videos	7 years
Furniture and equipment	5 years
Computer hardware and software	5 years

Assets in the construction process are not amortized until the asset is available for productive use, at which time they are capitalized.

(f) Contribution of tangible capital assets:

Tangible capital assets received as contributions are recorded at fair value at the date of receipt.

(g) Contributed materials and services:

Contributed materials and services are recognized in the financial statements when fair value can be reasonably determined and they are consumed in the normal course of the Board's operations and would otherwise have been purchased.

(h) Revenue recognition:

Government transfers are recognized as revenue when the transfer is authorized, any eligible criteria has been met and the amount can be reasonably estimated.

Funds received for specific purposes which are externally restricted by agreement and are not available for general Board purposes are accounted for as deferred revenue on the Statement of Financial Position. The revenue is recognized in the Statement of Operations in the year in which it is used for the specified purpose.

User charges, donations and fundraising, books sales and other revenue are recognized when the goods are sold or the services are provided, performance obligations fulfilled, and future economic benefits are measurable and expected to be obtained.

Interest income is recognized as earned.

2. Significant accounting policies (continued):

(i) Employee benefits payable:

The Board accrues its obligations under employee benefit plans as the employees render the services necessary to earn non-pension post-retirement benefits. The cost of such benefits earned by the employees is actuarially determined using the projected benefit method pro-rated on service and management's best estimate of the retirement ages of employees and expected health and dental care costs.

Past service costs arising from plan amendments are recognized immediately in the period the plan amendments occur.

Actuarial gains (losses) on the accrued benefit obligation arise from differences between actual and expected experience and from changes in actuarial assumptions used to determine the accrued benefit obligation. The net accumulated actuarial gains (losses) are amortized over the remaining service period of active employees. The average remaining service period of active employees covered by the employee benefit plan is 8 years (2023 - 9 years).

(j) Pension benefits:

The Board accounts for its participation in the Ontario Municipal Employees Retirement System ("OMERS"), a multi-employer public sector pension fund, as a contributory defined benefit plan. The OMERS plan specifies the retirement benefits to be received by employees based on length of service and pay rates.

(k) Financial instruments:

Financial instruments are recoded at fair value on initial recognition, and reported on the Statement of Financial Position.

Unrealized changes in fair value are recognized in the Statement of Remeasurement Gains and Losses until they are realized, when they are transferred to the Statement of Operations.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred.

All financial assets are assessed for impairment on an annual basis. Where a decline is determined to be other than temporary, the amount of the loss is reported in the Statement of Operations and any unrealized gain is adjusted through the Statement of Remeasurement Gains and Losses. On sale, the statement of remeasurement gains and losses associated with that instrument are reversed and recognized in the Statement of Operations.

(l) Statement of remeasurement gains and losses:

A statement of remeasurement gains and losses has not been provided as there are no significant unrealized gains or losses at December 31, 2024 or 2023.

2. Significant accounting policies (continued):

(m) Use of estimates:

The preparation of financial statements in conformity with PSAS requires management to make estimates and assumptions that effect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

3. Cash:

The cash balance is comprised of the following:

		2024		2023
Cash - unrestricted	$	511,406	$	376,729
Cash - restricted		333,922		304,818
	$	845,328	$	681,547

Restricted cash consists of deferred revenue and reserve funds.

4. Investments:

The investments balance is comprised of the following:

		2024		2023
Guaranteed investment certificates	$	66,333	$	31,739

Guaranteed investment certificates yield interest between 2.66% - 4.76%, with maturities between March 2025 and March 2028. In March 2025, one of the guaranteed investment certificates matured and was subsequently renewed.

Investments are restricted for deferred revenue donation Parrott Foundation - for repair and reframing of the Manley MacDonald Collection donation (note 7) and capital equipment reserve fund (note 8).

5. Trust funds:

Trust funds administered by the Board amounting to $85,819 (2023 - $84,745) have not been included in the Statement of Financial Position nor have their operations been included in the Statement of Operations.

6. Employee benefits payable:

(a) The Board provides certain employee benefits which will require funding in future periods. An actuarial valuation of future liabilities was completed at January 1, 2023 and forms the basis for the estimated liability reported in these financial statements.

The significant actuarial assumptions employed for the valuation as follows:

	2024	2023
Interest (discount) rate	4.00%	4.00%
Salary increase rate	3.00%	3.00%

(b) The Board's sick leave benefit plan is as follows:

		2024		2023
Employee future benefits payable, beginning of year	$	57,495	$	57,095
Service cost		3,445		3,312
Interest expense on benefits		2,134		2,111
Benefit payments		(7,367)		(2,584)
Amortization of actuarial gain		(2,646)		(2,439)
Employee future benefits, end of year	$	53,061	$	57,495

Under the sick leave benefit plan, unused sick leave can accumulate and certain employees may become entitled to a cash payment when they leave the Board's employment.

6. Employee benefits payable (continued):

(c) The expense for the Board's sick leave benefit plan is as follows:

		2024		2023
Current service cost	$	3,445	$	3,312
Interest cost on accrued benefit obligation		2,135		2,111
Amortization of actuarial gain		(2,646)		(2,439)
	$	2,934	$	2,984

7. Deferred revenue:

The deferred revenue balance consists of the following:

		Balance, December 31, 2023		Additions		Transferred to income		Balance, December 31, 2024
Parrott Endowment Fund interest	$	1,981	$	426	$	–	$	2,407
Parrott Foundation - for repair and reframing of the Manley MacDonald Collection		371		–		–		371
Healthy Communities Initiative		17,133		–		(17,133)		–
	$	19,485	$	426	$	(17,133)	$	2,778

8. Accumulated surplus:

Accumulated surplus consists of the following:

		2024		2023
Equity in tangible capital assets	$	527,052	$	566,750
Capital fund		45,000		56,984
Reserves and reserve funds		331,144		285,333
Unfunded employee benefits		(53,061)		(57,495)
Unrestricted surplus		117,238		204,004
	$	967,373	$	1,055,576

8. Accumulated surplus (continued):

Capital fund is the "net" position of all capital projects which is the summation of the two following types of projects:

(i) those where incurred costs are greater than financing, and

(ii) those where the financing is greater than incurred costs or those where financing has not to date been assigned to a project.

Reserves and reserve funds represent funds set aside by resolution of the Board for specific purposes.

Reserves and reserve funds consist of the following:

	Balance, December 31, 2023	Interest on reserve funds	Contributions from (to) operations	Balance, December 31, 2024
Reserves:				
Main branch renovation	$ –	$ –	$ 5,000	$ 5,000
Professional services	10,000	–	–	10,000
Retirement sick leave	18,393	–	5,000	23,393
	28,393	–	10,000	38,393
Reserve funds:				
Capital equipment	236,167	1,852	47,100	285,119
Muriel Gibson	2,638	19	–	2,657
Mary Grace McConnell	18,135	251	(13,411)	4,975
	256,940	2,122	33,689	292,751
	$ 285,333	$ 2,122	$ 43,689	$ 331,144

9. Tangible capital assets:

Cost	Balance at December 31, 2023	Additions	Disposals and adjustments	Balance at December 31, 2024
Books and videos	$ 1,338,861	$ 128,270	$ (361,880)	$ 1,105,251
Furniture and equipment	56,440	8,972	–	65,412
Computer hardware and software	115,851	–	(56,214)	59,637
	$ 1,511,152	$ 137,242	$ (418,094)	$ 1,230,300

9. Tangible capital assets (continued):

Accumulated amortization	Balance at December 31, 2023	Amortization	Disposals and adjustments	Balance at December 31, 2024
Books and videos	$ 805,372	$ 161,574	$ (361,880)	$ 605,066
Furniture and equipment	39,940	7,469	–	47,409
Computer hardware and software	99,090	7,897	(56,214)	50,773
	$ 944,402	$ 176,940	$ (418,094)	$ 703,248

	Net book value December 31, 2023	Net book value December 31, 2024
Books and videos	$ 533,489	$ 500,185
Furniture and equipment	16,500	18,003
Computer hardware and software	16,761	8,864
	$ 566,750	$ 527,052

10. Related party transactions and balances:

The balance owing to/from the City of Belleville is non-interest bearing and has no specific terms of repayment.

During the year, the Board paid the City of Belleville $25,000 (2023 - $25,000) for IT services. During the year and prior year, the Board received services without charge from the City of Belleville for accounting, payroll and cheque issuance services. The Board also uses a building owned by the City of Belleville at no cost. The Board is accountable for the administration of their financial affairs.

The above related party transactions occurred in the normal course of business and have been recorded at their exchange amount which is the amount agreed upon by the related parties.

11. Pension agreements:

The Board makes contributions to the Ontario Municipal Employees Retirement System Pension Fund ("OMERS"), which is a multi-employer plan, on behalf of its employees. As a result, the Board does not recognize any share of the OMERS pension surplus or deficit. The last available report was at December 31, 2024 and at that time, the plan reported a $2.9 billion actuarial deficit (2023 - $4.2 billion actuarial deficit). The plan is a contributory defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Employers and employees contribute to the plan.

In 2024, the contributions made by the Board were $122,024 (2023 - $117,761) and are included as a component of expenses on the Statement of Operations and Accumulated Surplus.

12. Budget figures:

Budgets established by the Board are based on a project oriented basis, the costs of which may be carried out over one or more years. Although they are not directly comparable with current year actual amounts, budget figures have been reflected on the "Statement of Operations and Accumulated Surplus". Budget figures have been reclassified for the purpose of these financial statements to conform with PSAS reporting requirements.

13. Artwork donations:

During 2024, the Board received donations of art with an estimated fair value of $23,260 (2023 - $20,900). Accordingly, this amount has been reflected in the financial statements as other revenue and as an operational expenditure.

14. Financial risks:

(a) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss.

The Board assesses, on a continuous basis, accounts receivable and provides for any amounts that are not collectible in the allowance for doubtful accounts. The maximum exposure to credit risk of the Board as at December 31, 2024 is the carrying value of these assets. The carrying amount of accounts receivable is valued with consideration for an allowance for doubtful accounts. The amount of any related impairment loss is recognized in the statement of operations. Subsequent recoveries of impairment losses related to accounts receivable are credited to the statement of operations. The balance of the allowance for doubtful accounts is $Nil (2023 - $Nil).

14. Financial risks (continued):

(b) Liquidity risk:

Liquidity risk is the risk that the Board will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Board manages its liquidity risk by monitoring its operating requirements. The Board prepares budget and cash forecasts to ensure it has sufficient funds to fulfill its obligations. Accounts payable and accrued liabilities are generally due within 30 days of receipt of an invoice.

There have been no changes to the risk exposures from 2023.

15. Change in accounting policies – adoption of new accounting standards:

The Board adopted the following standards concurrently beginning January 1, 2024:

- PS 3400 *Revenue* establishes standards on how to account for and report on revenue, specifically differentiating between transactions that include performance obligations (i.e. the payor expects good or service from the public sector entity), referred to as exchange transactions, and transactions that do not have performance obligations, referred to as non-exchange transactions.

  For exchange transactions, revenue is recognized when a performance obligation is satisfied. For non-exchange transactions, revenue is recognized when there is authority to retain an inflow of economic resources and a past event that gave rise to an asset has occurred.

- PSG-8 *Purchased Intangibles* provides guidance on the accounting and reporting for purchased intangible assets that are acquired through arm's length exchange transactions between knowledgeable, willing parties that are under no compulsion to act.

- PS 3160 *Public Private Partnerships* (P3s) provides specific guidance on the accounting and reporting for P3s between public and private sector entities where the public sector entity procures infrastructure using a private sector partner.

There was no impact on the financial statements as a result of adopting the new accounting standards.

BELLEVILLE PUBLIC LIBRARY BOARD

Schedule 1 - Revenue

Year ended December 31, 2024, with comparative information for 2023

	Budget 2024 (note 12)	Actual 2024	Actual 2023
Government transfers:			
Municipal contribution - operating	$ 2,655,000	$ 2,655,000	$ 2,555,400
Municipal contribution - capital	–	8,973	45,000
Federal government	–	–	2,867
Province of Ontario	85,000	80,567	84,573
Province of Ontario - pay equity grant	4,000	3,790	3,790
Province of Ontario - technology	7,000	23,862	2,999
Hastinet	–	–	14,123
	2,751,000	2,772,192	2,708,752
User charges	46,000	45,570	41,105
Other:			
Interest	20,000	33,588	32,792
Donations and fundraising	7,000	32,118	48,134
Archives occupancy contribution	23,500	23,444	22,382
Book sales and equipment proceeds	500	212	390
Development charges	–	30,000	30,000
	51,000	119,362	133,698
	$ 2,848,000	$ 2,937,124	$ 2,883,555

BELLEVILLE PUBLIC LIBRARY BOARD

Schedule 2 - Expenses

Year ended December 31, 2024, with comparative information for 2023

	Budget 2024 (note 12)	Actual 2024	Actual 2023
Staffing:			
Salaries	$ 1,780,500	$ 1,760,487	$ 1,648,035
Employee benefits	432,500	461,253	443,295
	2,213,000	2,221,740	2,091,330
Plant and equipment:			
Building operational costs	100,000	94,228	89,361
Equipment maintenance and rent	73,000	94,623	92,637
Building alterations and repairs	35,600	36,204	31,990
	208,600	225,055	213,988
Administration:			
Award	500	–	500
Professional services	20,500	10,663	21,526
Bank charges	1,500	1,779	1,808
Telephone and internet	13,000	13,366	12,770
Insurance	12,000	13,297	11,843
Staff training and continuing education	10,500	12,789	9,966
Gallery	2,500	3,747	6,204
Books, films and periodicals	93,100	104,106	98,695
Materials - processing and binding	4,000	5,695	5,229
Stationery, supplies and printing	88,100	103,505	89,279
Publicity and programming	16,500	25,814	12,954
Staff travel	4,500	5,015	4,774
Board expenses	2,000	587	1,632
Minor capital expenditures	20,000	32,888	4,376
Artwork donations (note 13)	–	23,260	20,900
Website	1,000	13,990	814
Amortization:			
Books and videos	161,600	161,574	169,404
Furniture and equipment	7,500	7,469	10,360
Computer hardware and software	7,900	7,897	15,126
	466,700	547,441	498,160
Hastinet	28,500	27,448	40,373
Special projects:			
Parrot Gallery maintenance	2,500	3,643	9,032
	$ 2,919,300	$ 3,025,327	$ 2,852,883

Financial Statements of

BELLEVILLE PUBLIC LIBRARY BOARD

TRUST FUNDS

Year ended December 31, 2024

BELLEVILLE PUBLIC LIBRARY BOARD

TRUST FUNDS

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Year ended December 31, 2024

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INDEPENDENT AUDITOR'S REPORT

To the Members of the Belleville Public Library Board

Opinion

We have audited the trust fund financial statements of the Belleville Public Library Board (the Entity), which comprise:

- the statement of financial position as at December 31, 2024
- the statement of continuity and fund balances for the year then ended
- and notes to financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2024, and its financial activities for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

  The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Kingston, Canada

DATE

BELLEVILLE PUBLIC LIBRARY BOARD

TRUST FUNDS

Statement of Financial Position

December 31, 2024, with comparative information for 2023

	Olive Delaney Fund	Jim Johnston Fund	Corby Trust Fund	Parrott Endowment Fund	Total 2024	Total 2023
Assets						
Current assets:						
Investments	$ 1,940	$ 9,100	$ 22,718	$ 50,000	$ 83,758	$ 83,381
Accrued interest receivable	54	–	626	1,381	2,061	1,364
	$ 1,994	$ 9,100	$ 23,344	$ 51,381	$ 85,819	$ 84,745
Liabilities and Fund Balances						
Liabilities:						
Due to Belleville Public Library Board	$ –	$ 220	$ 1,548	$ –	$ 1,768	$ 1,768
Fund balances	1,994	8,880	21,796	51,381	84,051	82,977
	$ 1,994	$ 9,100	$ 23,344	$ 51,381	$ 85,819	$ 84,745

See accompanying notes to financial statements.

On behalf of the Board:

_____________________________ Member

_____________________________ Member

BELLEVILLE PUBLIC LIBRARY BOARD

TRUST FUNDS

Statement of Continuity and Fund Balances

Year ended December 31, 2024, with comparative information for 2023

	Olive Delaney Fund	Jim Johnston Fund	Corby Trust Fund	Parrott Endowment Fund	Total 2024	Total 2023
Revenue:						
Interest/dividends earned	$ 83	$ 377	$ 964	$ 2,120	$ 3,544	$ 1,806
Expenditures:						
Transfer to Board current operations	64	–	752	1,654	2,470	1,380
Excess of revenue over expenditures	19	377	212	466	1,074	426
Fund balances, beginning of year	1,975	8,503	21,584	50,915	82,977	82,551
Fund balances, end of year	$ 1,994	$ 8,880	$ 21,796	$ 51,381	$ 84,051	$ 82,977

See accompanying notes to financial statements.

1. Purpose:

The Belleville Public Library Board (the "Board") administers the trust funds as follows:

(a) The Olive Delaney Trust Fund was established for the purpose of providing an annual award to a student employee who has left the Board's employ to pursue a post-secondary education. By Board motion, the assets of the trust are to be held in perpetuity.

(b) The Jim Johnston Trust Fund was established for the purpose of maintaining the collection through purchase of new materials or repair of existing materials. By Board motion, the assets of the trust are to be held in perpetuity.

(c) The Corby Trust fund was established for the purpose of purchasing library materials. By Board motion, the assets of the trust are to be held in perpetuity.

(d) The Parrott Endowment Fund was established for the purpose of the maintenance of the Manley MacDonald, Beverly MacDonald and Mary Gifford art collection.

2. Significant accounting policies:

The financial statements of the Trust Funds of the Belleville Public Library Board are prepared by management in accordance with Canadian public sector accounting standards.

(a) Basis of accounting:

Revenue and expenditures are recorded on an accrual basis of accounting. The accrual basis recognizes revenue in the period in which the transactions or events occurred and are measurable. Expenditures are recognized in the period they are incurred and measurable based upon receipt of good or services and/or the creation of a legal obligation to pay.

(b) Investments:

Investments are recorded at cost.

(c) Financial instruments:

Financial instruments are recoded at fair value on initial recognition, and reported on the Statement of Financial Position.

Unrealized changes in fair value are recognized in the Statement of Remeasurement Gains and Losses until they are realized, when they are transferred to the Statement of Operations.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred.

2. Significant accounting policies (continued):

(c) Financial instruments (continued):

All financial assets are assessed for impairment on an annual basis. Where a decline is determined to be other than temporary, the amount of the loss is reported in the Statement of Operations and any unrealized gain is adjusted through the Statement of Remeasurement Gains and Losses. On sale, the statement of remeasurement gains and losses associated with that instrument are reversed and recognized in the Statement of Operations.

(d) Statement of remeasurement gains and losses:

A statement of remeasurement gains and losses has not been provided as there are no significant unrealized gains or losses at December 31, 2024 or 2023.

(e) Revenue recognition:

Investment income is recognized as earned.

(f) Use of estimates:

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the period. Actual results could differ from those estimates.

3. Statement of cash flows:

A statement of cash flows has not been included in these financial statements as it would not provide additional meaningful information.

4. Financial risks:

(a) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss.

The Board assesses, on a continuous basis, accounts receivable and provides for any amounts that are not collectible in the allowance for doubtful accounts. The maximum exposure to credit risk of the Board as at December 31, 2024 is the carrying value of these assets.

4. Financial risks (continued):

(a) Credit risk (continued):

The carrying amount of accounts receivable is valued with consideration for an allowance for doubtful accounts. The amount of any related impairment loss is recognized in the statement of operations. Subsequent recoveries of impairment losses related to accounts receivable are credited to the statement of operations. The balance of the allowance for doubtful accounts is $Nil (2023 - $Nil).

(b) Liquidity risk:

Liquidity risk is the risk that the Board will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Board manages its liquidity risk by monitoring its operating requirements. The Board prepares budget and cash forecasts to ensure it has sufficient funds to fulfill its obligations. Accounts payable and accrued liabilities are generally due within 30 days of receipt of an invoice.

There have been no changes to the risk exposures from 2023.

5. Change in Accounting Policies – Adoption of new accounting standards:

The Board adopted the following standards concurrently beginning January 1, 2024:

- PS 3400 *Revenue* establishes standards on how to account for and report on revenue, specifically differentiating between transactions that include performance obligations (i.e. the payor expects good or service from the public sector entity), referred to as exchange transactions, and transactions that do not have performance obligations, referred to as non-exchange transactions.

  For exchange transactions, revenue is recognized when a performance obligation is satisfied. For non-exchange transactions, revenue is recognized when there is authority to retain an inflow of economic resources and a past event that gave rise to an asset has occurred.

- PSG-8 *Purchased Intangibles* provides guidance on the accounting and reporting for purchased intangible assets that are acquired through arm's length exchange transactions between knowledgeable, willing parties that are under no compulsion to act.

- PS 3160 *Public Private Partnerships* (P3s) provides specific guidance on the accounting and reporting for P3s between public and private sector entities where the public sector entity procures infrastructure using a private sector partner.

There was no impact on the financial statements as a result of adopting the new accounting standards.

February 2025

Circulation: physical

Inter-library loans - lent

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
75	125	129	289	-55%

Inter-library loans - borrowed

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
71	90	129	178	-28%

3D Prints

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
5	2	6	7	-14%

All ages - CD audiobooks

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
233	267	506	490	3%

Hotspot Loans

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
54	5	126	5	2420%

Adult - DVD

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
2,380	3,295	5,520	7,068	-22%

Children - DVD

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
431	411	921	895	3%

Adult and teen - print

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
13,532	13,573	28,137	27,912	1%

Children - print

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
8,460	8,490	17,798	17,421	2%

Genre breakdown (print): children's

General	French	Board books	Picture books	Graphic novels
3,316	474	757	2,706	1207

Genre breakdown (print): adult

General	Non-fiction	Romance	Sci-fi	Fantasy
5,709	1,686	1130	513	86
Periodicals	**French**	**Inspirational**	**Western**	**Mystery**
242	8	94	130	1283
Biography	**Large print**	**Teen / YA**	**Graphic Novels**	**Special Collections**
670	1008	387	479	107

Total physical circulation

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
25,090	26,041	53,008	53,791	-1%

Circulation: digital

Hoopla

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
1,291	1,257	2,651	2,507	6%

Kanopy

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
329	294	561	557	1%

Overdrive - eBooks

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
2,700	3,699	5,671	7,796	-27%

Overdrive - audiobooks

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
1,628	1,801	3,470	3,795	-9%

Overdrive - Magazines

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
1,544	1,247	3,087	2,814	10%

Medici TV

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
52	58	95	167	-43%

Total digital circulation

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
7,544	8,356	15,535	17,636	-12%

TOTAL CIRCULATION

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
32,634	34,397	68,543	71,427	-4%

Percentage of total circulation (%)

2025 YTD Physical	2025 YTD Digital	2024 YTD Physical	2024 YTD Digital	
77%	23%	75%	25%	

Reserves placed

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
2,667	2,926	6,007	6,315	-5%

Reserves filled

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
2,347	2,558	5,388	5,676	-5%

Public computer usage

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
1,104	1,170	2,539	2,294	11%

Overdue notices

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
166	172	333	320	4%

Gallery Programs

Number of programs / events

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
5	7	12	16	-25%

Attendance

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
63	93	247	183	35%

Number of gallery opening receptions

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
0	1	2	3	-33%

Attendance

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
0	101	67	191	-65%

Children's Programs

Number of programs / events

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
20	20	42	39	8%

Attendance

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
490	674	904	1,181	-23%

Teen Programs

Number of programs / events

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
3	3	6	6	0%

Attendance

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
69	63	133	89	49%

Adult Programs

Number of programs / events

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
27	27	55	52	6%

Attendance

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
295	324	713	778	-8%

Total number of programs / events

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
55	58	117	116	1%

Total attendance

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
917	1,255	2,064	2,422	-15%

General

Patrons entering building

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
11,552	12,633	24,611	24,376	1%

Class visits - Library

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
4	7	14	10	40%

Attendance

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
157	193	548	317	73%

Class visits - Gallery

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
0	3	4	5	-20%

Attendance

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
0	137	242	199	22%

Number of Visiting Library Service visits

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
37	43	74	86	-14%

New registrations

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
167	209	386	430	-10%

Virtual Branch

Website visits

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
20,728	17,567	37,815	36,874	3%

# of Social media followers

February	February	2025 YTD	2024 YTD	YTD % Change
7,276	6,737	7,276	6,737	8%

Research and Learning

Electronic resource usage

Ancestry	Candian Ref Centre	History Alive	Mango Language	Tumblebooks
46	0	571	10	115
Novelist Plus	**Gale Courses**			
22	58			

Total Electronic resource usage

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
822	1,923	1,733	4,707	-63%

Research requests and ask-a-librarian

February 2025	February 2024	2025 YTD	2024 YTD	YTD % Change
59	87	143	158	-9%

March 2025

Circulation: physical

Inter-library loans - lent

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
58	134	187	423	-56%

Inter-library loans - borrowed

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
76	94	205	272	-25%

3D Prints

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
7	5	13	12	8%

All ages - CD audiobooks

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
236	273	742	763	-3%

Hotspot Loans

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
56	19	182	24	658%

Adult - DVD

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
2,744	3,296	8,264	10,364	-20%

Children - DVD

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
627	565	1,548	1,460	6%

Adult and teen - print

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
14,336	14,243	42,473	42,155	1%

Children - print

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
11,528	9,127	29,326	26,548	10%

Genre breakdown (print): children's

General	French	Board books	Picture books	Graphic novels
4,700	425	916	3,656	1831

Genre breakdown (print): adult

General	Non-fiction	Romance	Sci-fi	Fantasy
5,789	1,916	823	170	150
Periodicals	**French**	**Inspirational**	**Western**	**Mystery**
266	21	269	276	1406
Biography	**Large print**	**Teen / YA**	**Graphic Novels**	**Special Collections**
721	1224	551	650	104

Total physical circulation

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
29,527	27,523	82,535	81,314	2%

Circulation: digital

Hoopla

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
1,299	1,270	3,950	3,777	5%

Kanopy

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
376	304	937	861	9%

Overdrive - eBooks

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
3,127	4,006	8,798	11,802	-25%

Overdrive - audiobooks

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
1,860	2,047	5,330	5,842	-9%

Overdrive - Magazines

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
1,632	1,433	4,719	4,247	11%

MediciTV

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
155	68	250	235	6%

Total digital circulation

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
8,449	9,128	23,984	26,764	-10%

TOTAL CIRCULATION

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
37,976	36,651	106,519	108,078	-1%

Percentage of total circulation (%)

2025 YTD Physical	2025 YTD Digital	2024 YTD Physical	2024 YTD Digital
77%	23%	75%	25%

Reserves placed

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
3,193	2,975	9,200	9,290	-1%

Reserves filled

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
2,632	2,559	8,020	8,235	-3%

Public computer usage

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
1,276	1,217	3,815	3,511	9%

Overdue notices

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
187	175	520	495	5%

Gallery Programs

Number of programs / events

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
9	16	21	32	-34%

Attendance

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
308	296	555	479	16%

Number of gallery opening receptions

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
2	2	4	5	-20%

Attendance

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
140	130	207	321	-36%

Children's Programs

Number of programs / events

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
26	26	68	65	5%

Attendance

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
1,204	1,475	2,108	2,656	-21%

Teen Programs

Number of programs / events

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
4	3	10	9	11%

Attendance

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
81	107	214	196	9%

Adult Programs

Number of programs / events

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
25	26	80	78	3%

Attendance

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
394	446	1,107	1,224	-10%

Total number of programs / events

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
66	73	183	189	-3%

Total attendance

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
2,127	2,454	4,191	4,876	-14%

General

Patrons entering building

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
12,888	12,310	37,499	36,686	2%

Class visits Library

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
8	2	22	12	83%

Attendance

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
278	42	826	359	130%

Class visits Gallery

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
4	0	8	5	60%

Attendance

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
140	0	382	199	92%

Number of Visiting Library Service visits

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
33	44	107	130	-18%

New registrations

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
218	190	604	620	-3%

Virtual Branch

Website visits

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
25,836	20,814	63,651	57,688	10%

# of Social media followers

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
6,579	6,785	6,579	6,785	-3%

Research and Learning

Electronic resource usage

Ancestry	Candian Ref Centre	History Alive	Mango Language	Tumblebooks
55	4	464	31	48
Novelist Plus	**Gale Courses**	**Academic Search Premier**		
14	36	9		

Total Electronic resource usage

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
661	134	2,394	4,841	-51%

Research requests and ask-a-librarian

March 2025	March 2024	2025 YTD	2024 YTD	YTD % Change
68	109	211	267	-21%

Media Coverage
February to March 2025

Library Line	Top Nonfiction Books of 2024 - Jonathan Powell, Librarian	Intelligencer Online	January 29, 2025
		Intelligencer	February 4, 2025
	Black History Month Talk at Belleville Public Library - Jenny Pust, Librarian	Intelligencer Online	February 6, 2025
		Intelligencer	February 11, 2025
	Mindfulnes and self-care: Books for winter wellness - Richard Sleighholm, Librarian	Intelligencer Online	February 13, 2025
		Intelligencer	February 18, 2025
	New Canadian Biographies - Diane Wilson, Library Assistant	Intelligencer Online	February 20, 2025
		Inteligencer	February 22, 2025
	Avoid the Winter Blues: Add colour to your life by visiting the Parrott Gallery - Wendy Rayson-Kerr, Gallery Curator	Intelligencer Online	February 27, 2025
		Intelligencer	March 4, 2025
	March Break at Belleville Public Library - Jenny Pust, Librarian	Intelligencer Online	March 6, 2025
		Intelligencer	March 11, 2025
	Welcoming Spring - Ontario's own nature and outdoors books - Richard Sleightholm, Librarian	Intelligencer Online	March 13, 2025
	Fresh new fiction in bloom this April - Ann Nicol, Library Assistant	Intelligencer Online	March 20, 2025
	Sustainable Crafts - Shantal Macarthur, Library Assistant	Intelligencer Online	March 27, 2025
		Intelligencer	March 29, 2025
Articles	Welcoming Streets program winds down in Downtown Belleville	Intelligencer Online	January 28, 2025
		Intelligencer	February 4, 2025
	Belleville celebrates Black History Month in February - Postmedia staff	Intelligencer Online	February 5, 2025
		Intellingencer	February 8, 2025
	Belleville City Council gives nod to 2025 operating budget	Intelligencer Online	February 20, 2025
	Art Without Limits: 'Migration' celebrates Accessibility and Nature - Postmedia staff	Intelligencer Online	February 20, 2025
		Intelligencer	February 22, 2025
	Belleville Library Reneges on hosting event discussing Doctors in Gaza	Intelligencer Online	March 18, 2025
		Intelligencer	March 20, 2025
	Belleville Intelligencer whitewashes terrorism, glorifying Ottawa Doctor Yipeng Ge	Honest Reporting Canada	March 20, 2025
	Gaza doctors speaker event loses alternative location in Belleville	Intelligencer Online	March 20, 2025
	Good Stuff in Quinte	Intelligencer Online	March 27, 2025
	Rally calls for freedom of expression at Belleville Public Library	Intelligencer Online	March 31, 2025
		Intellingencer	April 1, 2025
Radio	Newsmaker Sundays with Mary Thomas	CJBQ	February

	BUDGET	CURRENT YTD	VARIANCE	% SPENT	LAST YEAR YTD	LAST YEAR TOTAL
LIBRARY FUND						
REVENUE						
REVENUE						
Revenue Details						
MUNICIPAL GRANTS	-2,776,000.00	-694,000.00	-2,082,000.00	25.00	-663,000.00	-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	-10,258.76	-36,241.24	22.06	-13,129.45	-45,570.28
DONATIONS REVENUE	-6,000.00	-830.36	-5,169.64	13.84	-903.61	-29,647.71
INVESTMENT INCOME	-30,000.00	-8,784.89	-21,215.11	29.28	-12,652.68	-37,130.85
OTHER REVENUE	-88,000.00	-3,235.95	-84,764.05	3.68	-5,110.65	-90,892.12
SALES OF GOODS	-500.00	-46.24	-453.76	9.25	-48.16	-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**	**-725,200.00**	**-2,346,800.00**	**23.61**	**-701,573.35**	**-3,016,410.63**
Total REVENUE	**-3,072,000.00**	**-725,200.00**	**-2,346,800.00**	**23.61**	**-701,573.35**	**-3,016,410.63**
Total REVENUE	**-3,072,000.00**	**-725,200.00**	**-2,346,800.00**	**23.61**	**-701,573.35**	**-3,016,410.63**
EXPENDITURES						
EXPENDITURES						
Expenditures Detail						
LIBRARY LABOUR - REGULAR	2,302,500.00	492,397.35	1,810,102.65	21.39	489,730.89	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	496.01	4,503.99	9.92	2,336.40	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	14,594.72	75,905.28	16.13	13,027.28	5,695.08
LIBRARY MATERIALS - PERIODICALS	3,500.00	1,654.40	1,845.60	47.27	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	3,694.68	28,305.32	11.55	5,742.31	0.00
LIBRARY MATERIALS ELECTRONIC RESOURCES	111,000.00	43,592.26	67,407.74	39.27	39,393.11	99,396.68
LIBRARY MATERIALS - MICROFILM	5,500.00	2,880.83	2,619.17	52.38	2,416.80	2,416.80
LIBRARY MATERIALS - ART	0.00	0.00	0.00	0.00	0.00	0.00
LIBRARY PROGRAMS	8,000.00	2,152.35	5,847.65	26.90	2,175.19	7,782.74
FACILITY OPERATION	188,000.00	40,549.47	147,450.53	21.57	50,671.69	178,106.19
ADMINISTRATION	236,500.00	44,857.26	191,642.74	18.97	46,429.23	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	41,723.72	15,776.28	72.56	39,136.21	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**	**688,593.05**	**2,383,406.95**	**22.42**	**693,423.98**	**3,142,872.94**

Library Detail - Monthly

For Period Ending 31-Mar-2025

BELLEVILLE
on the Bay of Quinte

	BUDGET	CURRENT YTD	VARIANCE	% SPENT	LAST YEAR YTD	LAST YEAR TOTAL
LIBRARY FUND						
Total EXPENDITURES	3,072,000.00	688,593.05	2,383,406.95	22.42	693,423.98	3,142,872.94
Total EXPENDITURES	3,072,000.00	688,593.05	2,383,406.95	22.42	693,423.98	3,142,872.94
Surplus/Deficit	0.00	-36,606.95	36,606.95	0.00	-8,149.37	126,462.31
Total LIBRARY FUND	0.00	-36,606.95	36,606.95	0.00	-8,149.37	126,462.31
Total Surplus (-)/Deficit	0.00	-36,606.95	36,606.95	0.00	-8,149.37	126,462.31

Report to the Belleville Public Library Board 25_04: Accession of donated painting to Gallery permanent collection

Trevor Pross 15 April 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:

- **Stopping by on a Snowy Day by Manly MacDonald**

Background:

Any donated artwork valued at 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 $12,500 for insurance / tax receipt purposes. It is in excellent condition and considered one of his more valuable / unique pieces.

Policy approval: Revised Policy BPL005 Circulation Services

Trevor Pross **15 April 2025**

Suggested motion:

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

-or with the following changes-

Background:

The following policy for approval has been revised as follows:

- Revision of temporary card rules: Temporary cards are now only offered to people of no fixed address (i.e. unhoused) who live in Belleville or Tyendinaga Mohawk Territory. Previously, visitors from other regions were offered free cards for two weeks, which served as a loophole where they were not paying non-resident fees. Visitors may use library materials, computers, and internet connections, and attend programs, without a library card.

- Revision of non-resident membership fees: There is now an option / price for one month non-resident membership. ($10.00) See Appendix A.

LIBRARY POLICY

Policy Title: CIRCULATION SERVICES **Policy Number:** BPL005

Policy Type: Library Board – Public Service

Approved by Library Board: 30 January 2013

Date of Last Review: 15 April 2025

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

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

Library Membership

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

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

<u>Card Expiry</u>

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

<u>Card Replacement Fees</u>

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

Out of Town (Non-resident) Membership

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

Borrowing Privileges

Card Presentation Requirement

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

Account Information Online

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

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

Personal Identification Number (PIN)

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

Optional suspension of physical borrowing privileges

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

Temporary cards

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

Responsibility for Items Borrowed

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

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

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

Loan Period

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

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

Renewals

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

Restrictions on Item Renewals

Items will not be renewed if:

- There is a hold request placed on the item by another patron
- There have already been 3 renewals of the item
- The Library card has expired or will expire before the renewal date
- The Library card has fines that exceed $20.00
- It’s a Bestseller or another item that has been designated as non-renewable

Reserve Hold Requests

Card holders with active accounts who do not have an amount owing that exceeds $20.00 at the time of the request may place items on hold. Placing a reserve hold request does not guarantee an item will be available to the patron nor can the Library be responsible for any delays in the time it takes for the material to reach the patron at the desired pick up location.

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

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

When a requested item has become available, the Library will notify patrons according to their preferred contact method (telephone, email or text message). The item(s) will be held for 5 business days after the notification goes out that the item(s) are available for pickup.

Borrowing Limits

The maximum number of items that can be borrowed on one card at any given time is 75. Each day, patrons can borrow a maximum of 5 adult DVDs and 5 children's DVDs. The total number of DVDs per card at any time should not exceed 15 children's DVDs, 10 adult fiction DVDs, 10 documentary DVDs and 5 TV Series DVDs. Only 1 Mobile Router (Hotspot) is allowed to be borrowed per card. The current issue of a magazine and other reference items are not available to borrow.

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

Fines

Please see Appendix A for the Board approved fines and fees schedule. In June of 2021, the Library Board resolved to eliminate fines and fees for most items returned past their due date.

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

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

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

The fine-free policy will not apply to special item collections such as Provincial and Conservation area park passes, board games, cognitive care kits, and wireless internet routers (hotspots).

Maximum Amount Owed

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

Lost or Damaged Materials

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

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

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

Material	Charge
Book, audiobook, DVD, videocassette	$30.00
mass market paperback	$12.00
Children's board book	$12.00
Periodical	$5.00

Refunds

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

Approved by the Belleville Public Library Board

Signature: Board Chair

____

15 April 2025

Signature: CEO

____

15 April 2025

Appendix A – Board approved fines and fees schedule

Updated April 2025

Non-resident membership fees

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

Maximum fines

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

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

Daily fine rate for late materials:

Print titles	ILLO	DVDs and Disc media	Bestsellers	Provincial Parks, Quinte Conservation, and other Passes	Hotspots*
$0	$0	$0	$0	$1	**$5**

*Mobile Wi-Fi Internet Routers (Hotspots): In order to borrow Hotspots, Patrons must sign a Borrowing Agreement that clearly states the daily fees for late returns. The agreement also outlines replacement fees for other items from the Hotspot units (charging cord, carrying case).

Policy approval: Revised Policy BPL019 Use of Library resources during elections

Trevor Pross **15 April 2025**

Suggested motion:

> THAT the Board approves revised policy BPL019 Use of Library resources during elections as presented.

-or with the following changes-

Background:

After reviewing guidance from the Ontario Library Service on the Canada Elections Act 81.1(1) the policy for approval has been revised as follows:

- Removal of permission to campaign in building or on property: The Federal legislation (Canada Elections Act) includes a section about the right to campaign in public buildings, and this was in our original policy. However, OLS has advised that Libraries may opt out of this requirement by indicating that political campaigning is not compatible with the function and purpose of the Library.

- Removal of permission to rent rooms for political party business or campaign activity: Removed the ability for political parties or candidates to rent rooms, as this would violate the spirit of the policy and also violate the policy we have around room rentals.

LIBRARY POLICY

Policy Title: USE OF LIBRARY RESOURCES DURING ELECTIONS

Date of Last Review: 15 April 2025

Policy Type: Board - Operational

Approved by Library Board: May 2018 **Policy Number:** BPL019

Introduction

Belleville Public Library Board (the Library) must act and appear to act in a non-partisan way at all times, but especially during elections, while supporting the democratic process, freedom of expression and informed discussion on political issues. The Library must comply with legislation related to elections. These regulations are included in the *Municipal Elections Act, 1996* as amended by Bill 181, the *Municipal Elections Modernization Act, 2016*. Specifically, Clause 88.18 *Use of municipal, board resources* states:

> *Before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period.*

This policy applies to Board Trustees, employees and volunteers of the library in their dealings with candidates and political parties and the use of library resources during the campaign periods for municipal elections, but these rules and procedures will also be used for provincial and federal elections**.**

Campaign Contributions

In accordance with the *Municipal Elections Act,* Section 70(4), the *Elections Finances Act,* Section 16(1), and *Canada Elections Act,* Section 404(1), the Board may not make a contribution to the campaign of any candidate or political party in the form of money, goods or services.

Use of Library Resources and Property

1. All candidates and political parties have equal access to publicly available resources and services of the Library.

2. As it is incompatible with the function and purpose of the Library / Gallery, no candidates or political party representatives will campaign or distribute campaign materials in the building or on the property at any time.

3. Meeting rooms may not be rented for the purpose of campaigning or conducting the business of a political party.

4. Candidates cannot use equipment, supplies, staff or other operational resources of the Library, nor may they use the Library's logo in any campaign material.

5. 'All-candidates' meetings can be held at the Library, either as a program or sponsored by another group, provided that all candidates are invited to attend such meetings. A candidate cannot be featured or promoted in association with any other regular library program or event.

6. No campaign materials, elections signs or posters specific to a candidate, political campaign, or political party can be posted on the grounds of the library or posted or left in the library building.

Employee and Volunteer Participation in Election Campaigns

1. Any library employee running as a candidate in the municipal election will comply with Section 30 of the *Municipal Elections Act*.

2. A library employee or volunteer involved in a political campaign must be politically neutral in carrying out his or her Library duties and must not participate in campaign activities during his or her working hours.

Library Board Members as Candidates

1. Board members may continue their Library Board responsibilities when they are running for office.

Requests for information about the library

1. The CEO will coordinate requests for information about the Library received from candidates or political parties.

2. Information that is provided by the Library to one candidate or political party will be provided to all other candidates and political parties upon request during an election.

3. Any candidate or political party may request a meeting with the CEO or tour of the Library.

Approved by Belleville Public Library Board

Signature of Board Chair:

Date: 15 April 2025

Signature of Chief Executive Officer:

Date: 15 April 2025

Annual policy approval: BPL007 Harassment and discrimination

Trevor Pross **15 April 2025**

Suggested motion:

THAT the Board approves policy BPL007 Harassment and discrimination as presented.

-or with the following changes-

[no changes recommended]

LIBRARY POLICY

Policy Title: HARASSMENT AND DISCRIMINATION

Date of Last Review: 15 April 2025

Approved by Library Board: 20 November 2012 **Policy Number: BPL007**

The Belleville Public Library Board (the Board) recognizes the dignity and worth of its employees and is committed to providing a workplace free from harassment and discrimination. The Board will ensure that complaints are resolved quickly and with fairness and confidentiality. The CEO, managers, supervisors, Board members and staff are expected to uphold this policy and are responsible for respecting the dignity and rights of their co-workers and the public they serve.

The Board will not tolerate, ignore or condone workplace harassment or discrimination and considers harassment and discrimination to be serious offences which may result in disciplinary action up to and including dismissal.

Application

The policy covers all Board Trustees, volunteers, and employees (including part-time, temporary or full-time employees, including employees outside of the bargaining unit) in their relations with each other and with members of the Board. All individuals affected by this policy will be informed of this policy and are expected to adhere to it.

Investigations

The Board, through the CEO or designate, must ensure that complaints are investigated thoroughly. All investigations and enquiries of a complaint must be handled in a manner that the identities of the persons involved are kept confidential. All files and reports resulting from investigations must remain confidential.

It must be recognized that to the extent that the complainant chooses to initiate proceedings or make comments outside the Board's internal workplace harassment and discrimination prevention program, confidentiality cannot be guaranteed. It must also be recognized that information collected and retained is subject to release under the *Municipal Freedom of Information and Protection of Privacy Act.*

Note: During an investigation, the CEO may consult with the City of Belleville Human Resources Department and may refer to the current City of Belleville's Workplace Harassment Policy.

Independent Third-Party Investigators

At any time the CEO or the Board may consult with and contract services from an independent third-party investigator in consultation with the City of Belleville Human Resources Department. The third-party investigator may be contracted to aid in any investigation relating to a complaint of Harassment or Racial Discrimination. All parties involved with a complaint will be interviewed by the independent third-party investigator. The resulting report from the third-party investigator will be confidential but must be made available to all parties involved in the investigation, and to the Board where appropriate.

Harassment

1. The Board recognizes the definition of harassment as set out in the Ontario ***Human Rights Code*** and the ***Occupational Health and Safety Act*** both of which define harassment as engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

2. Prohibited harassment in the library workplace includes grounds under the Ontario ***Human Rights Code*** (race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability).

3. The ***Occupational Health and Safety Act*** does not prescribe the nature of harassment. Prohibited harassment in the library workplace includes that which is personal in nature and not necessarily based on identification with a recognized group.

4. Harassment may include:

a) making remarks, jokes or innuendos that demean, ridicule, intimidate, or offend
b) displaying or circulating offensive pictures or materials in print or electronic form
c) bullying
d) repeated offensive or intimidating phone calls or e-mails
e) inappropriate sexual advances, suggestions or requests

5. Uninvited sexual touching will be considered sexual assault and may be reported to police.

Discrimination

1. The Belleville Public Library adheres to Ontario ***Human Rights Code*** with respect to rights of freedom from discrimination in employment: “*Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability*”. HRC R.S.O. 1990, CHAPTER H. 19 s. 5.1

2. Discrimination may include abuse of authority or position of power that:

a) endangers a staff member’s job
b) undermines the performance of that job
c) threatens the economic livelihood of the staff member
d) interferes with or influence the career of the staff member in any way

Responsibilities and False Reports

1. The CEO must develop and maintain a workplace harassment and discrimination program. See Appendix A.

2. The program will set out:

a) procedures for reporting incidents of workplace harassment and discrimination
b) the process for dealing with and investigating complaints

3. Employees who are the subject of a complaint will be provided with full details of the complaint and the identity of those who are lodging the complaint. The employee will be provided with an opportunity to provide a defence concerning the complaint and shall have union representation if requested at any point in the investigative process.

4. Employees found to have made false or malicious complaints will be subject to disciplinary action up to and including dismissal.

5. Outside parties who have been found to make a false or malicious complaint may be subject to legal action.

6. This policy will be reviewed annually by the Board and made available to staff.

No Reprisals

The party making a formal complaint has a right to be free from reprisal or threat of reprisals as a result of filing a complaint or being party to an investigation of a complaint. Reprisals will be taken seriously and may be subject to discipline up to and including dismissal.

Reviewed and approved by Belleville Public Library Board 15 April 2025

Signature of Board Chair:

____

Date: 15 April 2025

Signature of Chief Executive Officer:

____

Date: 15 April 2025

Appendix A

Workplace Harassment and Discrimination Prevention Program

A program of active prevention of harassment and discrimination shall be undertaken by management and involve promoting staff awareness and training concerning workplace harassment and discrimination.

Print documentation and electronic files will be retained to document the activities and training that is undertaken as part of the workplace harassment and discrimination prevention program. Training will be undertaken by new staff, and then subsequently reviewed by all staff every two years to ensure full understanding of the Human Rights Code and the Harassment and Discrimination Policy.

Procedures for reporting and investigating incidents of Workplace Harassment and / or Discrimination

The Board encourages any staff member who believes that he/she has been subjected to harassment or discrimination to discuss the situation with the CEO and launch a formal complaint.

The party making a complaint must provide written notes about the events leading up to the complaint which include:

a) What happened – a description of the events or situation
b) When it happened – dates and times
c) Where it happened
d) Who witnessed the incident, if anyone

Any related documents or materials having to do with the complaint are to be made available to the CEO and the Library Board upon request, provided doing so does not create a conflict of interest.

Electronic surveillance (camera) footage may be reviewed and retained by the CEO and Manager of Public Service as part of the investigation process if available. Surveillance footage will be viewed by both the CEO and Manager together. Copy of the relevant surveillance footage shall be kept securely in the office of the CEO and / or in the digital files of the CEO and be included with the files and notes retained in the process of investigating the complaint.

In the event that there is a complaint against the CEO or Manager of Public Service, or any other similar conflict of interest arises, the complaint shall be filed with the Board Chair, and Vice Chair or alternate in consultation with the City HR Manager. The Board Chair and Vice Chair may conduct an investigation or designate an individual to investigate and issue a report on the complaint.

When resolving complaints, the CEO (or Board Chair) will advise the person against whom the complaint has been lodged within 10 business days of the original complaint. Specific details about the complaint and the identity of the person making the complaint will be provided to the person against whom the complaint has been lodged.

The CEO will begin a confidential investigation and every effort will be made to finish within 30 days of the original complaint. Throughout the process, the CEO will keep all parties informed as he/she interviews the staff concerned and any witnesses, collects evidence, prepares a report that will inform the parties in writing of the decision for resolving the complaint and the underlying reasons behind the decision. The CEO is responsible for imposing any disciplinary or corrective measures resulting from the investigation and subsequent report.

Representation

All parties involved in a complaint have the right to be represented by their union representative, legal counsel, or another individual to the extent that the representation does not create a conflict of interest. All parties have a right to legal representation at their own expense throughout the investigation process.

The Board is under no obligation at any time to fund legal costs associated with complaints. However, the Board may choose to fund part or all of the legal costs incurred during the investigation of complaints made against a staff member or a Board member.

File Retention and Disposal

Files related to investigations and the final report conclusions after the investigation shall be retained by the CEO for a period of not less than seven years from the date of closing.

Closed investigative files will be disposed of in an appropriate manner after the seven-year period.

Reopening of Files

Request for reopening of a closed file may be made in writing to the CEO (or Board Chair) under the following circumstances:

a) New and relevant information regarding a closed case
b) New incident of harassment post-closure by the same respondent
c) Reprisal is alleged to have occurred
d) The request for reopening the closed file is made within seven years of the closure

Monitoring

Follow-up is a critical component of effective complaint resolution. Unless the complaint has been dismissed, once a resolution of the complaint has occurred, the CEO or designate will monitor the situation periodically over a minimum six-month period from the date of resolution.

Appendix B

Notes and Related Documents:

Ontario Human Rights Commission

Any staff member, or the Union on behalf of a staff member, may file a complaint with the Ontario Human Rights Commission when the harassment or discrimination is related to one or more of the Human Rights Code's prohibited grounds - race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion) sex, sexual orientation, disability, age, marital status, family status, receipt of public assistance, record of offences.

If, as a result of a complaint, a staff member is required to go before the Ontario Human Rights Commission or the Human Rights Tribunal, that staff member has the right to representation by their Union, by legal counsel, and / or by staff of the City of Belleville Human Resources Department.

Related Documents

Human Rights Code R.S.O. 1990, Chapter H.19

Occupational Health and Safety Act R.S.O. 1990, CHAPTER O.1

Bill 168 An Act to amend the Occupational Health and Safety Act with respect to violence and harassment in the workplace and other matters. S.O. 2009 Chapter 23

Ministry of Labour. *Workplace Violence and Harassment: Understanding the Law*. Occupational Health and Safety Branch, Ministry of Labour, March 2010
http://www.labour.gov.on.ca/english/hs/pubs/index.php

Annual policy approval: BPL006 Workplace violence prevention and response

Trevor Pross **15 April 2025**

Suggested motion:

THAT the Board approves policy BPL006 Workplace violence prevention and response as presented.

-or with the following changes-

[no changes recommended]

Belleville
Public Library &
John M. Parrott Art Gallery

LIBRARY POLICY

Policy Title: WORKPLACE VIOLENCE PREVENTION AND RESPONSE

Policy Type: Board **Date of Last Review: 20 February 2024**

Approved: 18 SEPT 2012 **Policy Number: BPL006**

This policy addresses the prevention of workplace violence as part of the Belleville Public Library Board's responsibility for worker health and safety under the ***Occupational Health and Safety Act.***

Violent behaviour in the workplace is unacceptable from anyone including staff, Board Trustees, volunteers, clients, customers, and others who do business with the Library. Individuals who violate this policy may be removed from Library property, and in the case of employees, are subject to disciplinary action including termination. Criminal charges may be applied where appropriate.

This policy will be reviewed regularly by the Library Board and CEO and posted electronically and in print form for staff reference.

Policy Objective

To ensure that Belleville Public Library & John M. Parrott Art Gallery takes all practical and reasonable measures to prevent violence and protect employees, volunteers and visitors to the Library from acts of violence in the workplace. The Library will take immediate action in accordance with this policy should an incident occur.

Underlying Principles

Belleville Public Library & John M. Parrott Art Gallery protects employee and visitor safety by diligently applying health and safety legislation and Library policies and procedures, such as the Rules of Conduct Policy and the Health and Safety Policy. The Library further protects employee and visitor safety by such means as security-conscious design, safe behaviour training and video surveillance.

The Workplace Violence Prevention and Response Policy addresses the prevention and response to any threat or act of violence involving or affecting employees, volunteers or visitors to the Library. The Library's Discrimination and Harassment Policy (under review) should be consulted in cases of personal harassment and harassment related to discrimination concerning employees in their relations to each other and, between all such employees.

Policy Statement

Belleville Public Library & John M. Parrott Art Gallery is committed to working to provide a safe work environment. The Library will not tolerate any threats or acts of violence and will take all reasonable and practical measures to prevent violence and protect employees, volunteers and visitors from acts of violence. Appropriate remedial, disciplinary, and/or legal action will be taken according to the circumstances, and in accordance with Library policies, the Collective Agreement and the Library's Rules of Conduct.

Acts of reprisal are prohibited against individuals who, acting in good faith, report incidents of workplace violence or act as witnesses.

Application

This Policy applies to:

- All employees of the Library while conducting authorized business on behalf of the Library;
- Library Board Trustees;
- Volunteers;
- Any person engaged in business with the Library; and
- All visitors to the premises of the Belleville Public Library & John M. Parrott Art Gallery.

The Belleville Public Library & John M. Parrott Art Gallery's, Discrimination and Harassment Policy addresses workplace violence in the context of harassment or intimidation (e.g., inappropriate behaviour, direct or indirect, whether verbal physical or otherwise, conducted by one or more persons against another or others, at the place of work and in the course of employment, which could reasonably be regarded as undermining an individual's right to dignity at work).

Scope

This Policy applies to the Belleville Public Library & John M. Parrott Art Gallery property and to all situations involving acts of harassment, intimidation, abusive behaviour, assaults, threats, or acts of violence engaged in by employees or visitors to the Library. This Policy also applies to any situation or location involving Library employees or Board members where Library business takes place (i.e. training sessions or conferences).

Violence in the workplace may include:

- Verbally threatening to attack a worker
- Leaving threatening notes or sending threatening emails to the workplace
- Shaking a fist in a worker's face
- Hitting or trying to hit a worker
- Throwing or kicking an object
- Sexual aggression against a worker
- Aggressive behaviour

Violence in the Library or on Library property also includes:

- Intentionally or recklessly damaging the property of another person
- Intentionally causing alarm
- Creating a hazardous condition or danger by engaging in conduct which creates a risk of serious physical injury (i.e. fighting)
- Intentionally placing or attempting to place another person in fear of physical injury
- Intentionally causing mischief
- Wielding a weapon

Specific Directives

The Library will have a Violence Prevention and Response Program with the following mandate:

1. Prevention

a) Provide employees and volunteers with training in the prevention, de-escalation and response to violent incidents and incidents with a potential to lead to violence.

b) Conduct workplace violence hazard assessments to determine whether the nature of the work or the work environment places, or may place, employees at risk of violence;

c) Review workplace violence hazard assessments periodically, and revise them as needed; and

d) Inform employees of the results of violence hazard assessments and determined risks of violence.

e) Provide employees and volunteers with periodic training workshops addressing violence prevention and concerns such as "dealing with difficult people".

f) Take all reasonable and practical measures to minimize or eliminate risks identified through workplace violence hazard assessments, workplace inspections, and the occurrence of incidents.

2. <u>Response</u>

a) Anyone experiencing or witnessing imminent danger or actual violence involving personal injury should call the police.

b) Workplace violence should be reported immediately to the most senior staff member available and, when appropriate, to the police.

c) Employees should be encouraged to report behaviour that they reasonably believe poses a potential for violence as described above.

d) Employees will respond to all reports of violence promptly, documenting known incidents of violence and investigating and responding to them in accordance with Library policies and procedures, the Collective Agreement and the Occupational Health and Safety Act.

e) Take all reasonable and practical measures to protect employees, acting in good faith, who report workplace violence or act as witnesses, from reprisal or further violence.

f) The Belleville Public Library, at the request of an employee, or at its own discretion, may prohibit members of the public, including family members, from seeing an employee on Library property in cases where the employee suspects that an act of violence will result from an encounter with said individual(s).

3. <u>Follow-Up</u>

a) Provide support and information to those involved in violent incidents;

b) Review and evaluate the effectiveness of crisis response; and

c) Based on crisis response evaluation, make recommendations that contribute to the implementation of preventive efforts.

Accountability

1. All employees are responsible for:

a) Maintaining a safe work environment, whenever possible;

b) Not engaging in or ignoring violent, threatening, intimidating or other disruptive behaviours; and

c) Reporting promptly to their supervisor any incident where the employee is subjected to, witnesses, or has knowledge of workplace violence, or has reason to believe that workplace violence may occur.

2. Management/Supervisors are responsible for:

a) Communicating this Policy and its procedures to all employees; and

b) Developing and monitoring the Crisis Prevention and Response Program, with processes for reporting, investigating, documenting and debriefing incidents of violence;

c) Participating in the Crisis Prevention and Response Program as required;

d) Conducting workplace violence hazard assessments periodically and whenever there are significant changes in the work environment and developing practical steps to minimize or eliminate identified risks with the Joint Health & Safety Committee;

e) Ensuring workplace violence prevention and response training is provided;

f) Investigating promptly perceived risks of workplace violence according to Library policies and procedures and the Collective Agreement.

3. The Joint Health and Safety Committee (JHSC) is responsible for:

a) Participating in conducting workplace violence hazard assessments and providing recommendations to management to reduce or eliminate the risk of violence;

b) Participating in the investigation of critical injuries (e.g., incidents that place life in jeopardy, result in substantial blood loss, fracture of leg or arm, etc.);

c) Recommending corrective measures for the improvement of the health and safety of employees;

d) Responding to employee concerns related to workplace violence and communicating these to management.

Approved by Belleville Public Library Board

Signature of Board Chair:

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Date: 15 April 2025

Signature of Chief Executive Officer:

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Date: 15 April 2025

Appendices

Appendix A – References
Appendix B – Definitions

Appendix A – References

Criminal Code of Canada (R.S., 1985, c. C-46) as updated.

Occupational Health and Safety Act of Ontario (R.S.O. 1990, c. 0.1) as updated.

Ontario Human Rights Code (R.S.O. 1990, c. H.19, s. 5 (1)) as updated.

Belleville Public Library & John M. Parrott Art Gallery
• Collective Agreement as updated;
• Workplace Bullying & Harassment Policy as updated; and
• Rules of Conduct Policy as updated.

Appendix B – Definitions

Workplace Violence means:

a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,

b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,

c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause injury to the worker.

Workplace means, wherever the worker is performing his or her work duties or is present on behalf of the Belleville Public Library & John M. Parrott Art Gallery. A workplace can include the office, travelling in a vehicle on behalf of the Library, attending a course, seminar or function sanctioned by the Library, or anywhere a worker is required to be in the course of their job.

Reprisal means, any act of retaliation, either direct or indirect.

Critical Incident means, a traumatic or extraordinary event that is sudden, overwhelming, and often dangerous, affecting an individual or group. It does not have to be an emergency but may cause individuals to feel overwhelmed or affects one's sense of well-being and safety. A critical incident is distinct from a critical injury as defined by the Occupational Health and Safety Act, 1990.

Critical Injury means an injury of a serious nature that:

- places life in jeopardy
- produces unconsciousness
- results in substantial loss of blood
- involves the fracture of a leg or arm, but not a finger or toe
- involves the amputation of a leg, arm, hand or foot, but not a finger or toe
- consists of burns to a major portion of the body
- causes the loss of sight in an eye

Harassment: is defined under the Ontario Human Rights Code as “engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.”

The Canadian Centre for Occupational Health and Safety definition of harassment is, “any behaviour that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person and that is known or would be expected to be unwelcome. This includes words, gestures, intimidation, bullying, or other inappropriate activities.”

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

Trevor Pross 15 April 2025

Suggested Resolution:

THAT the Board approves the Asset Management Plan levels of service as presented.

-or with the following changes-

Background:

The City of Belleville has been implementing a new Asset Management Plan (AMP) as per relevant legislation. The AMP is meant to serve as a guide for planning future costs to maintain assets like the library/archives/gallery building.

Formal levels of service numbers are required to guide future decisions, to serve as a benchmark for the service that is expected or required from the various City departments and local Boards like the Library. These levels of service must be approved by the Board.

See attached report with levels of service and proposed operating expenditures per capita.

Note: The current population is 55,071, with projected population in 2034 as 66,235

Levels of service

These provide a benchmark for the service we provide currently, to help in planning future budget and funding needs.

Example:

Public computers: Proposed level of service for number of public computers is 0.0004 per capita. This matches our current level of service with 21 public computers. Therefore, the number of public computers we would need to have in 2034 is 26.

Operating expenditures per capita for approval:

The proposed level of expenditures per capita is $52.07.

That would equate to an operating budget of $3,448,856, considering no other major changes or improvements are needed. That represents a 12% increase over the current operating budget in 2034.

Library Facility and Services

Community Levels of Service	Technical Levels of Service		
Statements	Performance Indicators	Performance	
		Current (2023 / 2024 Where Available)	Proposed (2034)
Capacity			
Provide adequate Library Space	Circulation per Capita	6	> 7
	In person Library Visits per Capita	2.22	> 2
	Program Attendance per Capita	0.33	0.33
	# of Public Computers per Capita	0.0004	0.0004
Quality and Reliability			
Keep assets in a state of good repair	% of library facility and IT assets with high or very high-risk exposure rating	3%	< 5%
Affordability			
City services are affordable	Ratio of 10-year renewal budget to needs for Library Facilities	Future	Future
City services are sustainable in the long term	% Average annual renewal rate (reinvested or put into reserve) for Library Facilities	Future	Future
	Total Operating Expenditures per Capita	50.68	52.07