



Agenda for the Regular Meeting of the Belleville Public Library Board – Tuesday, 21 January 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 21 January 2025
4. Election of Officers (Chair)
5. Election of Officers (Vice-Chair, Finance Chair)
6. Motion to approve the minutes of the Regular Meeting of 17 December 2024
7. Items for Information
 - Statistics: December 2024
 - Media Report

Resolution:

“THAT the items for information be received.”

8. Financial Statement to 31 December 2024

Resolution:

“THAT the Financial Statement to 31 December 2024 be approved as presented.”

9. Policy Approval: BPL027 Use of Gallery Space

Resolution:

“THAT the Board approves Policy BPL027: Use of Gallery Space and attached appendices as presented.”



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

10.2025 Library closure dates for approval

Resolution:

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

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

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

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

13.Other business

14.Adjournment

Next meeting: February 18, 2025

Election of Officers for Belleville Public Library Board

Relevant excerpt from the By-laws of the Board

ARTICLE 3

ELECTIONS AND APPOINTMENTS

(a) At the first meeting of a new term of the Library Board following a municipal election, and at the first meeting of the third year of the term, the Board shall elect the Officers of the Board from its members.

(b) The Officers of the Board shall be: the Chairperson, Vice-Chairperson, and the Chairperson of the Finance Committee. The term of office for the Officers of the Board shall be two years.

(c) If any Officer of the Board resigns, retires, or is dismissed during his/her term, the Board must elect a replacement Trustee to the vacated positions at its first Regular Meeting thereafter.

(d) Election of the Chairperson and Vice-Chairperson and Chairperson of the Finance Committee shall be by written nomination and vote by secret ballot at the request of any member.

(e) The CEO shall preside during the election of the Chairperson.

(f) The Chairperson and the Secretary, subject to approval by the Board, shall appoint members to all Board Committees, appoint the Chairperson of all committees except the Finance Committee, and appoint the Board's representative(s) to the Hastinet Board, the SOLS Trustee Council and other organizations as required.

(g) The Chairperson shall preside at all meetings of the Board, shall be a voting member of the Hastinet Board and an ex-officio member of all Board committees, and shall be notified of all committee meetings. The Chairperson shall vote only to break a tie vote.

(h) The Vice-Chairperson shall, in the absence of the Chairperson, perform all the Chairperson's duties. In the absence of the Vice-Chairperson, these duties shall be performed by such other member of the Board as may be appointed for the purpose.



**The Minutes of the Regular Meeting of the Belleville Public Library
Board on Tuesday, 17 December 2024 at 6:00 PM**

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

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

Regrets: R. Ingersoll; Councillor C. Malette

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 17 December 2024:**

MOVED by G. Fraiberg, **SECONDED** by E. Lindenberg, THAT the agenda for the Regular Meeting of 17 December 2024 be approved. **CARRIED**

4. **Motion to approve the minutes for the Regular Meeting of 19 November 2024:**

MOVED by P. Appolon, **SECONDED** by S. Jennings, THAT the minutes for the Regular Meeting of 19 November 2024 be approved. **CARRIED**

No business arising from the minutes.

5. **Items for Information**

- **Statistics November 2024**
- **Media Report**

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

6. **Financial Statement to 30 November 2024**

MOVED by M. Roberts, **SECONDED** by E. Lindenberg, THAT the Financial Statement to 30 November 2024 be approved as presented. **CARRIED**



7. Report to the Belleville Public Library Board 24_17: RFP for Security guard services

MOVED by S. Jennings, **SECONDED** by G. Fraiberg, THAT the Board receives report 24_17: RFP for security guard services and instructs the CEO to initiate and release a formal Request for Proposals for providing security guard services to the Library for all hours open to the public. **CARRIED**

8. 2025 Board Meeting Dates for approval

MOVED by Councillor Seu, **SECONDED** by E. Lindenberg, THAT the Board approves the 2025 regular meeting dates as presented. **CARRIED**

9. Report to the Belleville Public Library Board 24_18: Library Room Rental rates for 2025

MOVED by S. Jennings, **SECONDED** by P Appolon, THAT the Board receives report 24_18: Library Room rental rates for 2025, and approves the proposed 2025 room rental rates, AND THAT the Board instructs the CEO to draft a policy related to Gallery space rentals to present to the Board at a future meeting. **CARRIED**

10. Other business:

Councillor Carr thanked the Library Staff and Library Board for their dedicated service and wished everyone a Merry Christmas and Happy New Year.

11. Next meeting January 21, 2025

Adjournment: The meeting was adjourned at 6:45 p.m. on a motion by S. Jennings.

December 2024

Circulation: physical										Circulation: digital				
Inter-library loans - lent					Hoopla									
Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change
0	103	1,450	1,865	-22%	1,346	1,484	15,635	18,413	-15%					
Inter-library loans - borrowed					Kanopy									
Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change
7	87	989	1,077	-8%	256	257	3,609	2,967	22%					
3D Prints					Overdrive - eBooks									
Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change
3	8	69	95	-27%	2,725	3,648	42,965	42,318	2%					
All ages - CD audiobooks					Overdrive - audiobooks									
Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change
271	281	3,317	4,046	-18%	1,569	1,665	21,559	19,254	12%					
Hotspot Loans					Overdrive - Magazines									
Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change
69	0	509	0	N/A	1,478	1,289	15,320	8,492	80%					
Adult - DVD					MediciTV									
Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change
2,851	2,890	36,878	35,756	3%	37	0	763	0	N/A					
Children - DVD					Total digital circulation									
Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change
541	535	5,992	6,988	-14%	7,411	8,343	99,851	91,444	9%					
Adult and teen - print					TOTAL CIRCULATION									
Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change
12,017	12,131	166,920	166,475	0%	31,598	32,488	429,147	421,427	2%					
Children - print					Percentage of total circulation (%)									
Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	2024 YTD Physical	2024 YTD Digital	2023 YTD Physical	2023 YTD Digital		2024 YTD Physical	2024 YTD Digital	2023 YTD Physical	2023 YTD Digital	
8,435	8,300	115,611	116,623	-1%	77%	23%	78%	22%		77%	23%	78%	22%	
Genre breakdown (print): children's					Reserves placed									
General	French	Board books	Picture books	Graphic novels	Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change
2,929	444	575	3,449	1038	2,373	2,551	35,850	37,093	-3%					
Genre breakdown (print): adult					Reserves filled									
General	Non-fiction	Romance	Sci-fi / Fantasy	Western	Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change
5,019	1,668	903	185	163	2,398	2,285	32,832	33,823	-3%					
Periodicals	French	Inspirational	Graphic novels	Mystery	Public computer usage									
233	7	182	350	1274	Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change
494	1035	413	20	71	1,164	848	14,818	13,197	12%					
Biography					Overdue notices									
Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change
24,187	24,145	329,296	329,983	0%	227	201	2,162	2,070	4%					

Gallery Programs					General				
Number of programs / events					Patrons entering building				
Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change
8	10	116	134	-13%	10,031	9,724	142,283	129,187	10%
Attendance					Class visits				
Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change
390	309	3,113	3,076	1%	5	6	58	58	0%
Number of gallery opening receptions					Attendance				
Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change
0	0	15	13	15%	162	200	2,546	1,923	32%
Attendance					Number of Visiting Library Service visits				
Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change
0	0	824	600	37%	37	45	481	530	-9%
Children's Programs					New registrations				
Number of programs / events					Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change
Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	120	175	2,268	2,362	-4%
15	14	261	273	-4%	Virtual Branch				
Attendance					Website visits				
Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change
478	740	8,488	8,557	-1%	17,389	15,702	226,920	180,318	26%
Teen Programs					# of Social media followers				
Number of programs / events					Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change
Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	7,197	6,549	7,197	6,549	10%
2	2	35	22	59%	Research and Learning				
Attendance					Electronic resource usage				
Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	Ancestry	World book	Canadian Ref Centre	History Alive	Tumblebooks
52	30	707	449	57%	48	1	1	597	25
Adult Programs					Novelist				
Number of programs / events					Novelist	Gale Courses	Consumer Health Complete	Teen Health & Wellness	Access World News Research Collection
Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	14	40	0	0	0
20	16	303	264	15%	Total Electronic resource usage				
Attendance					Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change
204	244	4,455	3,464	29%	726	2,198	17,926	21,915	-18%
Total number of programs / events					Exam proctoring				
Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change
45	42	730	706	3%	0	0	0	1	0%
Total attendance					Research requests and ask-a-librarian				
Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change	Dec 2024	Dec 2023	2024 YTD	2023 YTD	YTD % Change
1,124	1,323	17,587	16,146	9%	42	36	807	804	0%

2024 YEARLY STAT TOTAL OF PHYSICAL COLLECTIONS

Adult & Teen Print	
Fiction	58,340
Paperback	7,373
Glanmore Passes	74
Chinese	111
Bestseller	3
Interlibrary Loan	963
Mowat collection	28
Ukraine	45
Korean	67
Literacy	375
Jourard Collection	18
MacNaughton	11
Reference	32
Newman Collection	0
Cognitive Care Kits	21
Unknown	77
Personal Floatation	20
General Total	67,558

Non Fiction	26,570
Romance	11,432
Science Fiction	2,678
Western	1,904
French	146
Inspirational	1,558
Mystery	17,002
Biography	7,861
Large Print	14,075
Teen Fiction	5,539
Conservation Pass	179
Board games/puzzles	986

Adult Magazine	3,180
Magazine Ref	59
Teen Magazine	5
Magazine Total	3,244

Adult Graphic Novel	1,181
Teen Graphic Novel	5,007
Graphic Novel Total	6,188

ADULT / TEEN TOTAL	166,920
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Children Print	
Fiction	17,497
Easy Readers	14,636
Non-Fiction	14,449
Korean	6
Chinese	96
Ukraine	67
Magazine	245
General Total	46,996

French	4,203
Baby Board Books	9,933
Picture Books	39,297
Graphic Novels	15,182

CHILDREN TOTAL	115,611
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HOTSPOTS	509
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3D Prints	69
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All ages - CD audiobooks	
Adult Audiobook	2,982
Children Audiobooks	312
Teen Audiobooks	15
Daisy Reader Audio	8
AUDIOBOOK TOTAL	3,317

Adult DVD	
DVDS	22,262
TV Series	14,616
ADULT DVD TOTAL	36,878

Children DVD	5,992
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TOTAL CIRCULATION 329,296

Media Coverage
December 1-31, 2024

Library Line	Get Ready for the Holidays with the Belleville Public Library - Dave Berkers, Library Assistant	Intelligencer Online	December 4, 2024
		Intelligencer	December 12, 2024
	Laughing all the way: Humourous reads for the Holiday Season - Richard Sleightholm, Coordinator	Intelligencer Online	December 12, 2024
	Read your way into the New Year: Books for motivation & growth - Jonathan Powell, Coordinator	Intelligencer Online	December 18, 2024
		Intelligencer	December 28, 2024
	YA Holiday books - Shantal Macarthur, Library Assistant	Intelligencer Online	December 24, 2025
		Intelligencer	December 31, 2024
Articles	Downtown DocFest's 14th season launches pass sales	Intelligencer Online	December 10, 2024
		Intelligencer	December 12, 2024
	Student-Mayor Leadership Summit promotes inclusivity in our community - Postmedia staff	Intelligencer Online	December 17, 2024
		Intelligencer	December 21, 2024



Library Detail - Monthly



For Period Ending 31-Dec-2024

	BUDGET	CURRENT YTD	VARIANCE	% SPENT	LAST YEAR YTD	LAST YEAR TOTAL
LIBRARY FUND						
REVENUE						
REVENUE						
Revenue Details						
MUNICIPAL GRANTS	-2,655,000.00	-2,655,000.00	0.00	100.00	-2,600,400.00	-2,600,400.00
FEDERAL GRANTS	0.00	0.00	0.00	0.00	-2,866.52	-2,866.52
PROVINCIAL GRANTS	-96,000.00	-91,085.80	-4,914.20	94.88	-91,361.80	-91,361.80
HASTINET PARTNERSHIP	0.00	0.00	0.00	0.00	-14,123.19	-14,123.19
USER FEES	-46,000.00	-42,743.32	-3,256.68	92.92	-41,105.41	-41,105.41
DONATIONS REVENUE	-6,000.00	-6,387.71	387.71	106.46	-46,753.52	-46,753.52
INVESTMENT INCOME	-25,000.00	-32,906.24	7,906.24	131.62	-34,598.95	-34,598.95
OTHER REVENUE	-92,500.00	-46,811.60	-45,688.40	50.61	-52,381.56	-52,381.56
SALES OF GOODS	-500.00	-212.40	-287.60	42.48	-413.52	-413.52
RESERVE FUND TRANSFERS	-25,500.00	0.00	-25,500.00	0.00	-4,386.00	-4,386.00
TRUST FUNDS	-1,000.00	0.00	-1,000.00	0.00	-1,380.10	-1,380.10
Total Revenue Details	-2,947,500.00	-2,875,147.07	-72,352.93	97.55	-2,889,770.57	-2,889,770.57
Total REVENUE	-2,947,500.00	-2,875,147.07	-72,352.93	97.55	-2,889,770.57	-2,889,770.57
Total REVENUE	-2,947,500.00	-2,875,147.07	-72,352.93	97.55	-2,889,770.57	-2,889,770.57
EXPENDITURES						
EXPENDITURES						
Expenditures Detail						
LIBRARY LABOUR - REGULAR	2,213,000.00	2,105,760.95	107,239.05	95.15	2,091,329.76	2,091,329.76
LIBRARY LABOUR - SUMMER	0.00	0.00	0.00	0.00	0.00	0.00
GALLERY OPERATION	5,000.00	7,181.02	-2,181.02	143.62	15,235.94	15,235.94
Sales of Goods - COGS	0.00	0.00	0.00	0.00	22.99	22.99
LIBRARY MATERIALS - BOOKS	92,500.00	95,222.05	-2,722.05	102.94	5,229.14	5,229.14
LIBRARY MATERIALS - PERIODICALS	3,500.00	3,890.63	-390.63	111.16	3,765.45	3,765.45
LIBRARY MATERIALS - CD	0.00	0.00	0.00	0.00	0.00	0.00
LIBRARY MATERIALS - DISC MEDIA	32,000.00	31,987.42	12.58	99.96	0.00	0.00
LIBRARY MATERIALS ELECTRONIC RESOURCES	94,000.00	94,268.78	-268.78	100.29	94,929.85	94,929.85
LIBRARY MATERIALS - MICROFILM	5,000.00	5,771.42	-771.42	115.43	2,315.04	2,315.04
LIBRARY MATERIALS - ART	0.00	0.00	0.00	0.00	0.00	0.00
LIBRARY PROGRAMS	7,000.00	6,108.17	891.83	87.26	8,258.54	8,258.54
FACILITY OPERATION	192,500.00	186,159.61	6,340.39	96.71	165,577.01	165,577.01
ADMINISTRATION	215,000.00	254,935.50	-39,935.50	118.57	230,479.64	230,479.64
SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00
DONATIONS/AWARDS	500.00	0.00	500.00	0.00	500.00	500.00
HASTINET	67,500.00	64,895.83	2,604.17	96.14	40,372.54	40,372.54
AMORTIZATION EXPENSE	0.00	0.00	0.00	0.00	194,889.09	194,889.09
TRANSFERS TO RESERVES	20,000.00	0.00	20,000.00	0.00	86,994.42	86,994.42
Total Expenditures Detail	2,947,500.00	2,856,181.38	91,318.62	96.90	2,939,899.41	2,939,899.41

Library Detail - Monthly

For Period Ending 31-Dec-2024



	BUDGET	CURRENT YTD	VARIANCE	% SPENT	LAST YEAR YTD	LAST YEAR TOTAL
LIBRARY FUND						
Total EXPENDITURES	2,947,500.00	2,856,181.38	91,318.62	96.90	2,939,899.41	2,939,899.41
Total EXPENDITURES	2,947,500.00	2,856,181.38	91,318.62	96.90	2,939,899.41	2,939,899.41
Surplus/Deficit	0.00	-18,965.69	18,965.69	0.00	50,128.84	50,128.84
Total LIBRARY FUND	0.00	-18,965.69	18,965.69	0.00	50,128.84	50,128.84
Total Surplus (-)/Deficit	0.00	-18,965.69	18,965.69	0.00	50,128.84	50,128.84

Belleville Public Library Board Policy Approval: Use of Gallery Space

Trevor Pross

January 2025

Suggested Resolution:

THAT the Board approves Policy BPL027: Use of Gallery Space and attached appendices as presented.

[or with the following amendments]

Background:

At the December regular meeting, the Board approved new rental rates for the Meeting Room and Board Room and discussed the rental of the Gallery by outside groups. We went over some of the difficulties we have been having with rentals of the Gallery to outside groups, such as too many people / too crowded, extensive food waste / mess, and people interfering with the art on the walls. The Board directed the CEO to create a new policy for the rental of the Galleries, which would outline restrictions on food and drink and the type of activities people could use the Gallery for.

Please see attached draft policy.

Also see attached appendices for approval with the policy:

- Appendix A: 2025 Rental Rates (includes Gallery rates which were not part of the last Board motion)
- Appendix B: Rental Contract
- Appendix C: Fire code capacity limits



LIBRARY POLICY

Policy Title: USE OF GALLERY SPACE

Policy Type: Board - Administrative

Approved: 21 January 2025

Policy Number: BPL027

Background

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

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

Rental fees (Appendix A) may be waived by the CEO or designate, or the Board, for select community partners, the City of Belleville, or under special circumstances.

Restrictions:

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

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

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

Loss or damages:

As per the Rental Contract (Appendix B), the person accepting responsibility for the rental agreement to use Gallery space (the licensee) will be responsible for any and all damage or loss to the Gallery or any furniture, equipment, or artwork therein. The licensee will also be responsible for all liability or personal injury that may occur during the rental period.

Additional charges or fees:

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

Approved by Belleville Public Library Board

Signature of Board Chair:

Date: 21 January 2025

Signature of Chief Executive Officer:

Date: 21 January 2025

Appendix A: Room rental rates

Effective date: 1 January 2025

Rental fee table:

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

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

Appendix B: Rental Contract

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

Name of group (licensee):

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

Address: _____

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

E-mail: _____

Room requested: _____

Date of use requested: _____

Purpose of use: _____

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

Room rental fee \$ _____

Equipment / extra fees \$ _____

HST \$ _____

= \$ _____ Total

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

Rental fees:

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

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

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

Please note:

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

There are several restrictions on the use of the Gallery spaces by external groups. Please see Facilities Rental Use restrictions below.

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

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

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

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

___ Outside courtyard: Contact Library for rates and availability.

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

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

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

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

Please indicate if you plan to serve:

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

Please read the following carefully:

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

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

Facilities Rental Use

Please read the following and speak to a staff member if you have questions: 613-968-6731 x 2024, or email rentals@bellevillelibrary.ca.

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

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

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

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

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

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

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

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

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

Use of Art Gallery spaces:

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

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

Important note on the advertising and promotion of rental events:

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

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

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

By signing this contract, it is understood and agreed between the licensee and the Belleville Public Library Board that the licensee has read the Facilities Rental Use Policy and will adhere to the conditions therein.

Signature of Person Accepting Responsibility

Date

Signature of Library CEO or Designate

Date

Assistance with this form or alternate formats available upon request.

Revised 15 January 2025

Appendix C: Room capacity limits (fire code)

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

Proposed Library Closure Dates 2025

Suggested motion:

THAT the Board approves the 2025 Library closure dates as presented.

2025 Closure Dates (proposed)

Family Day	Monday, February 17, 2025
Good Friday	Friday, April 18, 2025
Easter Sunday	Sunday, April 20, 2025
Easter Monday	Monday, April 21, 2025
Victoria Day	Monday, May 19, 2025
Canada Day	Tuesday, July 1, 2025
Civic Holiday	Monday, August 4, 2025
Labour Day	Monday, September 1, 2025
National Day TRC	Tuesday, September 30, 2025
Thanksgiving	Monday, October 13, 2025
Christmas Eve	Wednesday, December 24, 2025
Christmas Day	Thursday, December 25, 2025
Boxing Day	Friday, December 26, 2025
New Year's Day	Thursday, January 1, 2026

Early closure New Year's Eve, Wednesday, December 31, 4:00 - 5:00 p.m.

Note: The closure request for the annual Staff and Volunteer Appreciation event will be presented to the board, if needed, at a future meeting.

Relevant excerpt from our Collective Agreement (union contract):

17.01 The Employer recognizes the following as paid holidays:

New Year's Day
Family Day
Good Friday
Easter Sunday
Victoria Day
Canada Day
Civic Holiday
Labour Day
Day of Truth and Reconciliation
Thanksgiving Day
Christmas Day
Boxing Day
Float Day

And any other day proclaimed as a statutory holiday by the Federal or Provincial Governments.

The Library Board will designate one full day off either the day before Christmas or the day before New Year's Day, in addition to the above as a paid holiday.

The annual float day shall be scheduled at a time mutually agreed between the employee and the Chief Executive Officer.