



**PORT COLBORNE**  
· PUBLIC LIBRARY ·

## Port Colborne Public Library Board Meeting Addendum

**Date:** Wednesday, March 5, 2025  
**Time:** 6:00 pm  
**Location:** Library Auditorium, Port Colborne Public Library  
310 King St, Port Colborne

**Pages**

### 6. Consent Items

#### 6.3 Circulation Reports

- \*a. Circulation Report, January 2025 1
- \*b. Circulation Snapshot, January 2025 4

### 7. Policies

- \*7.5 HR-08: Health and Safety Policy Statement 5

<b>CIRCULATION (PHYSICAL)</b>	<b>2025</b>	<b>2024</b>	<b>+/-</b>	<b>2025 YTD</b>	<b>2024 YTD</b>	<b>2023 YTD</b>	<b>% Change 2025/2024</b>	<b>% Change 2025/2023</b>
Books	3555	4028	-473	3555	4028	3816	-12%	-7%
Periodicals	202	45	157	202	45	46	349%	339%
DVDs	1273	1615	-342	1273	1615	1085	-21%	17%
CDs	55	12	43	55	12	33	358%	67%
Audiobooks	98	64	34	98	64	87	53%	13%
Board Games	21	32	-11	21	32	44	-34%	-52%
Seed Library	47	14	33	47	14	77	236%	-39%
Video Games	107	118	-11	107	118	183	-9%	-42%
Library of Things	18	0	18	18	0	0	100%	100%
Library of Things - Storage	9	2	7	9	2	2	350%	350%
Library of Things - Children	54	11	43	54	11	24	391%	125%
Toys and Puzzles	78	279	-201	78	279	101	-72%	-23%
Microfilm	0	22	-22	0	22	28	-100%	-100%
<b>TOTAL CIRCULATION</b>	<b>5517</b>	<b>6242</b>	<b>-725</b>	<b>5517</b>	<b>6242</b>	<b>5526</b>	<b>-12%</b>	<b>0%</b>
Materials Returned	4501	5588	-1087	4501	5588	4677	-19%	-4%
<b>TOTAL TRANSACTIONS</b>	<b>10018</b>	<b>11830</b>	<b>-1812</b>	<b>10018</b>	<b>11830</b>	<b>10203</b>	<b>-15%</b>	<b>-2%</b>

<b>CIRCULATION (DIGITAL)</b>	<b>2025</b>	<b>2024</b>	<b>+/-</b>	<b>2025 YTD</b>	<b>2024 YTD</b>	<b>2023 YTD</b>	<b>% Change 2025/2024</b>	<b>% Change 2025/2023</b>
Electronic Databases	466	102	364	466	102	302	357%	54%
Downloadable Audiobooks	713	617	96	713	617	546	16%	31%
Downloadable eBooks	1263	1217	46	1263	1217	991	4%	27%
Downloadable Music	1	4	-3	1	4	2	-75%	-50%
Downloadable Video	66	45	21	66	45	31	47%	113%
Downloadable Magazines	643	557	86	643	557	181	15%	255%
<b>TOTAL CIRCULATION</b>	<b>3152</b>	<b>2542</b>	<b>610</b>	<b>3152</b>	<b>2542</b>	<b>2053</b>	<b>24%</b>	<b>54%</b>

<b>ILLO &amp; RECIP. BORROWING</b>	<b>2025</b>	<b>2024</b>	<b>+/-</b>	<b>2025 YTD</b>	<b>2024 YTD</b>	<b>2023 YTD</b>	<b>% Change 2025/2024</b>	<b>% Change 2025/2023</b>
Interlibrary Loans --IN	2	12	-10	2	12	10	-83%	-80%
LINC Reciprocal IN	901	607	294	901	607	533	48%	69%
<b>TOTAL RECEIVED</b>	<b>903</b>	<b>619</b>	<b>284</b>	<b>903</b>	<b>619</b>	<b>543</b>	<b>46%</b>	<b>66%</b>
Interlibrary Loans --OUT	23	21	2	23	21	41	10%	-44%
LINC Reciprocal OUT	824	930	-106	824	930	787	-11%	5%
<b>TOTAL SENT</b>	<b>847</b>	<b>951</b>	<b>-104</b>	<b>847</b>	<b>951</b>	<b>828</b>	<b>-11%</b>	<b>2%</b>

<b>REGISTRATIONS</b>	<b>2025</b>	<b>2024</b>	<b>+/-</b>	<b>2025 YTD</b>	<b>2024 YTD</b>	<b>2023 YTD</b>	<b>% Change 2025/2024</b>	<b>% Change 2025/2023</b>
Adults	33	26	7	33	26	44	27%	-25%
Children	5	12	-7	5	12	15	-58%	-67%
Non-Resident	12	0	12	12	0	9	100%	33%
Teen	3	0	3	3	0	1	100%	200%
<b>TOTAL REGISTRATIONS</b>	<b>53</b>	<b>38</b>	<b>15</b>	<b>53</b>	<b>38</b>	<b>69</b>	<b>39%</b>	<b>-23%</b>

<b>RECEIPTS</b>	<b>2025</b>	<b>2024</b>	<b>+/-</b>	<b>2025 YTD</b>	<b>2024 YTD</b>	<b>2023 YTD</b>	<b>% Change 2025/2024</b>	<b>% Change 2025/2023</b>
Other Sale	146.00	136.95	9.05	146.00	136.95	106.25	7%	37%
Room Rental	130.00	0.00	130.00	130.00	0.00	56.50	100%	130%
General Donations	4.43	15.00	-10.57	4.43	15.00	0.00	-70%	100%
Used Book Sales	220.30	153.15	67.15	220.30	153.15	269.20	44%	-18%
Photocopy/Print/Fax Fee	376.53	378.50	-1.97	376.53	378.50	267.10	-1%	41%
Sign Rental	0.00	0.00	0.00	0.00	0.00	0.00	0%	0%
Program Fee - Adult	0.00	0.00	0.00	0.00	0.00	350.00	0%	-100%
Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0%	0%
<b>SUBTOTAL</b>	<b>877.26</b>	<b>683.60</b>	<b>193.66</b>	<b>877.26</b>	<b>683.60</b>	<b>1049.05</b>	<b>28%</b>	<b>-16%</b>
Capital Donations	0.00	550.00	-550.00	0.00	550.00	875.90	-100%	-100%
<b>TOTAL RECEIPTS</b>	<b>877.26</b>	<b>1233.60</b>	<b>-356.34</b>	<b>877.26</b>	<b>1233.60</b>	<b>1924.95</b>	<b>-29%</b>	<b>-54%</b>

<b>MATERIALS</b>	<b>2025</b>	<b>2024</b>	<b>+/-</b>	<b>2025 YTD</b>	<b>2024 YTD</b>	<b>2023 YTD</b>	<b>% Change 2025/2024</b>	<b>% Change 2025/2023</b>
No. of Books Repaired	0	37	-37	0	37	36	-100%	-100%
Donations added to Collection	11	20	-9	11	20	47	-45%	-77%
Used Books Sold	377	70	307	377	70	210	439%	80%

<b>PROGRAMS AND EVENTS</b>	<b>2025</b>	<b>2024</b>	<b>+/-</b>	<b>2025 YTD</b>	<b>2024 YTD</b>	<b>2023 YTD</b>	<b>% Change 2025/2024</b>	<b>% Change 2025/2023</b>
<b>No. of Prog/Events</b>								
Teen Programs	5	0	5	5	0	1	100%	400%
Pop-Up Library Visits	3	0	3	3	0	0	100%	100%
Community Events	12	24	-12	12	24	53	-50%	-77%
Children's Programmes	25	9	16	25	9	4	178%	525%
Class Visits	0	0	0	0	0	0	0%	0%
* Tech	54	37	17	54	37	0	46%	100%
* Seniors	2	0	2	2	0	0	100%	100%
<b>TOTAL</b>	<b>101</b>	<b>70</b>	<b>31</b>	<b>101</b>	<b>70</b>	<b>58</b>	<b>44%</b>	<b>74%</b>
<b>No. of Attendees</b>								
Teen Programs	7	0	7	7	0	7	100%	0%
Pop-Up Library Visits	43	0	43	43	0	0	100%	100%
Community Events	108	316	-208	108	316	139	-66%	-22%
Children's Programmes	332	45	287	332	45	54	638%	515%
Class Visits	0	0	0	0	0	0	0%	0%
* Tech	54	37	17	54	37	0	46%	100%
* Seniors	7	0	7	7	0	0	100%	100%
<b>TOTAL</b>	<b>551</b>	<b>398</b>	<b>153</b>	<b>551</b>	<b>398</b>	<b>200</b>	<b>38%</b>	<b>176%</b>
* Tech and Seniors previously categorized under Community Events								
<b>No. of Rentals/Reservations</b>								
Room Rentals	9		9					0%
Study Booth, Glass Room, Pavilion Usage / Reservation	18		18					0%
Sign Rentals	0		0					0%
<b>No. of Attendees</b>								
Room Rentals	163		163					0%
Study Booth, Glass Room, Pavilion Usage / Reservation	19		19					0%
*Room Rentals previously categorized under Community Events								
<b>ALL COMPUTER USERS</b>	<b>2025</b>	<b>2024</b>	<b>+/-</b>	<b>2025 YTD</b>	<b>2024 YTD</b>	<b>2023 YTD</b>	<b>% Change 2025/2024</b>	<b>% Change 2025/2023</b>
Wireless Computer Users		21	-21	0	21	441	-100%	-100%
Computer Workstation Users	254	252	2	254	252	299	1%	-15%
<b>TOTAL</b>	<b>254</b>	<b>273</b>	<b>-19</b>	<b>254</b>	<b>273</b>	<b>740</b>	<b>-7%</b>	<b>-66%</b>
<b>PATRON COUNT</b>	<b>2025</b>	<b>2024</b>	<b>+/-</b>	<b>2025 YTD</b>	<b>2024 YTD</b>	<b>2023 YTD</b>	<b>% Change 2025/2024</b>	<b>% Change 2025/2023</b>
	3721	3465	256	3721	3465	3034	7%	23%
<b>LIBRARY HOMEPAGE HITS</b>	<b>2025</b>	<b>2024</b>	<b>+/-</b>	<b>2025 YTD</b>	<b>2024 YTD</b>	<b>2023 YTD</b>	<b>% Change 2025/2024</b>	<b>% Change 2025/2023</b>
	2242	1515	727	2242	1515	1578	48%	42%
<b>ONLINE CATALOGUE HITS</b>	<b>2025</b>	<b>2024</b>	<b>+/-</b>	<b>2025 YTD</b>	<b>2024 YTD</b>	<b>2023 YTD</b>	<b>% Change 2025/2024</b>	<b>% Change 2025/2023</b>
	3061	2238	823	3061	2238	1798	37%	70%
<b>SOCIAL MEDIA</b>	<b>2025</b>	<b>2024</b>	<b>+/-</b>	<b>2025 YTD</b>	<b>2024 YTD</b>	<b>2023 YTD</b>	<b>% Change 2025/2024</b>	<b>% Change 2025/2023</b>
<b>Facebook</b>								
Page Likes/Followers	1743	1628	115	1743	1628	1313	7%	33%
Total Post Views	42355	28665	13690	42355	28665	11578	48%	266%
Total Post Interactions	1050	635	415	1050	635	486	65%	116%
Total Posts	57	24	33	57	24	37	138%	54%
<b>Instagram</b>								
Page Likes/Followers	1330	1222	108	1330	1222	1097	9%	21%
Total Post Views	8422	3777	4645	8422	3777	3576	123%	136%
Total Post Interactions	286	158	128	286	158	191	81%	50%
Total Posts	58	22	36	58	22	30	164%	93%

N/A Jan

<b>eNEWSLETTER</b>	<b>2025</b>	<b>2024</b>	<b>+/-</b>		<b>2025 YTD</b>	<b>2024 YTD</b>	<b>2023 YTD</b>	<b>% Change 2025/2024</b>	<b>% Change 2025/2023</b>
New Contacts	8	0	8		8	0	15	100%	-47%
Total Contacts to Date	464	386	78		464	386	264	20%	76%
Email Opens	266	204	62		266	204	152	30%	75%
Clickthroughs	55	44	11		55	44	20	25%	175%
<b>PRINTING &amp; PHOTOCOPY</b>	<b>2025</b>	<b>2024</b>	<b>+/-</b>		<b>2025 YTD</b>	<b>2024 YTD</b>	<b>2023 YTD</b>	<b>% Change 2025/2024</b>	<b>% Change 2025/2023</b>
Public Computers	153	113	40		153	113	253	35%	-40%
Mobile Print	135	73	62		135	73	0	85%	100%
Pages in Black and White	1434	1410	24		1434	1410	838	2%	71%
Pages in Colour	18	26	-8		18	26	29	-31%	-38%
Total Print Jobs	288	186	102		288	186	253	55%	14%
Total Number of Pages	1452	1436	16		1452	1436	1126	1%	29%

# JAN 2025

## MONTHLY REPORT

### INTERACTIONS

NEW PATRONS

53

PATRON VISITS

3,721

CATALOGUE VISITS

3,061

WEB VISITS

2,242

PHYSICAL CIRC

5,517

DIGITAL CIRC

3,152

ITEMS BORROWED FROM LINC LIBRARIES

901

ITEMS LOANED TO LINC LIBRARIES

824

### CIRCULATION

### PROGRAMS

TOTAL PROGRAMS

101

PROGRAM ATTENDANCE

551

SOCIAL MEDIA POSTS

115

eNEWSLETTER SUBSCRIBERS

464

PAGES PRINTED & COPIED

1,452

COMPUTER USERS

254

ePRINTit PRINT JOBS

135

TECH HELP

54

### LIBRARY TECH

### HIGHLIGHTS

- Erwin Taylor Library of Things expansion launched.
- Pop-Up: Port High Grade 8 Open House at Port High.
- Red Cross Babysitter's Course.
- Warhammer 101 for Teens.



Bookmark winner Jane

# Health & Safety Commitment

**As an employer,** the Corporation of the City of Port Colborne is committed to the safety of its staff and will conduct all site operations with a primary goal to ensure a healthy and safe environment to prevent injury and to make the workplace a safe environment for its employees. The City encourages and promotes healthy lifestyles.

**As a public municipal entity,** in respect of the City's citizens, its residents and its guests on municipal property or partaking in publicly supplied services, the health and safety of these users is indistinguishable from the health and safety commitment for employees and staff. Accordingly, we are committed to the same level of safety and security for our citizens and guests that we offer to our employees.

**Management** will be responsible for effective implementation of the policy. **Supervisors** will take every reasonable precaution to ensure the health and safety of the worker. **Employees** have a responsibility and are encouraged to bring to the attention of management any condition or unsafe work practice that is not in agreement with the Occupational Health and Safety Act, Corporate Health and Safety Standards, or this policy. Each employee must personally conduct themselves in a way that promotes safe conditions and actions.

## To fulfill this commitment, the City of Port Colborne will:

1. Be diligent in its efforts to meet or exceed applicable laws and regulations, standards, and policies approved by Council from time to time and to maintain a safe and healthy work environment;
2. Communicate to staff and City volunteers their responsibilities and obligations in respect of health and safety matters;
3. Where appropriate and necessary, ensure employees or City volunteers are adequately trained to safely carry out their duties and responsibilities;
4. Ensure employees and City volunteers are accountable for health and safety behaviour;
5. Where appropriate, require contractors and their workers to meet or exceed legislated and Corporate health and safety standards while performing any in-city contract or work assignment for the City and ensure that such contractors and workers take responsibility for their own health and safety;
6. Promptly report and eliminate or control any health and safety hazards identified;
7. Review health and safety measures and procedures at least annually in light of current practice, knowledge and science.

## Health & Safety Principles


All City of Port Colborne operations will strive to be a model of high-quality health and safety practices.

The following principles have been established to guide management and all employees in their daily activities. We believe that:

1. A safe and healthy environment is a benefit to employees, visitors, and the community;
2. All injuries and occupational illnesses are preventable;
3. Safe work practices are a job requirement for every position in the City of Port Colborne and must be integrated into every activity;
4. Off-the-job safety and health is as important as on-the-job health and safety;
5. Employees must be adequately trained to ensure the highest level of health and safety practices;
6. To achieve excellence, management must demonstrate leadership and set the example in its commitment to safety and health; and
7. Involvement in safe and healthy practices develops knowledge, increases awareness of hazards, and helps prevent incidents of illness, injury and environmental harm.



Bryan Boles  
Chief Administrative Officer



Bryan Ingram  
Board Chair



**PORT COLBORNE**

[www.portcolborne.ca](http://www.portcolborne.ca)