

Date:

Port Colborne Public Library Board Meeting Addendum

Wednesday, March 5, 2025

Tim	e:	(6:00 pm	
Loc	ation:	I	Library Auditorium, Port Colborne Public Library	
		;	310 King St, Port Colborne	
				Pages
6.	Cons	ent Items	5	
	6.3	Circula	tion Reports	
		*a.	Circulation Report, January 2025	1
		*b.	Circulation Snapshot, January 2025	4
7.	Polic	ies		
	*7.5	HR-08:	: Health and Safety Policy Statement	5

January 2025	Printed:							
CIRCULATION (PHYSICAL)	2025	2024	<u>+/-</u>	2025 YTD	2024 YTD	2023 YTD	% Change 2025/2024	% Change 2025/2023
Books	3555	4028	-473	3555	4028	3816	-12%	-7%
Periodicals	202	45	157	202		46	349%	339%
DVDs	1273	1615	-342	1273		1085	-21%	17%
CDs	55	12	43	55		33	358%	67%
Audiobooks	98	64	34	98		87	53%	13%
Board Games	21	32	-11	21	32	44	-34%	-52%
Seed Library	47	14	33	47		77	236%	-39%
Video Games Library of Things	107 18	118 0	-11 18	107 18		183 0	-9% 100%	-42% 100%
Library of Things Library of Things - Storage	9	2	7	9		2	350%	350%
Library of Things - Children	54	11	43	54		24	391%	125%
Toys and Puzzles	78	279	-201	78		101	-72%	-23%
Microfilm	0	22	-22	0		28	-100%	-100%
TOTAL CIRCULATION	5517	6242	-725	5517	6242	5526	-12%	0%
Materials Returned	4501	5588	-1087	4501	5588	4677	-19%	-4%
TOTAL TRANSACTIONS	10018	11830	-1812	10018	11830	10203	-15%	-2%
CIRCULATION (DIGITAL)	2025	2024	+/-	2025 YTD	2024 YTD	2023 YTD	% Change	% Change
Electronic Databases	466	102	364	466	102	302	2025/2024 357%	2025/2023 54%
Downloadable Audiobooks	466 713	617	364 96	713		546	357% 16%	31%
Downloadable eBooks	1263	1217	46	1263		991	4%	27%
Downloadable Music	1	4	-3	1200	4	2	-75%	-50%
Downloadable Video	66	45	21	66		31	47%	113%
Downloadable Magazines	643	557	86	643		181	15%	255%
TOTAL CIRCULATION	3152	2542	610	3152		2053	24%	54%
ILLO & RECIP. BORROWING	2025	<u>2024</u>	<u>+/-</u>	2025 YTD	2024 YTD	2023 YTD	% Change 2025/2024	% Change 2025/2023
Interlibrary LoansIN	2	12	-10	2	12	10	-83%	-80%
LINC Reciprocal IN	901	607	294	901	607	533	48%	69%
TOTAL RECEIVED	903	619	284	903	619	543	46%	66%
Interlibrary LoansOUT	23	21	2	23	21	41	10%	-44%
Interlibrary LoansOUT LINC Reciprocal OUT	23 824	930	-106	23 824		41 787	-11%	5%
•								
LINC Reciprocal OUT	824	930	-106	824	930	787	-11% -11% % Change	5% 2% % Change
LINC Reciprocal OUT TOTAL SENT	824 847	930 951	-106 -104	824 847	930 951 2024 YTD	787 828	-11% -11%	5% 2%
LINC Reciprocal OUT	824 847 2025	930 951 2024	-106 -104 <u>+/-</u>	824 847 2025 YTD	930 951 2024 YTD 26	787 828 2023 YTD 44	-11% -11% % Change 2025/2024 27%	5% 2% <u>% Change</u> 2025/2023
LINC Reciprocal OUT TOTAL SENT REGISTRATIONS Adults	824 847 2025 33	930 951 2024 26	-106 -104 <u>+/-</u> 7	824 847 2025 YTD	930 951 2024 YTD 26 12	787 828 2023 YTD	-11% -11% % Change 2025/2024	5% 2% % Change 2025/2023 -25%
LINC Reciprocal OUT TOTAL SENT REGISTRATIONS Adults Children	824 847 2025 33 5	930 951 2024 26 12	-106 -104 +/- 7 -7	824 847 2025 YTD 33 5	930 951 2024 YTD 26 12 0	787 828 2023 YTD 44 15	-11% -11% % Change 2025/2024 27% -58%	5% 2% % Change 2025/2023 -25% -67%
REGISTRATIONS Adults Children Non-Resident	824 847 2025 33 5 12	930 951 2024 26 12 0	-106 -104 +/- 7 -7 12	824 847 2025 YTD 33 5 12	930 951 2024 YTD 26 12 0 0	787 828 2023 YTD 44 15 9	-11% -11% % Change 2025/2024 27% -58% 100%	5% 2% % Change 2025/2023 -25% -67% 33%
REGISTRATIONS Adults Children Non-Resident Teen TOTAL REGISTRATIONS RECEIPTS	824 847 2025 33 5 12 3 53	930 951 2024 26 12 0 0 38	-106 -104 +/- 7 -7 -12 3 15	824 847 2025 YTD 33 5 12 3 53 2025 YTD	930 951 2024 YTD 26 12 0 0 38 2024 YTD	787 828 2023 YTD 44 15 9 1 69 2023 YTD	-11% -111% % Change 2025/2024 27% -58% -100% 100% 39% % Change 2025/2024	5% 2% % Change 2025/2023 -25% -67% 33% 200%
REGISTRATIONS Adults Children Non-Resident Teen TOTAL REGISTRATIONS RECEIPTS Other Sale	824 847 2025 33 5 12 3 53 2025	930 951 2024 26 12 0 0 38 2024	-106 -104 +/- 7 -7 12 3 15 +/- 9.05	824 847 2025 YTD 33 5 12 3 53 2025 YTD 146.00	930 951 2024 YTD 26 12 0 0 38 2024 YTD 136.95	787 828 2023 YTD 44 15 9 1 69 2023 YTD	-11% -11% -11% % Change 2025/2024 27% -58% 100% 100% 39% % Change 2025/2024 7%	5% 2% 2% % Change 2025/2023 -25% -67% 33% 200% -23% % Change 2025/2023 37%
REGISTRATIONS Adults Children Non-Resident Teen TOTAL REGISTRATIONS RECEIPTS Other Sale Room Rental	824 847 2025 33 5 12 3 53 2025 146.00 130.00	930 951 2024 26 12 0 0 38 2024 136.95 0.00	-106 -104 -104 -104 -104 -7 -7 -7 12 3 15 -15 -15 -15 -104	824 847 2025 YTD 33 5 12 3 53 2025 YTD 146.00 130.00	930 951 2024 YTD 26 12 0 0 38 2024 YTD 136.95 0.00	787 828 2023 YTD 44 15 9 1 69 2023 YTD 106.25 56.50	-11% -11% -11% % Change 2025/2024 27% -58% 100% 100% 39% % Change 2025/2024 7% 100%	5% 2% 2% % Change 2025/2023 -25% -67% 33% 200% -23% % Change 2025/2023 37% 130%
REGISTRATIONS Adults Children Non-Resident Teen TOTAL REGISTRATIONS RECEIPTS Other Sale Room Rental General Donations	824 847 2025 33 5 12 3 53 2025 146.00 130.00 4.43	930 951 2024 26 12 0 0 38 2024 136.95 0.00 15.00	-106 -104 +/- 7 -7 12 3 15 +/- 9.05 130.00 -10.57	824 847 2025 YTD 33 55 12 3 53 2025 YTD 146.00 130.00 4.43	930 951 2024 YTD 26 12 0 0 38 2024 YTD 136.95 0.00 15.00	787 828 2023 YTD 44 15 9 1 69 2023 YTD 106.25 56.50 0.00	-11% -118 % Change 2025/2024 27% -58% 100% 100% 39% % Change 2025/2024 7% 100% -70%	5% 2% Change 2025/2023 -25% -67% 33% 200% -23% % Change 2025/2023 37% 130% 100%
REGISTRATIONS Adults Children Non-Resident Teen TOTAL REGISTRATIONS RECEIPTS Other Sale Room Rental General Donations Used Book Sales	824 847 2025 33 5 12 3 53 2025 146.00 130.00 4.43 220.30	930 951 2024 26 12 0 0 38 2024 136.95 0.00 15.00 153.15	-106 -104 +/- 7 -7 12 3 15 +/- 9.05 130.00 -10.57 67.15	824 847 2025 YTD 33 55 12 3 53 2025 YTD 146.00 130.00 4.43 220.30	930 951 2024 YTD 26 12 0 0 38 2024 YTD 136.95 0.00 15.00 153.15	787 828 2023 YTD 44 15 9 1 69 2023 YTD 106.25 56.50 0.00 269.20	-11% -11% -11% % Change 2025/2024 -27% -58% 100% 100% 39% % Change 2025/2024 -7% 100% -70% 44%	% Change 2025/2023 -25% -67% 33% 200% -23% % Change 2025/2023 37% 130% 100% -18%
REGISTRATIONS Adults Children Non-Resident Teen TOTAL REGISTRATIONS RECEIPTS Other Sale Room Rental General Donations Used Book Sales Photocopy/Print/Fax Fee	824 847 2025 33 5 12 3 53 2025 146.00 130.00 4.43 220.30 376.53	930 951 2024 26 12 0 0 38 2024 136.95 0.00 15.00 153.15 378.50	-106 -104 +/- 7 -7 12 3 15 +/- 9.05 130.00 -10.57 67.15 -1.97	824 847 2025 YTD 33 55 12 3 53 2025 YTD 146.00 130.00 4.43 220.30 376.53	930 951 2024 YTD 26 12 0 0 38 2024 YTD 136.95 0.00 15.00 153.15 378.50	787 828 2023 YTD 44 15 9 1 69 2023 YTD 106.25 56.50 0.00 269.20 267.10	-11% -118 **Change 2025/2024 27% -58% 100% 100% 39% **Change 2025/2024 7% 100% -70% 44% -1%	% Change 2025/2023 -25% -67% 33% 200% -23% % Change 2025/2023 37% 130% 100% -18% 41%
REGISTRATIONS Adults Children Non-Resident Teen TOTAL REGISTRATIONS RECEIPTS Other Sale Room Rental General Donations Used Book Sales Photocopy/Print/Fax Fee Sign Rental	824 847 2025 33 5 12 3 53 2025 146.00 130.00 4.43 220.30 376.53 0.00	930 951 2024 26 12 0 0 38 2024 136.95 0.00 15.00 153.15 378.50 0.00	-106 -104 +/- 7 -7 12 3 15 +/- 9.05 130.00 -10.57 67.15 -1.97 0.00	824 847 2025 YTD 33 52 3 53 2025 YTD 146.00 130.00 4.43 220.30 376.53 0.00	930 951 2024 YTD 26 12 0 0 38 2024 YTD 136.95 0.00 153.15 378.50 0.00	787 828 2023 YTD 44 15 9 1 69 2023 YTD 106.25 56.50 0.00 269.20 267.10 0.00	-11% -117 **Change 2025/2024 27% -58% 100% 39% **Change 2025/2024 7% 100% -70% 44% -1% 0%	5% 2% 2% 205/2023 -25% -67% 33% 200% -23% **Change 2025/2023 37% 130% 100% -18% 41% 0%
REGISTRATIONS Adults Children Non-Resident Teen TOTAL REGISTRATIONS RECEIPTS Other Sale Room Rental General Donations Used Book Sales Photocopy/Print/Fax Fee Sign Rental Program Fee - Adult	824 847 2025 33 5 12 3 53 2025 146.00 130.00 4.43 220.30 376.53 0.00 0.00	930 951 2024 26 12 0 0 38 2024 136.95 0.00 15.00 153.15 378.50 0.00 0.00	-106 -104 +/- 7 -7 12 3 15 +/- 9.05 130.00 -10.57 67.15 -1.97 0.00 0.00	824 847 2025 YTD 33 53 53 2025 YTD 146.00 130.00 4.43 220.30 376.53 0.00 0.00	930 951 2024 YTD 26 12 0 0 38 2024 YTD 136.95 0.00 15.00 153.15 378.50 0.00 0.00	787 828 2023 YTD 44 15 9 1 69 2023 YTD 106.25 56.50 0.00 269.20 267.10 0.00 350.00	-11% -11% -11% -11% % Change 2025/2024 -58% -100% -39% % Change 2025/2024 -7% -100% -70% -44% -1% -0% -0%	5% 2% Change 2025/2023 -25% -67% 33% 200% -23% % Change 2025/2023 37% 130% 100% -18% 41% 0% -100%
REGISTRATIONS Adults Children Non-Resident Teen TOTAL REGISTRATIONS RECEIPTS Other Sale Room Rental General Donations Used Book Sales Photocopy/Print/Fax Fee Sign Rental Program Fee - Adult Other Revenue	824 847 2025 33 5 12 3 53 2025 146.00 130.00 4.43 220.30 376.53 0.00 0.00 0.00	930 951 2024 26 12 0 0 38 2024 136.95 0.00 153.15 378.50 0.00 0.00 0.00	-106 -104 -104 -104 -104 -104 -105 -105 -10.57 -10.57 -1.97 -100 -10.00 -10.00 -10.00 -10.00	824 847 2025 YTD 33 53 53 2025 YTD 146.00 130.00 4.43 220.30 376.53 0.00 0.00 0.00	930 951 2024 YTD 26 12 0 0 38 2024 YTD 136.95 0.00 153.15 378.50 0.00 0.00 0.00	787 828 2023 YTD 44 15 9 1 69 2023 YTD 106.25 56.50 0.00 269.20 267.10 0.00 350.00 0.00	-11% -11% -11% -11% % Change 2025/2024 -58% -100% -39% % Change 2025/2024 -7% -100% -70% -44% -1% -0% -0% -0% -0%	5% 2% Change 2025/2023 -25% -67% 33% 200% -23% % Change 2025/2023 37% 130% 100% -18% 41% 0% -100% 0%
REGISTRATIONS Adults Children Non-Resident Teen TOTAL REGISTRATIONS RECEIPTS Other Sale Room Rental General Donations Used Book Sales Photocopy/Print/Fax Fee Sign Rental Program Fee - Adult Other Revenue SUBTOTAL	824 847 2025 33 5 12 3 53 2025 146.00 130.00 4.43 220.30 376.53 0.00 0.00 0.00 877.26	930 951 2024 26 12 0 0 38 2024 136.95 0.00 15.00 153.15 378.50 0.00 0	-106 -104 -104 -104 -104 -104 -105 -105 -10.57 -1.97 -1	824 847 2025 YTD 33 53 53 2025 YTD 146.00 130.00 4.43 220.30 376.53 0.00 0.00 0.00 877.26	930 951 2024 YTD 26 12 0 0 38 2024 YTD 136.95 0.00 153.15 378.50 0.00 0.00 0.00 683.60	787 828 2023 YTD 44 15 9 1 69 2023 YTD 106.25 56.50 0.00 269.20 267.10 0.00 350.00 0.00 1049.05	-11% -11% -11% -11% % Change 2025/2024 -58% -100% -39% % Change 2025/2024 -7% -100% -70% -44% -1% -0% -0% -0% -0% -0% -0% -28%	5% 2% 2% Change 2025/2023 -25% -67% 33% 200% -23% % Change 2025/2023 37% 130% 100% -18% 41% 0% -100% -100% -16%
REGISTRATIONS Adults Children Non-Resident Teen TOTAL REGISTRATIONS RECEIPTS Other Sale Room Rental General Donations Used Book Sales Photocopy/Print/Fax Fee Sign Rental Program Fee - Adult Other Revenue	824 847 2025 33 5 12 3 53 2025 146.00 130.00 4.43 220.30 376.53 0.00 0.00 0.00	930 951 2024 26 12 0 0 38 2024 136.95 0.00 153.15 378.50 0.00 0.00 0.00	-106 -104 -104 -104 -104 -104 -105 -105 -10.57 -10.57 -1.97 -100 -10.00 -10.00 -10.00 -10.00	824 847 2025 YTD 33 53 53 2025 YTD 146.00 130.00 4.43 220.30 376.53 0.00 0.00 0.00	930 951 2024 YTD 26 12 0 0 38 2024 YTD 136.95 0.00 153.15 378.50 0.00 0.00 0.00 683.60 550.00	787 828 2023 YTD 44 15 9 1 69 2023 YTD 106.25 56.50 0.00 269.20 267.10 0.00 350.00 0.00	-11% -11% -11% -11% % Change 2025/2024 -58% -100% -39% % Change 2025/2024 -7% -100% -70% -44% -1% -0% -0% -0% -0%	5% 2% Change 2025/2023 -25% -67% 33% 200% -23% % Change 2025/2023 37% 130% 100% -18% 41% 0% -100% 0%
REGISTRATIONS Adults Children Non-Resident Teen TOTAL REGISTRATIONS RECEIPTS Other Sale Room Rental General Donations Used Book Sales Photocopy/Print/Fax Fee Sign Rental Program Fee - Adult Other Revenue SUBTOTAL Capital Donations	824 847 2025 33 5 12 3 53 2025 146.00 130.00 4.43 220.30 376.53 0.00 0.00 0.00 877.26 0.00	930 951 2024 26 12 0 0 38 2024 136.95 0.00 15.00 153.15 378.50 0.00 0.00 0.00 683.60 550.00	-106 -104 -104 -104 -104 -104 -7 -7 -7 12 3 -15 -1.5 -1.97 0.00 0.00 0.00 193.66 -550.00	824 847 2025 YTD 33 55 12 3 53 2025 YTD 146.00 130.00 4.43 220.30 376.53 0.00 0.00 0.00 877.26 0.000	930 951 2024 YTD 26 12 0 0 38 2024 YTD 136.95 0.00 153.15 378.50 0.00 0.00 0.00 683.60 550.00	787 828 2023 YTD 44 15 9 1 69 2023 YTD 106.25 56.50 0.00 269.20 267.10 0.00 350.00 0.00 1049.05 875.90	-11% -11% -11% -11% -11% -11% -11% -11%	5% 2% 2% 2025/2023 -25% -67% 33% 200% -23% % Change 2025/2023 37% 130% -18% 41% 0% -100% -16% -100% -54% % Change
REGISTRATIONS Adults Children Non-Resident Teen TOTAL REGISTRATIONS RECEIPTS Other Sale Room Rental General Donations Used Book Sales Photocopy/Print/Fax Fee Sign Rental Program Fee - Adult Other Revenue SUBTOTAL Capital Donations TOTAL RECEIPTS	824 847 2025 33 5 12 3 53 2025 146.00 130.00 4.43 220.30 376.53 0.00 0.00 0.00 877.26 0.00 877.26	930 951 2024 26 12 0 0 38 2024 136.95 0.00 153.15 378.50 0.00 0.00 0.00 0.00 153.60	-106 -104 +/- 7 -7 12 3 15 +/- 9.05 130.00 -10.57 67.15 -1.97 0.00 0.00 193.66 -550.00 -356.34	824 847 2025 YTD 33 53 53 2025 YTD 146.00 130.00 4.43 220.30 376.53 0.00 0.00 0.00 877.26 0.00 877.26	930 951 2024 YTD 26 12 0 0 38 2024 YTD 136.95 0.00 153.15 378.50 0.00 0.00 683.60 550.00 1233.60	787 828 2023 YTD 44 15 9 1 69 2023 YTD 106.25 56.50 0.00 269.20 267.10 0.00 350.00 0.00 1049.05 875.90 1924.95	-11% -11% -11% -11% -11% -11% % Change 2025/2024 -58% -100% -70% -70% -44% -1% -0% -0% -28% -100% -29% % Change 2025/2024	5% 2% Change 2025/2023 -25% -67% 33% 200% -23% % Change 2025/2023 37% 130% 100% -18% 41% 0% -100% -16% -100% -54% % Change 2025/2023
REGISTRATIONS Adults Children Non-Resident Teen TOTAL REGISTRATIONS RECEIPTS Other Sale Room Rental General Donations Used Book Sales Photocopy/Print/Fax Fee Sign Rental Program Fee - Adult Other Revenue SUBTOTAL Capital Donations TOTAL RECEIPTS	824 847 2025 33 5 12 3 53 2025 146.00 130.00 4.43 220.30 376.53 0.00 0.00 0.00 877.26 0.00 877.26	930 951 2024 26 12 0 0 38 2024 136.95 0.00 153.15 378.50 0.00 0.00 683.60 550.00 1233.60	-106 -104 -104 -104 7 -7 -7 -7 -12 -3 -15 -1.5 -1.97 -0.00 -0.00 -193.66 -550.00 -356.34	824 847 2025 YTD 33 53 53 2025 YTD 146.00 130.00 4.43 220.30 376.53 0.00 0.00 0.00 877.26 0.00 877.26	930 951 2024 YTD 26 12 0 0 38 2024 YTD 136.95 0.00 153.15 378.50 0.00 0.00 683.60 550.00 1233.60	787 828 2023 YTD 44 15 9 1 69 2023 YTD 106.25 56.50 0.00 269.20 267.10 0.00 350.00 0.00 1049.05 875.90 1924.95	-11% -11% -11% -11% -11% -11% -11% -11%	5% 2% 2% 2025/2023 -25% -67% 33% 200% -23% % Change 2025/2023 37% 130% -18% 41% 0% -100% -16% -100% -54% % Change

No. of Prog/Events Teen Programs Pop-Up Library Visits Community Events Children's Programmes Class Visits * Tech * Seniors	5	<u>2024</u>	<u>+/-</u>		2025 YTD	2024 YTD	2023 YTD	% Change 2025/2024	% Change 2025/2023
Pop-Up Library Visits Community Events Children's Programmes Class Visits * Tech									
Community Events Children's Programmes Class Visits * Tech		0	5		5	0	1	100%	400%
Children's Programmes Class Visits * Tech	3	0	3		3	0	0	100%	100%
Class Visits * Tech	12	24	-12		12	24	53	-50%	-77%
* Tech	25	9	16		25	9	4	178%	525%
	0	0	0		0	0	0	0%	0%
* Seniors	54	37	17		54	37	0	46%	100%
	2	0	2		2	0	0	100%	100%
TOTAL	101	70	31		101	70	58	44%	74%
No. of Attendees									
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%
TOTAL	 551	398	153	_	551	398	200	38%	176%
Fech and Seniors previously categorized u			100		001	000	200	0070	11070
No. of Rentals/Reservations									
Room Rentals	9		9						0%
Study Booth, Glass Room, Pavilion	•		9						3 70
Usage / Reservation	18		18						0%
	0		0						0%
Sign Rentals	U		U						0% 0%
No. of Attendees									
Room Rentals	163		163						0%
Study Booth, Glass Room, Pavilion									
Usage / Reservation	19		19						0%
Room Rentals previously categorized under	Community Eve	ents							
ALL COMPUTER USERS	2025	2024	+/-		2025 YTD	2024 YTD	2023 YTD	% Change	% Change
Wireless Computer Users		21	-21		0	21	441	2025/2024 -100%	2025/2023 -100%
Computer Workstation Users	254	252	2		254	252	299	1%	-100%
TOTAL	254	273	-19	_	254	273	740	-7%	-66%
TOTAL	254	213	-19		254	2/3	740	-170	-00%
PATRON COUNT	<u>2025</u>	<u>2024</u>	<u>+/-</u>		2025 YTD	2024 YTD	2023 YTD	% Change 2025/2024	% Change 2025/2023
	3721	3465	256		3721	3465	3034	7%	23%
								0/ 01	0/ 01
	<u>2025</u>	<u>2024</u>	<u>+/-</u>		2025 YTD	2024 YTD	2023 YTD	% Change 2025/2024	% Change 2025/2023
LIBRARY HOMEPAGE HITS	2242	1515	727		2242	1515	1578	48%	42%
LIBRARY HOMEPAGE HITS									0/ 01
	2025	2024	4/ -		2025 YTD	2024 YTD	2023 YTD	% Change	% Change
ONLINE CATALOGUE HITS	2025 3061	<u>2024</u> 2238	<u>+/-</u> 823		2025 YTD 3061	2024 YTD 2238	2023 YTD 1798	2025/2024	2025/2023
	2025 3061	2024 2238	<u>+/-</u> 823		3061	2024 YTD 2238	2023 YTD 1798	2025/2024 37%	2025/2023 70%
								2025/2024	2025/2023
ONLINE CATALOGUE HITS SOCIAL MEDIA Facebook	3061 2025	2238 2024	823 <u>+/-</u>		3061 2025 YTD	2238 2024 YTD	1798 2023 YTD	2025/2024 37% % Change 2025/2024	2025/2023 70% % Change 2025/2023
ONLINE CATALOGUE HITS SOCIAL MEDIA Facebook Page Likes/Followers	3061 2025 1743	2238 2024 1628	823 <u>+/-</u> 115		3061 2025 YTD 1743	2238 2024 YTD 1628	1798 2023 YTD 1313	2025/2024 37% % Change 2025/2024 7%	2025/2023 70% % Change 2025/2023
SOCIAL MEDIA Facebook Page Likes/Followers Total Post Views	3061 2025 1743 42355	2238 2024 1628 28665	823 <u>+/-</u> 115 13690		3061 2025 YTD 1743 42355	2238 2024 YTD 1628 28665	1798 2023 YTD 1313 11578	2025/2024 37% % Change 2025/2024 7% 48%	2025/2023 70% % Change 2025/2023 33% 266%
SOCIAL MEDIA Facebook Page Likes/Followers Total Post Views Total Post Interactions	3061 2025 1743 42355 1050	2238 2024 1628 28665 635	823 <u>+/-</u> 115 13690 415		3061 2025 YTD 1743 42355 1050	2238 2024 YTD 1628 28665 635	1798 2023 YTD 1313 11578 486	2025/2024 37% % Change 2025/2024 7% 48% 65%	2025/2023 70% % Change 2025/2023 33% 266% 116%
SOCIAL MEDIA Facebook Page Likes/Followers Total Post Views	3061 2025 1743 42355	2238 2024 1628 28665	823 <u>+/-</u> 115 13690		3061 2025 YTD 1743 42355	2238 2024 YTD 1628 28665	1798 2023 YTD 1313 11578	2025/2024 37% % Change 2025/2024 7% 48%	2025/2023 70% % Change 2025/2023 33% 266%
SOCIAL MEDIA Facebook Page Likes/Followers Total Post Views Total Posts Interactions Total Posts Instagram	3061 2025 1743 42355 1050 57	2238 2024 1628 28665 635 24	823 +/- 115 13690 415 33		3061 2025 YTD 1743 42355 1050 57	2238 2024 YTD 1628 28665 635 24	1798 2023 YTD 1313 11578 486 37	2025/2024 37% % Change 2025/2024 7% 48% 65% 138%	2025/2023 70% % Change 2025/2023 33% 266% 116% 54%
SOCIAL MEDIA Facebook Page Likes/Followers Total Post Views Total Post Interactions Total Posts	3061 2025 1743 42355 1050	2238 2024 1628 28665 635	823 <u>+/-</u> 115 13690 415		3061 2025 YTD 1743 42355 1050 57	2238 2024 YTD 1628 28665 635	1798 2023 YTD 1313 11578 486	2025/2024 37% % Change 2025/2024 7% 48% 65%	2025/2023 70% % Change 2025/2023 33% 266% 116%
SOCIAL MEDIA Facebook Page Likes/Followers Total Post Views Total Posts Interactions Total Posts Instagram	3061 2025 1743 42355 1050 57	2238 2024 1628 28665 635 24	823 +/- 115 13690 415 33		3061 2025 YTD 1743 42355 1050 57	2238 2024 YTD 1628 28665 635 24	1798 2023 YTD 1313 11578 486 37	2025/2024 37% % Change 2025/2024 7% 48% 65% 138%	2025/2023 70% % Change 2025/2023 33% 266% 116% 54%
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<u>eNEWSLETTER</u>	2025	<u>2024</u>	<u>+/-</u>	2025 YTD	2024 YTD	2023 YTD	% Change 2025/2024	% Change 2025/2023
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%
PRINTING & PHOTOCOPY	<u>2025</u>	2024	<u>+/-</u>	2025 YTD	2024 YTD	2023 YTD	% Change 2025/2024	% Change 2025/2023
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 PATRON VISITS

53

3,721

CATALOGUE VISITS WEB VISITS

3,061

2,242

PHYSICAL CIRC

DIGITAL CIRC

5,517

3,152

ITEMS BORROWED FROM LINC LIBRARIES

901

ITEMS LOANED TO

824

CIRCULATION

PROGRAMS

PROGRAMS

PROGRAM ATTENDANCE

101

551

SOCIAL MEDIA POSTS

115

eNEWSLETTER SUBSCRIBERS

464

PAGES PRINTED & COPIED

COMPUTER USERS

1,452

254

ePRINTit PRINT JOBS

135

54

TECH HELP

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;
- 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

