

Port Colborne Public Library Board Meeting Agenda

Date: Wednesday, April 2, 2025
Time: 6:00 pm
Location: Library Auditorium, Port Colborne Public Library
 310 King St, Port Colborne

Pages

1. Call to Order

2. Land Acknowledgement

Niagara Region is situated on treaty land. This land is steeped in the rich history of the First Nations such as the Hatiwendaronk, the Haudenosaunee, and the Anishinaabe, including the Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit people from across Turtle Island that live and work in Niagara today. The City of Port Colborne and the Port Colborne Public Library stand with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live.

3. Disclosures of Interest

4. Adoption of Agenda

5. Approval of Minutes

1

6. Consent Items

6.1 Staff Reports

a. Librarian's Report, March 2025

5

b. March Break 2025

12

6.2 Financial Reports

a. 2025 Operating Budget (as of March 28, 2025)

15

6.3 Circulation Reports

a.	February 2025 Circulation Report	16
a.	February 2025 Circulation Snapshot	19
6.4	Correspondence	
a.	OLITA Micro-Grant Application	20
6.5	Media Items	
a.	Port Colborne Children's Book Now Available to the Community Port Colborne Observer, March 13, 2025	21
7.	Discussion Item	
7.1	CEO's Report (R. Tkachuk)	22
8.	Policy	
8.1	GOV-06: Financial Control/Oversight	25
8.2	OP-02: Tangible Capital Asset Policy	29
9.	Confidential Items	
9.1	Confidential Human Resources Matter Confidential Human Resources Matter— pursuant to Public Libraries Act, Section 16.1(4)(b) of the personal matters about an identifiable individual	
10.	Roundtable	
11.	Next Meeting Date and Adjournment	

Port Colborne Public Library Board Meeting Minutes

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

Members Present: A. Desmarais, Vice Chair
M. Bagu, Councillor
H. Cooper (attended virtually)
B. Ingram, Chair (attended virtually)
B. Beck (attended virtually)
A. Smits

Member(s) Absent: C. MacMillan
M. Booth
E. Tanini

Staff Present: R. Tkachuk, Chief Executive Officer (Board Secretary-Treasurer)

1. Call to Order

The Chair called the meeting to order at 6:10 p.m.

2. Land Acknowledgement

The Chair recited the Land Acknowledgement.

3. Disclosures of Interest

There were no disclosures of interest.

4. Adoption of Agenda

Moved by A. Desmarais

Seconded by A. Smits

That the agenda dated March 5, 2025, be confirmed, as circulated.

Carried

5. Approval of Minutes

Moved by H. Cooper
Seconded by B. Beck

That the minutes dated February 5, 2025, be approved, as circulated.

Carried

6. Consent Items

Moved by A. Smits
Seconded by B. Beck

That consent items 6.1 to 6.6 be received, as presented.

Carried

6.1 Staff Reports

- a. **CEO's Report**
- b. **Librarian Report, February 2025**

6.2 Financial Reports

- a. **2025 Operating Budget (as of February 28, 2025)**

6.3 Circulation Reports

- a. **Circulation Report, January 2025**
- b. **Circulation Snapshot, January 2025**

6.4 Correspondence

- a. **Proposed L.R. Wilson Centre For Learning And Daycare**

6.5 Media Items

- a. **CHECK IT OUT: More Than Books at the Library!**
- b. **Award-winning Port Colborne children's book lands in schools**
- c. **Book created by local children to be shared with Port Colborne community**

6.6 LiNC Policies

- a. **LiNC Financial Oversight Policy**

b. LiNC Circulation Policy

7. Policies

That the Board approves the policies listed in 8.1 to 8.8, as amended.

7.1 FN-05: Respect and Land Acknowledgement Statement

7.2 HR-01: Human Resources Management

7.3 HR-02: Health and Safety of Staff

7.4 HR-03: Prevention of Workplace Violence

7.5 HR-08: Health and Safety Policy Statement

7.6 HR-11: Electronic Monitoring

7.7 HR-12: Workplace Harassment and Discrimination

7.8 OP-24: Safety, Security, and Emergencies

8. Discussion Items

8.1 2025 Board Work Plan (R. Tkachuk)

The CEO presented work plan options for the Board.

9. Confidential Items

Moved by H. Cooper

Seconded by A. Desmarais

That the Board do now proceed into closed session in order to address the following matters at 6:42 p.m.

Carried

9.1 Minutes of the closed session of the February 5, 2025, meeting

Moved by A. Desmarais

Seconded by Councillor M. Bagu

That the minutes of the closed meeting dated February 5, 2025, be approved, as presented.

Carried

Moved by Councillor M. Bagu
Seconded by H. Cooper

That the Board do now rise from closed session at approximately 6:45 p.m.

Carried

10. Roundtable

Nil.

11. Next Meeting Date and Adjournment

The next meeting of the Port Colborne Public Library Board will be Wednesday, April 2, 2025.

The Chair adjourned the meeting at 6:45 p.m.

Bryan Ingram, Chair

Rachel Tkachuk, Chief Executive
Officer (Board Secretary-
Treasurer)

Date: April 2, 2025
To: Port Colborne Public Library Board
From: Hannah Madsen
Subject: Public Relations Report

Recommendation:

That the Port Colborne Public Library Board receives the Public Relations Report for information purposes.

Public Relations Report Items

1. Class Visits

- March 19, 2025 – Steele St – 24 students
- March 19, 2025 – Dewitt Carter – 24 students
- March 26, 2025 – McKay – 22 students

2. Pop-Up Library & Outreach

Pop-Up Library

- March 18, 2025 – Northland Pointe – 4 attendees
- March 24, 2025 – Top Hat Ceremony – 72 attendees

Pop-Up: Port Colborne High School

Library staff popped-up at PCHS on March 6, 2025 with Lego, along with information on community service hours and teen programs at the library. Ten teens participated in the activity, and one registered for a library card.

A monthly pop-up is scheduled for the remainder of the school year.



3. Programming

- Lego Club

Four Lego Club sessions were offered after school on Mondays in March. Children ages 5+ were encouraged to complete challenges or to use their imaginations to build something new.



- Baby Time

Families met new friends, sang songs, and enjoyed stories during Baby Time. Four sessions were offered in March.

- Kid's Craft Cart

Three Kid's Craft Cart sessions were offered after school on Wednesdays in March. Children were encouraged to choose craft supplies and make a craft of their own choosing.

- Story Time with Shelly

On Saturdays in March, Story Time with Shelly ran in the Children's Room from 10:30 – 11:30 a.m. A volunteer read a variety of picture books to families.

- PFLAG Presents: Allyship Discussion

On March 27, volunteers from PFLAG Niagara led an interactive discussion about allyship. Participants learned how to support, educate, and advocate for a more inclusive community.



- CVITP Income Tax Clinics

On Saturdays in March, the library hosted three free income tax clinics with a volunteer. Tax returns were completed for 23 people with modest incomes and simple tax situations.

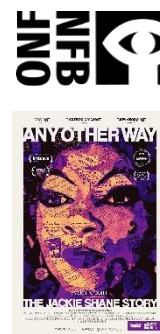
- Adult Chess Club

Adult Chess Club continued with weekly sessions in March. The program included a series of chess workshops for beginner and experienced players and is volunteer-run. Adult Chess Club has twelve members.

- Documentary Films

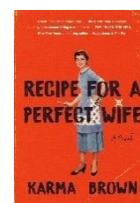
On Monday, March 31, 2025, there was a screening and discussion of the documentary film **Any Other Way: The Jackie Shane Story** (2024, 99 min.). The documentary explored the life of trans soul singer Jackie Shane, and was part of the library's celebration of International Women's Day.

In 2025, our Documentary Films Program is presented in partnership with the National Film Board of Canada.



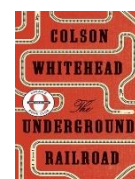
- Port Colborne Public Library Book Club

In March, the PCPL Book Club read **Recipe for a Perfect Wife** by Karma Brown and met on Monday, March 10 to discuss the book. The book club has 15 members.



- Portal Village Book Club

In March, the Portal Village Book Club read **The Underground Railroad** by Colson Whitehead and met on Tuesday, March 18 to discuss the book. The book club has 10 members.



- Music Makerspace

The Music Makerspace includes a keyboard, digital drum set, ukeleles, a guitar, and bells and shakers. The Music Makerspace is available for patrons to book a free 30-minute session. In March, 11 people enjoyed sessions in the Music Makerspace.

4. Passive Programming

- Take and Makes

Free Take and Make craft kits were available each week during March. Thirty kits were handed out each week, for a total of 90 kits distributed.

- Scavenger Hunts

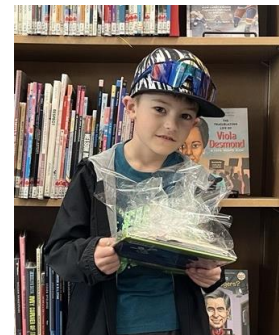
Scavenger hunts were available daily on the library's main floor, with a different theme each week. Children reported how many scavenger hunt items they found to receive a small prize. In March, there were four scavenger hunts with over 180 participants.

- Design Our Bookmark Contest

In February, the theme for the monthly bookmark contest was "Favourite Foods". The winning bookmark submission for February was designed by Myles, who drew hot dogs, French fries, cherries, blueberries, pizza, and ice cream.

Myles received a small prize package and his bookmark was handed out to all patrons at checkout.

In March, the Bookmark Contest theme was "Wild About Animals."



5. International Women's Day

On March 8, patrons were encouraged to #AccelerateAction for gender equality by challenging gender stereotypes, calling out discrimination, and seeking out positive action.

The library celebrated International Women's Day with a book display, a social media reel, and a screening and discussion of the documentary film **Any Other Way: The Jackie Shane Story**.



6. Art in the Atrium

Each month, the library hosts a local artist in our Atrium gallery. The art show is open to the public for free.

In March, the library welcomed an exhibit by local artist Judy Wade.

In April, the library will be hosting an exhibit by students from Port Colborne High School.

7. Visiting Library Service

The Visiting Library Service coordinates volunteers to deliver library materials to patrons unable to visit the library due to illness, physical disability, or age. The program has two volunteers and two patrons.

8. One Book, One Niagara

One Book, One Niagara is an annual initiative that encourages the community to come together by reading the same book. It culminates in an in-person author event that is free to attend.



On March 19, the One Book, One Niagara committee met to discuss dates and a venue for the 2025 event.

9. Promotions Update

- PressReader

The Off the Shelf newsletter has been uploaded to PressReader, and City Hall News will be uploaded beginning in April. Patrons opening the app or using the website will see the library and city content. PressReader will be updated regularly with the newsletter and City Hall News.

- DSBN eFlyer
The March Break Flyer has been uploaded to the DSBN's eFlyer service. The Family Flyer will be uploaded monthly.

10. Library Collections

- New Digital Resource: FrontierLife
The library has added a new digital resource, FrontierLife, to the collection. Frontier Life is a collection of primary source documents exploring existence of the edges of the anglophone world from 1650-1920. The collection covers various European and colonial frontier regions of North America, Africa, and Australasia and includes photos, videos, and essays. This resource can be accessed from the Digital Resources page on the library website.
- Scavenger Hunts
In an upcoming project, library staff will catalogue the scavenger hunt collection. Classrooms, LiNC partner libraries, and patrons will be able to borrow the scavenger hunts for their own use.
- CELA
The CELA deposit collection has been catalogued and will be put to circulation shortly. Library staff are currently working on setting up and cataloguing a DAISY player and two Envoy Connect players.
- Teen Non-Fiction
The teen non-fiction collection continues to be developed. This new collection includes books on budgeting, mental health, LGBTQIA+ resources, and more.
- Magazines
This year the library added several new magazine titles to the collection, including children's and teen magazines. The library now subscribes to 33 magazines.

11. Community Connect

On various dates in March, community partners booked a library table to promote their programs and services:

March 1, 2025 – PFLAG Niagara
 March 4, 2025 – Niagara Ontario Health Team – ConnectMyHealth
 March 5, 2025 – Bridges CHC – Ontario Seniors Dental Care Program
 March 6, 2025 – PC Works – Resume Refresh
 March 7, 2025 – Niagara Ontario Health Team – ConnectMyHealth
 March 10, 2025 – Birchway Niagara
 March 12, 2025 – Niagara College – Newcomer Programs
 March 12, 2025 – Niagara Ontario Health Team – ConnectMyHealth
 March 13, 2025 – Brain Injury Association of Niagara
 March 20, 2025 – Senior Citizens Advisory Committee
 March 20, 2025 – PC Works – Resume Refresh
 March 26, 2025 – Bridges CHC – Programs & Services
 March 27, 2025 – PC Works – Resume Refresh



Date: April 2, 2025
To: Port Colborne Public Library Board
From: Hannah Madsen
Subject: Public Relations Report – March Break

Recommendation:

That the Port Colborne Public Library Board receives the Public Relations Report – March Break for information purposes.

Public Relations Report Items

1. Children's Programming

- Let's Talk Science: Matter Matters
Children explored the properties and interactions of solids and liquids through demonstrations and hands-on activities, including building a lava lamp. This program was presented by Let's Talk Science. Twenty participated in the activity.
- Let's Talk Science: Investigating Polymers
Children used chemistry to create their own bouncy ball and discovered how polymers make bouncy balls bounce. This program was presented by Let's Talk Science. Fourteen participated in the activity.

2. Teen Programming

- Get Gaming
On Tuesday, teens dropped in to play a variety of games on the Nintendo Switch. Five participated in the activity.
 - Teens: Design with Lego
On Thursday, teens unleashed their creativity to design something new with Lego. Sixteen participated in the activity.
-

3. Passive Programming

- Let's Tell Stories
On both Saturdays, families were invited to the Children's Room for a fun, free, family story time. Eleven participated in the activity.
- Let's Build Lego
On Monday, children were invited to complete a challenge, follow a pattern, and use their imaginations with Lego. Thirty-one participated in the activity.
- Let's Explore Oceans
On Tuesday, children designed their own adorable ocean animals out of Perler beads. Fifty-seven participated in the activity.
- Let's Get Crafty
On Wednesday, children brought their creativity to the Craft Cart and designed their own crafts. Fifteen participated in the activity.
- Let's Make Music
On Wednesday and Thursday, children made their own melodies at the Music Makerspace. Thirty-five participated in the activity.
- Let's Explore Gravity
On Friday, children used the Gravitrax set to experiment with gravity, momentum, and kinetic energy. Eight participated in the activity.
- Take and Makes
Free Take and Make craft kits were available each day during March Break. Thirty kits were handed out each day, for a total of 180 kits distributed.
- More March Break Fun
Families looking for more March Break fun were invited to spend some time colouring, designing a bookmark, and completing the scavenger hunt in the Children's Room. Seventy-five participated in the scavenger hunt.



Children enjoyed a variety of activities over March Break at the library.

Operating Statement by Cost Center

Company Port Colborne Library
Organization Board
 Cost Center: CC0905
 Library
Fund Fund: Operating Fund
 Fund: Storm Fund
 Fund: Wastewater Fund
 Fund: Water Fund
Period 2025 - P03 Mar
Time Period Current Period YTD
Plan Structure Budget YE Dec

Ledger Account	Actual	Total	Budget	Variance
Revenue	13,241.53	13,241.53	47,950.00	(34,708.47)
Government Transfers - Operating	9,600.00	9,600.00	38,300.00	(28,700.00)
Investment Income	120.02	120.02		120.02
Other Revenue - Capital	1,000.00	1,000.00	3,000.00	(2,000.00)
Other Revenue - Operating	283.96	283.96	2,650.00	(2,366.04)
User Charges	2,237.55	2,237.55	4,000.00	(1,762.45)
Total Revenue	13,241.53	13,241.53	47,950.00	(34,708.47)
Expense				
Personnel	166,056.97	166,056.97	750,800.00	584,743.03
Salaries and Wages	126,383.79	126,383.79	578,800.00	452,416.21
Benefits	39,673.18	39,673.18	172,000.00	132,326.82
Non-Personnel	25,717.83	25,717.83	132,295.00	106,577.17
Materials	23,013.27	23,013.27	121,095.00	98,081.73
5100:Communication and Public Relations			500.00	500.00
5105:Computer Software			1,000.00	1,000.00
5115:Equipment Purchase			7,000.00	7,000.00
5125:Hospitality	8.63	8.63	775.00	766.37
5135:Library	19,535.92	19,535.92	77,000.00	57,464.08
5140:Membership Fees	1,050.00	1,050.00	1,500.00	450.00
5145:Postage and Courier	93.17	93.17	700.00	606.83
5150:Program Supplies	71.57	71.57	3,500.00	3,428.43
5160:Utilities	814.08	814.08	17,100.00	16,285.92
5165:Maintenance Supplies	61.06	61.06		(61.06)
5170:Other Material and Supplies	1,207.37	1,207.37	4,320.00	3,112.63
5175:Training, Development and Travel	171.47	171.47	7,700.00	7,528.53
Contract Services	2,624.09	2,624.09	11,200.00	8,575.91
Rents and Financial Expenses	80.47	80.47		(80.47)
Total Expenses	191,774.80	191,774.80	883,095.00	691,320.20
Surplus/(Deficit) Before Allocation	178,533.27	178,533.27	835,145.00	656,611.73
Allocation				
Surplus (Deficit) After Allocation	178,533.27	178,533.27	835,145.00	656,611.73
Transfer			(835,145.00)	(835,145.00)
Transfer Between Companies			(835,145.00)	(835,145.00)
Surplus/(Deficit)	178,533.27	178,533.27		(178,533.27)

February 2025

Printed:

<u>CIRCULATION (PHYSICAL)</u>	<u>2025</u>	<u>2024</u>	<u>+/-</u>	<u>2025 YTD</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>% Change 2025/2024</u>	<u>% Change 2025/2023</u>
Books	3306	3864	-558	6861	7892	7386	-13%	-7%
Periodicals	211	241	-30	413	286	81	44%	410%
DVDs	1061	1546	-485	2334	3161	2391	-26%	-2%
CDs	11	40	-29	66	52	69	27%	-4%
Audiobooks	72	62	10	170	126	147	35%	16%
Board Games	16	36	-20	37	68	70	-46%	-47%
Seed Library	143	3	140	190	17	156	1018%	22%
Video Games	97	158	-61	204	276	322	-26%	-37%
Library of Things	19	0	19	37	0	1	100%	3600%
Library of Things - Storage	3	3	0	12	5	4	140%	200%
Library of Things - Children	49	47	2	103	58	34	78%	203%
Toys and Puzzles	80	211	-131	158	490	229	-68%	-31%
Microfilm	57	40	17	57	62	63	-8%	-10%
TOTAL CIRCULATION	5125	6251	-1126	10642	12493	10953	-15%	-3%
Materials Returned	4395	5350	-955	8896	10938	9544	-19%	-7%
TOTAL TRANSACTIONS	9520	11601	-2081	19538	23431	20497	-17%	-5%
<u>CIRCULATION (DIGITAL)</u>	<u>2025</u>	<u>2024</u>	<u>+/-</u>	<u>2025 YTD</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>% Change 2025/2024</u>	<u>% Change 2025/2023</u>
Electronic Databases	483	159	324	949	261	656	264%	45%
Downloadable Audiobooks	624	629	-5	1337	1246	959	7%	39%
Downloadable eBooks	1032	1080	-48	2295	2297	1934	0%	19%
Downloadable Music	1	1	0	2	5	3	-60%	-33%
Downloadable Video	50	41	9	116	86	83	35%	40%
Downloadable Magazines	591	534	57	1234	1091	333	13%	271%
TOTAL CIRCULATION	2781	2444	337	5933	4986	3968	19%	50%
<u>ILLO & RECIP. BORROWING</u>	<u>2025</u>	<u>2024</u>	<u>+/-</u>	<u>2025 YTD</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>% Change 2025/2024</u>	<u>% Change 2025/2023</u>
Interlibrary Loans --IN	8	7	1	10	19	23	-47%	-57%
LINC Reciprocal IN	751	547	204	1652	1154	1005	43%	64%
TOTAL RECEIVED	759	554	205	1662	1173	1028	42%	62%
Interlibrary Loans --OUT	37	13	24	60	34	60	76%	0%
LINC Reciprocal OUT	597	815	-218	1421	1745	1534	-19%	-7%
TOTAL SENT	634	828	-194	1481	1779	1594	-17%	-7%
<u>REGISTRATIONS</u>	<u>2025</u>	<u>2024</u>	<u>+/-</u>	<u>2025 YTD</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>% Change 2025/2024</u>	<u>% Change 2025/2023</u>
Adults	35	48	-13	68	74	82	-8%	-17%
Children	4	11	-7	9	23	27	-61%	-67%
Non-Resident	6	2	4	18	2	18	800%	0%
Teen	0	0	0	3	0	1	100%	200%
TOTAL REGISTRATIONS	45	61	-16	98	99	128	-1%	-23%
<u>RECEIPTS</u>	<u>2025</u>	<u>2024</u>	<u>+/-</u>	<u>2025 YTD</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>% Change 2025/2024</u>	<u>% Change 2025/2023</u>
Other Sale	285.90	54.00	231.90	431.90	190.95	156.21	126%	176%
Room Rental	160.00	101.70	58.30	290.00	101.70	135.60	185%	114%
General Donations	5.32	1010.00	-1004.68	9.75	1025.00	1016.00	-99%	-99%
Used Book Sales	473.50	310.20	163.30	693.80	463.35	546.30	50%	27%
Photocopy/Print/Fax Fee	792.52	359.20	433.32	1169.05	737.70	600.40	58%	95%
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	607.00	0%	-100%
Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0%	0%
SUBTOTAL	1717.24	1835.10	-117.86	2594.50	2518.70	3061.51	3%	-15%
Capital Donations	0.00	100.00	-100.00	0.00	650.00	2964.53	-100%	-100%
TOTAL RECEIPTS	1717.24	1935.10	-217.86	2594.50	3168.70	6026.04	-18%	-57%
<u>MATERIALS</u>	<u>2025</u>	<u>2024</u>	<u>+/-</u>	<u>2025 YTD</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>% Change 2025/2024</u>	<u>% Change 2025/2023</u>
No. of Books Repaired	78	18	60	78	55	70	42%	11%
Donations added to Collection	0	35	-35	11	55	55	-80%	-80%
Used Books Sold	161	193	-32	538	263	401	105%	34%

PROGRAMS AND EVENTS	2025	2024	+/-	2025 YTD	2024 YTD	2023 YTD	% Change 2025/2024	% Change 2025/2023
No. of Prog/Events							0%	0%
Teen Programs	5	0	5	10	0	2	100%	400%
Pop-Up Library Visits	1	1	0	4	1	1	300%	300%
Community Events	13	28	-15	25	52	73	-52%	-66%
Children's Programmes	26	19	7	51	28	14	82%	264%
Class Visits	5	3	2	5	3	1	67%	400%
* Tech	53	30	23	107	67	0	60%	100%
* Seniors	2	2	0	4	2	0	100%	100%
TOTAL	105	83	22	206	153	91	35%	126%
No. of Attendees								
Teen Programs	5	0	5	12	0	181	100%	-93%
Pop-Up Library Visits	10	4	6	53	4	13	1225%	308%
Community Events	77	370	-293	185	686	267	-73%	-31%
Children's Programmes	428	477	-49	760	522	252	46%	202%
Class Visits	112	77	35	112	77	27	45%	315%
* Tech	53	30	23	107	67	0	60%	100%
* Seniors	5	7	-2	12	7	0	71%	100%
TOTAL	690	965	-275	1241	1363	740	-9%	68%
* Tech and Seniors previously categorized under Community Events								
No. of Rentals/Reservations								
Room Rentals	8		8					0%
Study Booth, Glass Room, Pavilion Usage / Reservation	11		11					0%
Sign Rentals	0		0					0%
No. of Attendees								
Room Rentals	87		87					0%
Study Booth, Glass Room, Pavilion Usage / Reservation	18		18					0%
*Room Rentals previously categorized under Community Events								
ALL COMPUTER USERS	2025	2024	+/-	2025 YTD	2024 YTD	2023 YTD	% Change 2025/2024	% Change 2025/2023
Wireless Computer Users	0	477	-477	0	498	697	-100%	-100%
Computer Workstation Users	211	307	-96	465	559	548	-17%	-15%
TOTAL	211	784	-573	465	1057	1245	-56%	-63%
PATRON COUNT	2025	2024	+/-	2025 YTD	2024 YTD	2023 YTD	% Change 2025/2024	% Change 2025/2023
	3405	3920	-515	7126	7385	5998	-4%	19%
LIBRARY HOMEPAGE HITS	2025	2024	+/-	2025 YTD	2024 YTD	2023 YTD	% Change 2025/2024	% Change 2025/2023
	1838	1604	234	4080	3119	3088	31%	32%
ONLINE CATALOGUE HITS	2025	2024	+/-	2025 YTD	2024 YTD	2023 YTD	% Change 2025/2024	% Change 2025/2023
	2232	1963	269	5293	4201	3348	26%	58%
SOCIAL MEDIA	2025	2024	+/-	2025 YTD	2024 YTD	2023 YTD	% Change 2025/2024	% Change 2025/2023
Facebook								
Page Likes/Followers	1770	1634	136	1770	1634	1367	8%	29%
Total Post Views	19330	6408	12922	61685	35073	23605	76%	161%
Total Post Interactions	541	129	412	1591	764	745	108%	114%
Total Posts	49	21	28	106	45	67	136%	58%
Instagram								
Page Likes/Followers	1350	1229	121	1350	1229	1127	10%	20%
Total Post Views	11484	2579	8905	19906	6356	6885	213%	189%
Total Post Interactions	399	94	305	685	252	404	172%	70%
Total Posts	64	21	43	122	43	57	184%	114%

<u>eNEWSLETTER</u>	<u>2025</u>	<u>2024</u>	<u>+/-</u>		<u>2025 YTD</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>% Change</u> <u>2025/2024</u>	<u>% Change</u> <u>2025/2023</u>
New Contacts	6	0	6		14	0	21	100%	-33%
Total Contacts to Date	497	386	111		497	386	270	29%	84%
Email Opens	0	187	-187		266	391	315	-32%	-16%
Clickthroughs	0	24	-24		55	68	68	-19%	-19%
<u>PRINTING & PHOTOCOPY</u>	<u>2025</u>	<u>2024</u>	<u>+/-</u>		<u>2025 YTD</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>% Change</u> <u>2025/2024</u>	<u>% Change</u> <u>2025/2023</u>
Public Computers	146	177	-31		299	290	518	3%	-42%
Mobile Print	120	47	73		255	120	0	113%	100%
Pages in Black and White	3034	1514	1520		4468	2924	2358	53%	89%
Pages in Colour	34	30	4		52	56	47	-7%	11%
Total Print Jobs	266	224	42		554	410	518	35%	7%
Total Number of Pages	3068	1544	1524		4520	2980	2405	52%	88%

FEB 2025

MONTHLY REPORT

INTERACTIONS

NEW
PATRONS

45

PATRON
VISITS

3,405

CATALOGUE
VISITS

2,232

WEB
VISITS

1,838

PHYSICAL CIRC

5,125

DIGITAL CIRC

2,781

ITEMS BORROWED
FROM LINC
LIBRARIES

751

ITEMS LOANED TO
LINC LIBRARIES

597

CIRCULATION

PROGRAMS

TOTAL
PROGRAMS

105

PROGRAM
ATTENDANCE

690

SOCIAL MEDIA
POSTS

113

eNEWSLETTER
SUBSCRIBERS

497

PAGES PRINTED
& COPIED

3,068

COMPUTER
USERS

211

ePRINTit
PRINT JOBS

120

TECH HELP

53

LIBRARY TECH

HIGHLIGHTS

- Blind Date with a Book
- PD Day: Butterfly Craft
- Community Connect: Elections Ontario
- Freedom to Read Week
- Community Newspaper: The Port Colborne Observer



New community newspaper

Provide a brief description of the proposed technology initiative (500 words or less).

The Port Colborne Public Library is seeking to launch a teen Gamerspace. The proposed Gamerspace will be available during library open hours and will provide local teens with a safe, welcoming space in their community to engage with friends and enjoy gaming. The Gamerspace will include video game consoles and video games, which teens will be able to borrow for in-library use to enjoy single-player and multiplayer games.

The Gamerspace will include a Nintendo Switch console, extra Joy-Con controllers to facilitate multiplayer gaming, and a small collection of in-library use Switch games. The Gamerspace will be supplemented with our existing video game collection, which can be used in the Gamerspace or checked out.

Include a budget breakdown for how the \$500 will be spent.

The grant will be used to purchase a Nintendo Switch Console at \$399.99 and an additional pair of Joy-Con controllers at \$99.99. The library will continue to use its existing video game budget to purchase Switch games that can be used in the Gamerspace.

HOW IS YOUR HEARING?



Niagara
**HEARING
& HEALTH**

- ☐ Do people seem to mumble?
- ☐ TV volume set too loud?
- ☐ Hard to hear on the phone?
- ☐ Ringing in your ears?

73
ie



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SERVICES INC.



Kayleigh Peterson

COMMUNITY

Port Colborne Children's Book Now Available to the Community

By **KEASHA MAILE, PCO**

A book created by Port Colborne children is now available in local school libraries and for purchase at the Port Colborne Public Library, giving young artists a chance to see their work shared across the community.

The book, which recently won the Minister's Award for Innovation at the Ontario Library Association Super Conference, was created at the City of Port Colborne's Touch-A-Truck event on Oct. 3. During the event, children explored various trucks, vehicles, and equipment used by City staff and expressed their experiences through drawings. These illustrations were then compiled by the Port Colborne Public Library into a published book.

Library CEO Rachel Tkachuk highlighted the significance of the project in amplifying



Port Colborne Public Library Librarian Hannah Madsen holds a copy of the *Touch-A-Truck* book created by local children

children's voices. "The Touch-a-Truck Book inspires literacy and allows children to see themselves reflected in their community by making them published authors in their own schools and library," she said. "We are grateful for the opportunity to collaborate with the City on this project."

Following its recent award, interest in the book has grown. "We are deeply honoured to receive the Minister's Award for Innovation, and we are grateful for the recognition of our efforts to connect the community through storytelling and creativity," Tkachuk said. "It's great to be able to share this type of project with libraries from across the province."

Each elementary school library in Port Colborne will receive a donated copy of the book.

Community members can also purchase a copy for \$10 at the library, with proceeds supporting children's programming. Orders are printed on demand, and payments can be made with cash, debit, or cheque.

This special book stands as a creative testament to the city's youngest residents, celebrating their perspectives while encouraging literacy and artistic expression.



Port Colborne Public Library CEO Rachel Tkachuk (left) and Librarian Hannah Madsen hold a copy of the *Touch-A-Truck* book created by local children



Date: April 2, 2025
To: Port Colborne Public Library Board
From: Rachel Tkachuk, Chief Executive Officer
Subject: CEO's Report

Recommendation

That the Port Colborne Public Library Board receive the CEO's Report, for information.

1. Facilities Updates

- An air purifier with HEPA filters was added to the main floor of the library. Two additional units will be ordered for the main floor.

2. City Partnerships and Opportunities

- Surveys
Ongoing City surveys were available for the public at the library, including:
 - Future of Healthcare in Port Colborne
 - Grain Terminal
 - Future of Child Care in Port Colborne
 - Dredging at Sugarloaf Marina and the Public Boat Launch
 - Backyard Chickens within Port Colborne's Urban Boundary
- Top Hat Ceremony
The Top Hat Ceremony was celebrated at Lock 8 Park on Monday, March 24, 2025. Library staff attended planning sessions for the event and worked collaboratively with the Museum and Communications Team to provide commemorative buttons and informational brochures for attendees. Remaining buttons were distributed at the library.
- Library of Things Reel
The City's Communications Team created a promotional video for social media to spotlighted items from the Library of Things collection.

3. The Port Colborne Observer Newspaper

An article about the Touch-a-Truck book was featured in the March 13, 2025,

edition of the Port Colborne Observer. Staff from the Observer have invited the library to contribute a monthly “Librarian’s Corner” column, which has been scheduled to start in April. Each month, the library’s column will feature a different library collection, program, or service.

4. Touch-a-Truck Book Update

On Monday, March 3, 2025, Steph Vivier of Niagara in the Morning 610 CKTB interviewed library staff about the Touch-a-Truck book, the award, and the donation of books to local schools.

The Touch-a-Truck books were delivered to local elementary schools for their school library collections.

5. International Art & Found Day! March 12, 2025

International Art & Found Day is an annual event that takes place worldwide. Artists choose one or more artwork to drop off within their communities. Art is wrapped and clearly marked with the hashtag #ArtandFoundDay. An additional note is on the inside with information about the piece and the artist.

On March 12, 2025, the library promoted the event and was a participating location for Port Colborne’s Art & Found Day where the community could pick up a piece of free artwork.

6. Donation

In March, the library received a donation of \$1,000. A letter of thanks will be sent on behalf of the Library Board.

7. Ontario Library and Information Technology Association (OLITA) Micro-Grant

OLITA offers a Library Technology Micro-grant, which provides \$500.00 in funding to support Ontario libraries in enhancing their community’s technology resources and services. This grant aims to help libraries adopt or improve technological tools that enhance accessibility, improve digital literacy, or provide innovative services to their communities.

On March 5, 2025, library staff applied for the OLITA Library Technology Micro-Grant for an in-library teen GamerSpace. Please see attached grant under correspondence.

8. Additional Bin Delivery

Starting April 1, 2025, a second weekly bin delivery to Port Colborne was added to the LiNC delivery schedule.

Previously, patrons could wait up to two weeks for their items, depending on order timing and location. With two deliveries per week, most requests will now be fulfilled within the same week.

This change is anticipated to balance staff workload. Previously, processing on Friday's single delivery took three to four hours. The additional delivery will be distributed throughout two days, reducing efforts on Fridays and the amount of shelving will be more evenly distributed throughout the week.

The cost to implement the second bin delivery is \$48 per week and will cost and will cost approximately \$2500 per year.

Port Colborne was one of the last to operate with a single weekly bin delivery, while other LiNC libraries had already transitioned to two. This update aligns our process with other LiNC libraries, improving efficiency and customer service.

9. Connectivity Grant

The annual Connectivity Grant from Ontario Library Service was deposited on Thursday, March 27, 2025 in the amount of \$9,600.00.

Respectfully submitted,



Rachel Tkachuk
Chief Executive Officer

Financial Control/Oversight

Policy Number: **GOV-06**

Initial Policy Approval Date: **Jan. 2013**

Last Review/Revision Date: **Apr. 2019, Feb. 2022, Feb. 2024, 2025**

Year of Next Review: **2029**

The library board is accountable to the community for the library's financial affairs. The board must ensure adequate controls are in place to manage finances and ensure that the library has adequate resources to deliver service and fulfill its mission. This policy sets out the board's financial practices.

The Treasurer of the Board shall be the Chief Executive Officer.

Section 1: Accountability

1. Financial Year

The financial year of the Port Colborne Public Library will terminate on the 31st day of December in each year.

2. Bank Accounts

In accordance with the Public Libraries Act, R.S.O. 1990, c. P44 s. 15(4b), the treasurer will open an account or accounts in the name of the board in a chartered bank, trust company or credit union approved by the board.

3. Signing Officers

- a) The board shall appoint at least three signing officers, one of which will be the treasurer.
- b) Signing authority for the bank account in the name of the Port Colborne Public Library will be granted to the Chair and Vice Chair of the Board, and to the Treasurer of the Board.
- c) All cheques or other orders for the payment of money in the name of the Port Colborne Public Library will be signed by any two officers, one of whom must be the Chair or Vice Chair and the second must be the Treasurer.
- d) **The CEO shall be the signing officer for contracts with vendors and granting agencies.**

4. Budget

- a) The board, with the assistance of the treasurer, shall develop an annual operating budget showing potential revenue from all sources (province, local, donations, self-generated) and proposed expenses for library operations.
- b) The board, with assistance of the treasurer, may prepare a long-term capital budget which supports the library's approved long-term goals.
- c) The Annual Operating and Capital budgets shall be approved at a meeting of the library board.

5. Estimates

- a) In accordance with the Public Libraries Act, s. 24(1), the board will submit to council, annually on or before the date and in the form specified by council, estimates of all sums required during the year.
- b) The board will provide sufficient information to support the estimates.

6. Electronic Transfers

- a) The library will authorize the Province of Ontario to make all payments by direct deposit into the library's bank account. Public Library Operating Grants, Pay Equity Grants and any other funds from government sources will be deposited directly into the library board bank account via Electronic Funds Transfer.

7. Transfer of Funds to a Municipality

- a) At any time, by a motion of the library board, the treasurer may transfer funds from the library bank account to a municipality bank account to pay public library board bills.
- b) The library board will authorize the bank to transfer non-budgeted funds from the library board bank account to the City of Port Colborne account or at any time there is a credit balance in the library board account. This authorization will take the form of a letter signed by all **three** signatories.
- c) Transfers approved by the board in the annual budget are considered authorized by the board.

Section 2: Financial Responsibilities of Chief Executive Officer (CEO)

1. The Library CEO will be the treasurer for the library board, working with the City of Port Colborne staff provided through shared services with the City of Port Colborne to maintain and report on library finances.
2. The CEO will submit a copy of the financial statement to the provincial Ministry responsible for libraries as part of the requirements to complete the Public Library Operating Grant (PLOG) application, if required or upon Ministry request.
3. The CEO is authorized to operate the Library within the approved budget **and shall authorize payments of all invoices and payroll within the budgeted amounts.**
4. **The CEO may apply for, and bind, any grants deemed appropriate for the operations of the library.**
5. **The CEO may accept donations of cash, in-kind, or materials to support the operations of the library.**

Section 3: Financial Monitoring

1. The board monitors the finances to ensure that the ongoing financial position of the library is consistent with the priorities approved by the board. The board shall monitor the monthly financial report as prepared by the Treasurer, at each meeting. The board may enter into a service agreement with the municipality for the municipal staff to handle financial services such as for any or all of accounts payable, accounts receivable, payroll, bookkeeping or other accounting services.

Where the municipality handles financial services, financial authority rests with the Library Board. **Service relationships with the municipality are documented in Schedule "A" Support Services Section 2 of the Memorandum of Understanding Between the Port Colborne Public Library and the Corporation of the City of Port Colborne**

2. In accordance with the Public Libraries Act, s. 24(7), the accounts of the board shall be audited by a person appointed under section 296 of the Municipal Act, S.O. 2001, c. 25 and submitted to the council annually on or before the date specified by the council.
3. An audit may also be undertaken, upon the death, resignation, dismissal or other termination of the treasurer of the board, and at such other times as the board shall direct.

Section 4: Funds from the Disposal of Assets

1. The board wishes to ensure that the disposal and sale of non-capital surplus assets is fair and transparent.
 - a) Items held on the Municipal ledgers shall be turned over to the municipality for disposition.
 - b) Items expensed under the library budget shall be held on the library ledger, and therefore funds from the sale of disposed assets shall be returned to the library accounts. Disposal of these items falls under OP-18. Library Collection materials are exempt from this policy and will follow OP-04.

Section 5: Tangible Capital Assets

The library will follow the City of Port Colborne Tangible Capital Assets Policy, with the following library-specific guidelines and exceptions:

1. Responsibility

The Municipality will compile and maintain records and prepare reports for specific tangible capital assets related to:

- a) land and land improvements for the library space
- b) building and building improvements for the library space

The library will compile and maintain records and prepare reports for the following tangible capital assets:

- a) shelving and furniture
- b) specialty and other equipment
- c) library-owned computer hardware and software
- d) resource materials, collections

Related Documents:

- Port Colborne Public Library Board. BL 01: Board By-law
- Port Colborne Public Library Board. OP-04: Collection Development
- Port Colborne Public Library Board. OP-18: Purchasing/Procurement of Goods and Services
- Memorandum of Understanding Between: the Port Colborne Public Library and the Corporation of the City of Port Colborne
- Municipal Act, S.O. 2001, c. 25
- Public Libraries Act, R.S.O. 1990, c. P44



Administrative Policy No:	FIN - 03
Policy:	TANGIBLE CAPITAL ASSET POLICY
Effective:	September 28, 2020 (NEW)
Revised:	
Current Legislation:	
Applicable to:	Capital Asset Transactions
Policy Owner:	Director of Corporate Services / Treasurer

Policy Statement

The Corporation of the City of Port Colborne (the “City”) purchases tangible capital assets to support the operations of the City. This policy is intended to be complimentary to the City’s Capital Asset Management Policy that is subject to Ontario Regulation 588/17.

The purpose of this Capital Asset Policy is to ensure the stewardship of the City’s tangible capital assets and the corresponding accounting practices.

All tangible capital assets purchased by the City regardless of funding source or account are the property of the City unless expressed in writing otherwise. Tangible capital assets purchased must be for the benefit of the City.

1) Delegated Authority

Financial Services is responsible for the financial accounting of tangible capital assets. Tangible capital assets are to be accounted for in accordance with Canadian public sector accounting standards and this policy.

Departments purchasing tangible capital asset purchases must do so in accordance with the City’s Purchasing Policy subject to budgetary approval.

Departments carry responsibility for certain record keeping responsibilities as outlined in this policy.

2) Record Keeping

The responsibility for maintaining capital asset records resides with the following departments:

Tangible capital asset	Department
Buildings	Public Works: Facilities
Furniture and fixtures	Public Works: Facilities
Information Technology	Corporate Services: Information Technology

Infrastructure [Linear (roads, water, wastewater, storm sewer) and Bridges and Culverts assets]	Public Works: Engineering
Land	Planning and Development: Planning
Land improvements	Public Works and Community Services
Machinery and equipment	Unit purchasing and maintaining the tangible capital asset
Vehicles	Public Works: Fleet
Works of Art	Museum and other departments as required
Library Assets	Library

The level of detail required to be maintained in a capital asset inventory is a balance between the cost of data collection, tracking and analysis and the beneficial use of the information gathered. At a minimum, the identified department with responsibility for maintaining the capital asset records are expected to maintain the following information:

- A capital asset continuity schedule identifying tangible capital assets in use at the beginning of the fiscal year, tangible capital assets purchased and disposed of during the year, and tangible capital assets in use at the end of the fiscal year
- The date of each capital asset purchase
- Projected date of replacement and forecasted replacement cost, if applicable
- The individual with carriage of the capital asset
- The location of the capital asset
- The date of disposal, proceeds on disposal and how the asset was disposed (e.g. redeployed, donated, sold, scrapped)

These records are to be filed with Financial Services tri-annually no later than the second Friday of January, May and September of each year.

3) Accounting at Acquisition

Tangible capital assets are recorded at cost. Cost includes all the directly attributable expenses other than interest costs and labour of City employees in the acquisition, construction, development and/or betterment of the asset required to install the asset at the location and in the condition necessary for its intended use. Contributed tangible capital assets are capitalized at their estimated fair market value at the date of contribution. Construction costs are capitalized at cost as work progresses.

4) Accounting for Capital Leases

A lease can result in a tangible capital asset when the contractual terms result in the transfer of substantially all the benefits and risks inherent in ownership of the property to the City. A corresponding liability will be setup to offset the tangible capital asset. The value will equal the present value of the minimum lease payments, excluding the portion

related to executory costs (costs relating to the operation of the leased tangible capital asset – e.g. insurance, maintenance costs and taxes).

5) Accounting for Pooled Tangible Capital Assets

Pooling is the combination of similar tangible capital assets within an asset classification. For the purpose of maintaining a general ledger amortization schedule, tangible capital assets other than building, infrastructure, land improvements, specifically identified machinery and equipment by a department and vehicles are pooled by classification type and by year for the purpose of creating a capital asset. Pooled assets are amortized and later removed from the general ledger amortization schedule once fully amortize unless notification of disposal is received prior to the pooled assets being fully amortized.

6) Accounting for Componentization

Building and infrastructure assets (roads, water, wastewater and storm sewer) are recorded on a componentized basis.

Category	Component
Building	Structure, Enclosure, Electrical, Mechanical, Fire Safety, Elevator, Finishes, Sitework and Other
Roads	Base (Paved), Surface (Paved), Gravel Roads, Sidewalks, Curb and Gutter, Guiderails, Street Lights, Traffic Signals, Road Signs
Water Distribution System	Mains, Hydrants, Water Chambers, Service Lines, Stations, Bulk Water Depot, Water Meters
Wastewater Network	Gravity Mains, Manholes, Pumping Station, Sewer Laterals
Storm Sewer Network	Mains, Chambers, Manhole, Inlets, Outlets, Storm Retention Ponds

7) Amortization

Amortization is a cost allocation method to recognize the purchase cost of tangible capital assets over the period of time that the tangible capital asset will be used. It is not intended to represent fair or market value of a capital asset.

Tangible capital assets purchased or constructed are amortized based on the date the asset is placed in service or the constructed asset being substantially completed.

Tangible capital assets are amortized on a straight-line basis (1/2 year recorded in year of purchase, construction or disposal) as identified in Schedule A.

8) Additional considerations

Subdivisions

Assets that meet the definition of Primary Services and Secondary Services of the Subdivision Agreement are effectively controlled by the City once the Plan of Subdivision is registered. These assets will be recorded by the City at the cost provided by the Developer's Consulting Engineer in the Completion Certificate(s).

Municipal Drains

Municipal drains will not be considered a land improvement and therefore will not be considered a tangible capital asset.

Works of Art

Works of Art for display in or on municipal buildings and property are not included as tangible capital assets. Works of art are held for exhibition, education and historical interest. They are deemed worth of preservation because of the social rather than financial benefits they provide to the community.

9) Disposals of Tangible Capital Assets

Those assigned with carriage of a tangible capital asset are responsible for communicating a request for disposition with the department responsible for the recording keeping once it has been determined that:

- There are no other potential users within the department with carriage of the tangible capital asset;
- Consultation has occurred with other departments that may also use the tangible capital asset and may want the tangible capital asset.

In the event a tangible capital asset cannot be redeployed the department responsible for record keeping will facilitate either a donation, sale or other form of disposal. The decision and process used for sale (e.g. trade-in, public auction, negotiation, etc.) must be made to maximize the benefit to the City.

The disposition of land, building and/or infrastructure requires Council approval. In the event such a disposition is to occur, Financial Services is to be notified.

Proceeds less any costs associated with the sale of a capital asset other than Fleet trade-ins will be credited to a global capital asset account to support future tangible capital

budgets unless restricted by an external funding agency. Fleet trade-ins will be used to offset other fleet purchases.

A decision to donate or sell a capital asset to an employee (except if the tangible capital asset is purchased through a public auction or other means) requires the approval of the Director of Corporate Services / Treasurer.

If a tangible capital asset is purchased by an employee other than through a public auction or other public means and the proceeds are less than the fair market value, a taxable benefit will be assessed to the employee. In this situation Human Resources will be notified to complete the necessary tax filings.

10) **Definitions**

Tangible Capital Asset: a tangible item and/or betterment to a tangible item used on a continuing basis with a useful life greater than one year. A tangible capital asset has an individual or pooled value greater than \$5,000 unless otherwise identified.

Betterment: subsequent expenditure on tangible capital assets that increase output or service capacity, lower associated operating costs, extend the useful life or improve the quality of the output.

Carriage of tangible capital asset: the person who purchased the tangible capital asset and/or is using the tangible capital asset. If no one person can be identified, responsibility is with the department Director unless otherwise delegated.

Includes: used herein means "includes without limitation".

Land: real property, real estate, or immovable property and any interest therein and includes any subset of land that has been legally defined and the improvements to it made by human efforts including but not limited to buildings, machinery, and roads.

Schedule A

The amortization period by category and component are as follows:

ASSET TYPE	ESTIMATED USEFUL LIFE
Bridges and Culverts	
Bridges	50 years
Culvert (Diameter no less than 3 meters)	50 years
Buildings	
Structure	50 years
Enclosure (Envelope)	20 - 30 years
Electrical	20 - 30 years
Mechanical	10 - 25 years
Fire Safety	15 years
Elevators	25 years
Finishes	10 - 30 years
Sitework	20 years
Other	10 - 50 years
Information Technology	
Computer Hardware	3 years
Computer Software (Do not include annual service and license fee)	3 - 10 years
Office Equipment	3 - 10 years
Land Improvements	
Fences	35 years
Marina	15 - 100 years
Parking Lots	
- Surface	20 - 30 years
- Substructure/Base	50 years
Park Infrastructure (Playground, Splash Pad, Sports Field, Pedestrian Infrastructure)	10 - 25 years
Pedestrian Bridges	50 years
Trails and Pathways	
- Surface	20 - 30 years
- Substructure/Base	50 years
Library	
Leasehold Improvements (Refer to Building Components)	10 - 50 years
Library Books and Video Collection (Pooled)	7 years
Machinery and Equipment	
Fire Equipment	5 - 15 years
Machinery and Equipment	10 - 30 years
Small Equipment (pooled)	5 - 10 years

Road Network	
Curb and Gutter	30 years
Gravel Roads	10 years
Guiderails	30 years
Paved Roads - Base	50 years
Paved Roads - Surface	10 - 20 years
Sidewalks	30 years
Signs (pooled)	10 years
Street Lights	20 - 30 years
Traffic Signals	20 years
Storm Sewer Network	
Storm Mains	50 - 75 years
Storm Culvert	30 years
Manhole	50 years
Storm Chambers and Retention Pond	75 - 100 years
Water Distribution Network	
Distribution Pipe	50 - 75 years
Service Lateral	50 - 75 years
Chambers	50 - 75 years
Hydrants, Water Stations, Bulk Water Depot	30 years
Manhole	50 years
Water Meters	20 years
Wastewater Network	
Gravity Mains	50 - 75 years
Sewer Lateral	50 - 75 years
Manhole	50 years
Vehicles	
Cars and Trucks	10 - 15 years
Fire Trucks	20 years
Land	N/A
Work In Progress	N/A