



Port Colborne Public Library Board Meeting Addendum

Date: Wednesday, June 4, 2025
Time: 6:00 pm
Location: Library Auditorium, Port Colborne Public Library
310 King St, Port Colborne

Pages

6. Decision Items

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*a.	Appendix A: 2026 Library Operating Budget	8

Date: June 4, 2025
To: Port Colborne Public Library Board
From: Rachel Tkachuk, Chief Executive Officer
Subject: 2026 Library Operating Budget

Recommendation:

That the Port Colborne Public Library Board (the Board) approves the 2026 Operating Budget submission as outlined in Appendix A.

Purpose:

The purpose of this report is to present the 2026 Operating Budget to the Board.

Background:

The budgeting process acknowledges that needs, opportunities, and challenges change as the Library strives to meet the needs of its user communities year by year. Library operating expenses are calculated by Library Staff in collaboration with City Staff.

The 2026 Operating Budget allows reasonable flexibility to adapt and optimize activities with restraint, responsible planning, and accountability. While finalizing the budget submission, staff have been cognizant that the City provides over 90% of the Library's operating revenue, and of the Board's role as a supportive partner of the City.

The 2026 Operating Budget is also informed by the Board's 2023-2027 Strategic Plan and looks forward to the implementation of services and strategies which started in 2023 and will move forward incrementally throughout the life of the Board's Strategic Plan.

The proposed Operating Budget supports the goals of the Strategic Plan by:

- Ensuring cost-effective and operational efficiencies
 - Focusing on expanding quality library service and enhancing the user experience
 - Modernizing and investing in leading-edge technology
 - Meeting the needs of an energized City with a rising population and changing
-

demographics

- Supporting the Board and City's visions and missions
- Ensuring that library staff are equipped, supported, and ready for the future

The 2026 Operating Budget ensures sufficient funding to meet the needs of the Library's user communities while being mindful of inflation, fiscal restraints, and operational costs. The budget supports the library's operations, expansion of quality services, and optimized customer-focused service levels to ensure accessible, diverse, and affordable programs that align with both the Board's and the City's Strategic Plans. The budget takes into consideration staffing costs due to upcoming contract negotiations.

1. Funding Sources

- Municipal funding accounts for approximately 90% of the Library's Operating Budget.
- Provincial funding has remained unchanged since the mid-1990s. The Library does not anticipate any increase to the provincial Public Library Operating Grant (PLOG) of \$38,300 (which includes a pay equity component) in 2026.
- Other grants, including federal and provincial grants, are generally dependent on applications based on programming and other needs identified during the Operating Budget year.

2. Alignment with the Strategic Plan

The proposed 2026 Operating Budget supports the Library's priority goals, vision and mission, and supports the City's strategic pillars.

2023-2027 Port Colborne Public Library Strategic Plan Goals:

Mission Statement	Vision Statement
The Port Colborne Public Library is committed to providing the services necessary to meet the needs of its user communities.	Empower. Enrich. Educate.

Goal 1	To maintain and develop high-quality, inclusive programming and services for our user communities
Goal 2	Retaining, recruiting and innovating in human capital
Goal 3	Strengthening accessibility and sustainability of library spaces / Developing the Cultural Block
Goal 4	To exercise financial stewardship by leveraging all funding sources and partnership opportunities
Goal 5	Trailblazing library trends while maintaining core library services / Developing methods to deliver and strengthen innovative user experiences
Goal 6	Engaging our external stakeholders and user communities to ensure good decision-making for the benefit of all

2023-2026 City of Port Colborne Strategic Pillars:

Mission Statement
To provide an exceptional small-town experience in a big way.

Vision Statement
A healthy and vibrant waterfront community embracing growth for future generations.

Pillar 1	Environment and Climate Change
Pillar 2	Welcoming, Livable, Healthy Community
Pillar 3	Economic Prosperity
Pillar 4	Increased Housing Options
Pillar 5	Sustainable and Resilient Infrastructure

Discussion:

The Library highlights that the budget is a plan to allocate resources in advance for the maximum benefit of City residents and patrons. It is a method to authorize revenue and expense authority. Certain assumptions and estimates are necessary which are based on information available to staff at the time of preparing the budget.

The development of the annual Operating Budget takes into consideration maintaining current services levels to the levels identified in the Library's Strategic Plan, patron

safety, and being fiscally responsible.

1. Areas of Focus and Budget Pressures

a. Self-Generated Revenue

Self-generated revenue has increased. The draft budget anticipates an increase of 27.78% for revenue during the fiscal year. With 20% representing the annual Connectivity Grant, which was not previously budgeted as grant revenue from the province is not guaranteed year-to-year.

Fines –The library charges for damaged and lost books, and for the replacement of lost library cards.

Fees and Sales – The Library charges fees for some services including print and copy services, room rental, and sign rental.

Fundraising – The Library’s ongoing book sale generates revenue year-round. In 2025, the Library expanded its fundraising efforts through the sale of tote bags.

Donations and Other Grants – Donations and grants are cyclical in nature and depend on certain programs and events planned during the Operating Budget year. Staff will continue to explore new funding opportunities in 2026, in tandem with enhanced donor engagement strategies.

b. Technology

Spending in 2026 will support the Strategic Plan in the area of technology through:

- Continued investment in modernization and innovation to enhance the user experience and to give ease of access to library collections and services
- Updating customer-facing technology to meet the public’s need to connect, work and learn in an accessible, welcoming space
- Responding to the increased demand for staff with technical and digital technology expertise (for both staff-use and customer-use) and rising expectations from customers for staff to solve their technology needs in an

increasingly digital environment

- Building and maintaining a leading-edge information infrastructure that understands customer requirements, supports technological innovation, integrates multiple information systems, connects to global information sources, and provides self-service access to core library services remotely

The budget allows for an increased investment in digital and community-based services that support vulnerable populations.

c. Library Collections

The collections budget includes print materials, digital materials, audiovisual and electronic materials (all of which are expensed in the Operating Budget and then capitalized as assets and amortized). The collections budget has been divided into traditional and non-traditional collections (physical materials), and digital resources.

Spending in 2026 will support the Strategic Plan in the development of the library collections through:

- Responding to the increased demand for digital resources such as downloadable audiobooks, eBooks, and digital magazines and newspapers
- Responding to the increased demand for free lendable technology to help break down the digital divide for vulnerable populations
- Responding to increased demand for free lendable objects to help patrons explore items that they may not otherwise be able to afford including musical instruments, board games, sports equipment, and more

d. Resource Delivery

Expenses for resource delivery are primarily associated with the integrated library software system (ILS), Libraries in Niagara Cooperative (LiNC) consortium fees, resource sharing, training, and delivery service.

e. Staff Development

Spending in 2026 will support the Strategic Plan to ensure the continued empowerment, enrichment, and education of library staff at all levels through

training, and to support mastery of technology that supports their ability to best perform their jobs.

f. Modernization and Innovation

Spending in 2026 will support the Strategic Plan to continue modernization and innovation efforts in telecommunications, computer and software upgrades, and further digital innovations in media spaces.

g. Facilities Maintenance, Utilities, Cleaning and Associated Contract Services

Spending in 2026 will support the Strategic Plan to focus on preventative maintenance to increase the life of the building, the prudent management of a sustainable facility, and energy conservation strategies to reduce utilities costs. Facility cleaning and security monitoring contracts are in place.

The facilities budget estimates are set in collaboration with the City of Port Colborne.

h. Supplies and Services

Spending in 2026 will support the Strategic Plan through the continued prudent procurement of supplies and equipment.

i. Personnel

Salaries and benefits are the key cost driver for the Port Colborne Public Library. The Board identifies staff as its most important resource in the delivery of library services. Accordingly, the Board added “People” as a goal in its Strategic Plan. The Board is committed to ensuring that the Operating Budget focuses on retaining, recruiting, and innovating in human capital. Budgeted personnel costs include provisions for increases for union staff, as well as cost-of-living increases for non-union staff.

Internal Consultations:

The Library would like to thank City staff from Financial Services, Information Technology, and Human Resources departments for their leadership and support in

developing this 2026 Operating Budget.

Financial Implications:

Library staff identifies the proposed 2026 Operating Budget is a staff recommendation that the Board can adjust, if required.

Conclusion:

The 2026 Operating Budget supports the Board's goals, vision, and Strategic Plan, and the City's strategic pillars to ensure continued quality and vibrant services to meet the needs of the library's user communities.

The budget is informed by and supports the Board's Strategic Plan and forms the foundation of a multi-year plan to achieve the Board's strategic goals.

Staff recommends the approval of the 2026 Operating Budget as presented.

Respectfully submitted,



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City of Port Colborne
2026 Operating Budget
CC0905 Library

Ledger Account	Total (YTD - May)	2025 Budget	Forecasted 2025 Actuals	Variance	Proposed	Forecasted				Comments
					2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	
Revenue										
Government Transfers - Operating										
Operating Grant - Province of Ontario	9,600.00	38,300.00	47,900.00	(9,600.00)	47,900.00	47,900.00	47,900.00	47,900.00	47,900.00	PLOG & Connectivity Grant
Investment Income										
Bank Interest	141.19		150.00	(150.00)	-	-	-	-	-	
Other Revenue - Capital										
Capital Donations	1,100.00	3,000.00	3,000.00		3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	
Donations - Operating										
General Donations	76.13	2,000.00	2,000.00		2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	
Other Revenue										
Other Revenue	75.30		100.00	(100.00)	-	-	-	-	-	
Rental Income										
Room Rental	380.00	550.00	550.00		550.00	550.00	550.00	550.00	550.00	Weekly rental
Sign Rental		100.00	120.00	(20.00)	120.00	120.00	120.00	120.00	120.00	Avg 2-3 rentals
Fees and Service Charges										
Book Sale	999.40		2,400.00	(2,400.00)	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	Dependent on donations
Other Sale	625.15	500.00	850.00	(350.00)	500.00	500.00	500.00	500.00	500.00	Replacement items
Photocopy/Print Fee	2,139.23	3,000.00	3,500.00	(500.00)	4,800.00	4,800.00	4,800.00	4,800.00	4,800.00	Discontinued fax services
Program Fee - Adult		500.00	-	500.00	-	-	-	-	-	No longer charging adult program fees
Total Revenue	15,136.40	47,950.00	60,570.00	(12,620.00)	61,270.00	61,270.00	61,270.00	61,270.00	61,270.00	
					27.78%	0.00%	0.00%	0.00%	0.00%	
Expense										
Personnel										
5000:Salaries and Wages - Full Time										
CO0004 CUPE 1287 Library										
Payroll - Banked Time	676.52		1,954.00	(1,954.00)						
Payroll - Over Time		4,400.00	-	4,400.00	4,670.00	4,830.00	5,000.00	5,180.00	5,360.00	
Payroll - Regular Pay	75,135.43	282,100.00	217,058.00	65,042.00	298,930.00	309,390.00	320,220.00	331,430.00	343,030.00	
Payroll - Sick Time	4,635.72		13,392.00	(13,392.00)						
Payroll - Stat Holiday Pay	3,446.48		9,956.00	(9,956.00)						
Payroll - Vacation Time	5,308.82		15,337.00	(15,337.00)						
CO0005 Non-Union General										
Payroll - Banked Time	1,495.40		4,320.00	(4,320.00)						
Payroll - Regular Pay	58,600.04	218,300.00	169,289.00	49,011.00	237,250.00	242,520.00	247,900.00	253,400.00	259,030.00	
Payroll - Sick Time	923.61		2,668.00	(2,668.00)						
Payroll - Stat Holiday Pay	2,781.27		8,035.00	(8,035.00)						
Payroll - Vacation Time	957.97		2,767.00	(2,767.00)						
5010:Salaries and Wages - Part Time										
CO0004 CUPE 1287 Library										
Payroll - Regular Pay	21,881.11	74,000.00	63,212.00	10,788.00	78,460.00	81,210.00	84,050.00	86,990.00	90,030.00	
Payroll - Vacation Time	875.43		2,529.00	(2,529.00)						
5020:Employee Benefits - Full Time										
CO0004 CUPE 1287 Library										
Payroll Benefits - Green Shield	9,208.32		26,602.00	(26,602.00)						
Payroll Benefits - Group Life and LTD	2,462.86		7,115.00	(7,115.00)						
Payroll Benefits - OMERS	8,076.87		23,333.00	(23,333.00)						
Payroll Benefits - Other	1,956.68	100,400.00	5,653.00	94,747.00	100,940.00	104,470.00	108,130.00	111,910.00	115,830.00	
Payroll Deduction - CPP	5,000.45		14,446.00	(14,446.00)						
Payroll Deduction - EI	1,856.38		5,363.00	(5,363.00)						
Payroll Deduction - ONEHT	1,750.06		5,056.00	(5,056.00)						
CO0005 Non-Union General										
Payroll Benefits - Green Shield	3,867.59		11,173.00	(11,173.00)						
Payroll Benefits - Group Life and LTD	254.26		735.00	(735.00)						
Payroll Benefits - OMERS	7,303.17		21,098.00	(21,098.00)						
Payroll Benefits - Other	658.16	65,700.00	1,901.00	63,799.00	70,650.00	72,220.00	73,820.00	75,460.00	77,140.00	
Payroll Benefits - Post Retirement and WSIB	3,356.79		9,697.00	(9,697.00)						
Payroll Deduction - CPP	3,754.10		10,845.00	(10,845.00)						
Payroll Deduction - EI	1,347.75		3,894.00	(3,894.00)						
Payroll Deduction - ONEHT	1,267.76		3,662.00	(3,662.00)						
5030:Employee Benefits - Part Time										
CO0004 CUPE 1287 Library										
Payroll Benefits - OMERS	1,344.81		3,885.00	(3,885.00)						
Payroll Benefits - Other	283.06	5,900.00	818.00	5,082.00	15,250.00	15,780.00	16,330.00	16,900.00	17,490.00	
Payroll Deduction - CPP	1,059.40		3,060.00	(3,060.00)						
Payroll Deduction - EI	522.49		1,509.00	(1,509.00)						
Payroll Deduction - ONEHT	443.79		1,282.00	(1,282.00)						
Personnel Subtotal	232,492.55	750,800.00	671,644.00	79,156.00	806,150.00	830,420.00	855,450.00	881,270.00	907,910.00	
					7.37%	3.01%	3.01%	3.02%	3.02%	
Non-Personnel										
5100:Communication and Public Relations										
Advertising/Communication (Online)		500.00	1,000.00	(500.00)	500.00	500.00	500.00	500.00	500.00	OLPW Coasters & Radio Ad
5105:Computer Software										
Computer Software		1,000.00	1,000.00		1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	Accessibility software
5115:Equipment Purchase										

