

Port Colborne Public Library Board Meeting Agenda

Date: Wednesday, September 3, 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

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6. Presentations

6.1 2024 Audited Financial Statement (A. Pigeau)

6

a. Appendix A - 2024 Auditors Audit Findings Report

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b. Appendix B - 2024 Draft Audited Financial Statements

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7. Consent Items

7.1 Circulation Reports

a. Circulation Report, May 2025

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a.	Circulation Snapshot, May 2025	32
b.	Circulation Report, June 2025	33
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7.2	Financial Reports	
a.	2025 Operating Budget (as of August 29, 2025)	41
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a.	CEO's Report	42
7.4	Media Items	
a.	Remember the Port Colborne Etching Stones? Let's Celebration Their Legacy Together Port Colborne Observer, July 3, 2025.	47
b.	Say Ahoy! at the Upcoming Canal Days Festival— and Get a Free Souvenir Postcard in the Mail! Port Colborne Observer, July 17, 2025.	48
c.	Port Colborne Library Celebrates Record-Breaking Summer Reading Club Port Colborne Observer, August 28, 2025.	49
8.	Confidential Items	
8.1	Minutes of the closed session of the June 4, 2025, meeting	
9.	Roundtable	
10.	Next Meeting Date and Adjournment	

Port Colborne Public Library Board Meeting Minutes

Date: Wednesday, June 4, 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
B. Ingram, Chair
C. MacMillan
B. Beck
M. Booth
E. Tanini
A. Smits

Member(s) Absent: H. Cooper

Staff Present: R. Tkachuk, Chief Executive Officer (Board Secretary-Treasurer)
L. MacDonald, Library Services Manager

Others Present: A. Pigeau, Chief Financial Officer/Treasurer
J. McDowall, Manager of Financial Services/Deputy Treasurer

1. Call to Order

The Chair called the meeting to order at 6:06 PM.

2. Land Acknowledgement

The Chair recited the Land Acknowledgement.

3. Disclosures of Interest

There were no disclosures of interest.

4. Adoption of Agenda

An error was noted on Consent Item 7.2.a.

Moved by C. MacMillan

Seconded by A. Desmarais

That the agenda dated June 4, 2025, be confirmed, as amended.

Carried

5. Approval of Minutes

Moved by A. Desmarais

Seconded by E. Tanini

That the minutes dated April 2, 2025, be approved, as circulated.

Carried

6. Decision Items

6.1 2026 Library Capital Budget

The CEO presented the 2026 Capital Budget Report to the Board.

Moved by M. Booth

Seconded by B. Beck

That the Board receives the 2026 Capital Budget, as presented; AND

That the Port Colborne Public Library Board approves the decision not to submit a capital funding request for 2026.

Carried

6.2 2026 Library Operating Budget Report

The CEO presented the 2026 Library Operating Budget to the Board.

Moved by C. MacMillan

Seconded by B. Beck

That the Board receives the 2026 Operating Budget, as presented; AND

That the Port Colborne Public Library Board approves the 2026 Operating Budget submission, as presented.

Carried

a. Appendix A: 2026 Library Operating Budget

7. Consent Items

Moved by A. Desmarais
Seconded by E. Tanini

That consent items 7.1 to 7.6 be received, as presented.

Carried

7.1 Circulation Reports

- a. **Circulation Report, March 2025**
 - a. **Circulation Snapshot, March 2025**
- b. **Circulation Report, First Quarter - January to March 2025**
 - a. **Circulation Snapshot, First Quarter - January to March 2025**
- c. **Circulation Report, April 2025**
 - a. **Circulation Snapshot, April 2025**

7.2 Financial Reports

- a. **2025 Operating Budget (as of May 30, 2025)**

7.3 Staff Reports

- a. **CEO's Report - April 2025**
- b. **CEO's Report - May 2025**
- c. **Strategic Plan Update**
- d. **Annual Report, 2024**

7.4 Media Items

- a. **Off-the-Shelf Newsletter - May/June 2025**

7.5 Public Relations

- a. **Librarian's Report - April 2025**
- b. **Librarian's Report - May 2025**

7.6 Correspondence

- a. **Dreams Become Reality in the Port Colborne Library Contest**

8. Policies

Moved by A. Desmarais
Seconded by M. Booth

That the Board approves the policy listed in 8.1, as presented.

Carried

8.1 Circulation

9. Confidential Items

Moved by C. MacMillan
Seconded by A. Desmarais

That the Board do now proceed into closed sessions in order to address the following matters at approximately 6:45 PM.

Carried

9.1 Minutes of the closed session of the April 2, 2025 meeting

9.2 Confidential Human Resources Matter

9.3 Confidential Human Resources Matter

Moved by A. Desmarais
Seconded by A. Smits

That the Board do now rise from closed session at approximately 7:49 PM.

Carried

10. Roundtable

Trustee MacMillan noted the new flowers in the library garden beds thanks to the Public Works team and the gardener.

Trustee Smits reported on the response to My Dream Ballots at a local elementary school.

Councillor Bagu represented the Mayor at Niagara's 40 Under 40 on Thursday, May 29, 2025, to recognize two City of Port Colborne staff members receiving the award.

Chair Ingram congratulated staff on the achievements at the 2025 40 Under 40.

Trustee Tanini shared information about a new community garden on the corner of Fielden and Neff St. and reported on the response to the My Dream Borrow ballots at a local elementary school.

11. Next Meeting Date and Adjournment

The next meeting will be held Wednesday, September 3, 2025, at 6 PM in the Library Auditorium.

The Chair adjourned the meeting at 7:59 PM.

Bryan Ingram, Chair

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

Date: September 3, 2025
To: Port Colborne Public Library Board
From: Adam Pigeau, Treasurer
Subject: 2024 Year End Financial Statements

The purpose of this report is to:

PRESENT the auditors audit findings reporting (Appendix A);
APPROVE proposed year end reserve transfers; and
APPROVE the audited financial statements (Appendix B)

Auditors Audit Findings Report (Appendix A)

The auditors finding report attached as Appendix A outlines the auditors overview and approach to the audit and related audit risks and results, any adjustments and uncorrected misstatements and other reportable matters.

The report identifies the auditors completed the financial statements. The report also identifies a lack of segregation of duties, the same as last year. This is at the City level surrounding access to certain approvals. While the City does have mitigating controls the control deficiency does remain. The identified segregation of duties comment will continue and will be addressed through the movement to the new financial system, Workday, in 2025. The auditors have planned and executed audit procedures accordingly and found the financial statements to present fairly in all material respects.

Reserve Transfers

In 2024, there was an operating surplus of \$107,523. This was primarily the result of receiving more revenue than budgeted, spending less than budgeted on number of different operating expenditures, as well as spending less than budgeted on salaries and benefits.

In accordance with the Library's reserve policy, the following reserve transfers are recommended to allocate the year end operating surplus:

- Transfer \$107,523 (the balance of the operating surplus) to the capital reserve.

Reserve balances are highlighted Appendix B, Financial Statement Note 6. The reserve transfer above increases the capital reserve to \$275,887 (there is no target balance for this reserve as it is dependent on Library Board requirements). The employee future benefits reserve balance is \$111,793, which exceeds the target of 75%

of the identified liability (\$101,500) and the stabilization reserve balance is \$108,307 which is 100% of the reserve target, which is 5% of the operating budget (\$50,600).

Financial Statements (Appendix B)

The financial statements attached as Appendix B outline the financial activity of the Library during 2024. This report seeks to approve these financial statements.

The Statement of Financial Position saw relatively little change apart from an increase in the Due from City of Port Colborne balance. This increase primary relates to the timing of capital spending, as seen in the increase in Allocated capital and related projects reserve balance in Note 6.

The Statement of Operations saw revenue higher than budget by \$25,469 or 2.1%. This is primarily related to unbudget government transfer being \$11,471 more than budget (\$9,600 of this amount being Connectivity Funding from Ontario Library Service), investment income on reserve balances being \$6,610 more than budget, and book sales being \$3,006 more than budget. The most significant expense budget to actual differences in dollar terms are as follows:

- Salaries, wages and benefits which were \$98,969 or 12.3% lower than budget. In 2024, this budget line is lower as the result of unfilled positions during the year and funding for future liabilities which are not recognized as an expense in the financial statements.
- Repairs and maintenance costs were \$3,436 or 4.4% higher than budget. The repair and maintenance expenses are allocated costs to maintain the Library facility.
- Administration costs were \$6,562 or 8.6% higher than budget. The administration expenses are allocated costs to support the Library operations.
- Electronic resources, periodicals and newspapers were \$10,669 or 30.0% above budget. The additional spending was funded by the \$10,000 received in 2023 from the Erwin Taylor Charitable Foundation.

Port Colborne Public Library

For the year ended December 31, 2024

Report to the Board Audit strategy and results

Purpose of report and scope

The purpose of this report dated June 19, 2025 is to communicate our overall audit strategy for and results of our audit of the financial statements of Port Colborne Public Library (the "Library") for the year ended December 31, 2024 and to assist you in understanding our strategy and the results. The information in this document is intended solely for the information and use of the Board of Directors, Members of Council and management of the Port Colborne Public Library and should not be distributed to other parties.

The purpose of our audit, our responsibilities and your responsibilities were communicated to you in our signed engagement letter dated January 9, 2025.

We were engaged to provide the following deliverables:

- Report on the December 31, 2024 financial statements
- Communication of audit strategy and results

Audit approach

Our audit approach involves identifying and assessing risks of material misstatement of the financial statements, whether due to fraud or error. Misstatements, including omissions, are material if they could reasonably be expected to influence the economic decisions made by users based on the financial statements. Ultimately, materiality is a measure of the significance of items to financial statement users, taking both quantitative and qualitative considerations into account. Without this concept, auditors would need to verify every transaction, which would not generally be practical, useful or cost effective. We apply a materiality threshold as a basis for focusing our audit work and, ultimately, to determine what matters will be brought to your attention and what adjustments need to be made to the financial statements.

The greater the risk of material misstatement associated with an area of the financial statements, the greater the audit emphasis placed on it in terms of verification. Where the nature of a risk is such that it requires special audit consideration, it is classified as a significant risk.

Due to the inherent limitations of an audit, there is an unavoidable risk that some material misstatements may not be detected and this is particularly true in relation to fraud. The primary responsibility for the prevention and detection of fraud rests with you.

Status of our audit

We have substantially completed our audit of the financial statements of the Library and the results of that audit are included in this report. We will finalize our report upon resolution of the following items that are outstanding as at June 19, 2025:

- Approval of the financial statements by the Board
- Receipt of signed management representation letter
- Final inquiries regarding subsequent events

Auditor's report modifications

Our auditor's report contained the following modifications:

- The Library derives revenue from donations and cash sales, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Port Colborne Public Library. Therefore, we were not able to determine whether any adjustments might be necessary to donations and other revenue and annual surplus for the years ended December 31, 2024 and 2023, net financial assets as at December 31, 2024 and 2023, and accumulated surplus as at January 1 and December 31 for both the 2024 and 2023 years. Our audit opinion on the financial statements for the year ended December 31, 2023 was modified accordingly because of the possible effects of this limitation in scope.

Audit results

Area of focus	Matter, response and findings
Significant risk: fraud via management override of internal control	<p>Per the Canadian auditing standards, this is a presumed significant risk. The risk relates to management's ability to override the controls surrounding financial reporting in order to report improved financial results, manipulate particular financial statement areas, or perpetrate other financial fraud.</p> <p>Our audit procedures included testing journal entries, testing and analyzing significant accounting estimates for evidence of management bias, and reviewing significant transactions outside the normal course of business. Our audit procedures did not uncover any significant issues.</p>
Significant risk: fraud in revenue recognition	<p>Per the Canadian auditing standards, there is a presumed significant risk of fraud in revenue recognition. The risk is presumed to apply because past history indicates that, in financial statement frauds, revenue is an area that is commonly manipulated.</p> <p>Our audit procedures included testing revenue-related journal entries, determining that revenue recognition policies were reasonable based on the accounting standards followed by the Library, and were consistently applied, analytics were used to identify unusual or unexpected relationships and any variances corroborated with appropriate personnel, subsequent receipt testing on accounts receivable as at December 31, 2024 and performing a test of details on a sample of revenue transactions throughout the period to determine if revenue recognition was appropriate. Our audit procedures did not uncover any significant issues.</p>
Accounting practices	<p>As part of our audit, we considered the Library's significant accounting practices, including accounting policies, accounting estimates and financial statement disclosures. The accounting practices applied are consistent with those applied in the prior year and appear to be appropriate based on the Library's circumstances.</p>

We are required to report to you all significant findings from our audit, including identified or suspected fraud, non-compliance with laws or regulations, unreasonable requests by management not to send confirmation requests, major adjustments to opening balances, related party matters, going concern issues and significant audit difficulties encountered. Our audit did not identify any significant findings.

Uncorrected misstatements

We have no non-trivial unadjusted misstatements to report.

Other matters

Internal control

We obtain an understanding of internal control over financial reporting to the extent necessary to plan the audit and to determine the nature, timing and extent of our work. If we become aware of a deficiency in your internal control over financial reporting, the auditing standards require us to communicate to the Board those deficiencies we consider significant. However, a financial statement audit is not designed to provide assurance on internal control.

During the course of performing our audit, we did not identify any areas for improvement in internal control that were not otherwise reported in the past. Previously reported were the following areas:

- Lack of segregation of duties
- Reliance on external auditor for preparation of financial statements

Independence

We have a rigorous process where we continually monitor and maintain our independence. We have determined that the following information regarding our independence should be brought to your attention:

- A self-review threat exists in relation to the audit due to the fact that, in addition to performing the audit engagement, we draft the financial statements and propose journal entries. This threat is mitigated by ensuring that you understand, take responsibility for and approve the financial statements and journal entries.

Technical updates

We are not aware of any upcoming changes to auditing or accounting standards that are likely to have a significant impact on the Library's financial reporting or the audit requirements.

Financial Statements

Port Colborne Public Library

December 31, 2024

DRAFT

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Port Colborne Public Library Statement of Financial Position

As at December 31, 2024

	<u>2024</u>	<u>2023</u>
Financial assets		
Cash	\$ 38,528	\$ 200
Receivables	21,064	11,496
Due from City of Port Colborne	<u>588,183</u>	<u>563,506</u>
	<u>647,775</u>	<u>575,202</u>
Liabilities		
Payables and accruals	45,742	68,168
Employee benefit obligations (Note 4)	<u>133,200</u>	<u>135,300</u>
	<u>178,942</u>	<u>203,468</u>
Net financial assets	<u>468,833</u>	<u>371,734</u>
Non-financial assets		
Tangible capital assets (Pages 18 and 19)	<u>765,569</u>	<u>641,315</u>
Accumulated surplus (Note 5)	<u>\$ 1,234,402</u>	<u>\$ 1,013,049</u>

Approved by

See accompanying notes to the financial statements

Port Colborne Public Library

Statement of Operations

For the Year Ended December 31, 2024

	Budget <u>2024</u> (Note 14)	Actual <u>2024</u>	Actual <u>2023</u>
Revenues			
Municipal contribution	\$ 1,179,677	\$ 1,179,677	\$ 1,075,860
Government transfers (Note 9)	38,300	49,771	40,680
Other (Note 10)	<u>8,950</u>	<u>22,948</u>	<u>34,533</u>
	<u>1,226,927</u>	<u>1,252,396</u>	<u>1,151,073</u>
Expenses			
Salaries, wages and benefits (Notes 11 and 12)	801,960	702,991	637,417
Amortization	97,147	97,147	93,507
Repairs and maintenance	78,564	82,000	76,361
Administration	76,003	82,565	75,337
Utilities	17,100	16,553	16,895
Electronic resources, periodicals and newspapers	35,500	46,169	31,796
Programming	<u>3,500</u>	<u>3,618</u>	<u>4,489</u>
	<u>1,109,774</u>	<u>1,031,043</u>	<u>935,802</u>
Annual surplus	117,153	221,353	215,271
Accumulated surplus (Note 5)			
Beginning of year	<u>1,013,049</u>	<u>1,013,049</u>	<u>797,778</u>
End of year	<u>\$ 1,130,202</u>	<u>\$ 1,234,402</u>	<u>\$ 1,013,049</u>

See accompanying notes to the financial statements.

Port Colborne Public Library Statement of Changes in Net Financial Assets

For the Year Ended December 31, 2024

	Budget <u>2024</u> (Note 14)	Actual <u>2024</u>	Actual <u>2023</u>
Annual surplus	\$ 117,153	\$ 221,353	\$ 215,271
Amortization of tangible capital assets	97,147	97,147	93,507
Acquisition of tangible capital assets	(214,300)	(221,401)	(88,842)
Proceeds on sale of tangible capital assets	-	-	100
Loss on disposal of tangible capital assets	-	-	<u>136</u>
Increase in net financial assets	-	97,099	220,172
Net financial assets			
Beginning of year	<u>371,734</u>	<u>371,734</u>	<u>151,562</u>
End of year	<u>\$ 371,734</u>	<u>\$ 468,833</u>	<u>\$ 371,734</u>

See accompanying notes to the financial statements.

Port Colborne Public Library

Statement of Cash Flows

For the Year Ended December 31, 2024

	<u>2024</u>	<u>2023</u>
Increase (decrease) in cash and cash equivalents		
Operating activities		
Annual surplus	\$ 221,353	\$ 215,271
Non-cash items:		
Amortization of tangible capital assets	97,147	93,507
Loss on disposal of tangible capital assets	-	136
Changes in:		
Receivables	(9,568)	(1,064)
Due from City of Port Colborne	(24,677)	(217,319)
Payables and accruals	(22,426)	13,011
Employee benefit obligations	(2,100)	(14,800)
	<u>259,729</u>	<u>88,742</u>
Capital activities		
Proceeds from disposal of tangible capital assets	-	100
Acquisition of tangible capital assets	(221,401)	(88,842)
	<u>(221,401)</u>	<u>(88,742)</u>
Net increase in cash	38,328	-
Cash		
Beginning of year	<u>200</u>	<u>200</u>
End of year	<u>\$ 38,528</u>	<u>\$ 200</u>

See accompanying notes to the financial statements.

Port Colborne Public Library

Notes to the Financial Statements

For the Year Ended December 31, 2024

1. Purpose of the Library

The Port Colborne Public Library ("the Library") provides library services to residents of the City of Port Colborne and residents of other municipalities who have contracted with the Library for services.

2. Significant accounting policies

Management responsibility

The financial statements of the Library are the responsibility of and prepared by management in accordance with Canadian public sector accounting standards. The preparation of the financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The significant accounting policies used are as follows:

(a) Reporting entity

The financial statements reflect the financial assets, liabilities, non-financial assets, revenues, expenses and changes in accumulated surplus of the Library.

(b) Basis of accounting

Sources of revenue and expenses are reported on the accrual basis of accounting. The accrual basis of accounting records revenues in the period they are earned and measurable and expenses in the period the goods and services are acquired and a liability is incurred.

Port Colborne Public Library

Notes to the Financial Statements

For the Year Ended December 31, 2024

2. Significant accounting policies (continued)

(c) Tangible capital assets

Tangible capital assets are recorded at cost. Cost includes all directly attributable expenses 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 value upon acquisition. The Library does not capitalize interest as part of the costs of its capital assets.

Leases are classified as capital or operating leases. Leases that transfer substantially all benefits incidental to ownership are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

Amortization is calculated on a straight-line basis to write-off the net cost of each asset over its estimated useful life for all classes except land. Land is considered to have an infinite life without amortization. Residual values of assets are assumed to be zero with any net gain or loss arising from the disposal of assets recognized in the Consolidated Statement of Operations.

Amortization is based on the following classifications and useful lives:

<u>Classification</u>	<u>Useful Life</u>
Computers and office equipment	5-10 years
Library collection	7 years
Furniture and fixtures	7 years
Building improvements	20-50 years

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal amortization is taken up to the month of disposal. Assets under construction are not amortized until the asset is available for productive use.

(d) Deferred revenue

Resources restricted by agreement with an external party are recognized as revenue in the entity's financial statements in the period in which the resources are used for the purpose or purposes specified. An externally restricted inflow received before this criterion has been met is recorded as a liability until the resources are used for the purpose or purposes specified.

Port Colborne Public Library

Notes to the Financial Statements

For the Year Ended December 31, 2024

2. Significant accounting policies (continued)

(e) Employee future benefits

The Library pays certain benefits on behalf of its retired employees. These retirement costs are recognized in the period in which the employees rendered their services to the Library. The actuarial determination of the accrued benefit obligations for pension benefits earned by employees uses the projected benefit method prorated on service (which incorporates management's best estimate of future salary levels, other cost escalation, retirement ages of employees and other actuarial factors).

(f) Revenue recognition

i) User charges

User charges are recognized when the services are performed or goods are delivered and there is reasonable assurance of collection.

ii) Government transfers

Government transfers received are recognized in the financial statements as revenue when the transfers are authorized and all eligibility criteria have been met except when there is a stipulation that gives rise to an obligation that meets the definition of a liability. In that case, the transfer is recorded as a liability and recognized as revenue as the stipulations are met.

Government transfers to individuals and other entities are recognized as an expense when the transfers are authorized and all eligibility criteria have been met.

iii) Other

Other revenue is recorded when it is earned, any performance obligations have been satisfied and collection is reasonably assured.

(g) Reserves for future expenses

Certain amounts, as approved by the Library, are set aside in reserves for future operating and capital expenses.

(h) Financial instruments

The Library initially measures its financial assets and financial liabilities at fair value. The Library subsequently measures all its financial assets and financial liabilities at amortized cost. Financial assets measured at amortized cost include cash and cash equivalents, receivables and due from City of Port Colborne. Financial liabilities measured at amortized cost include payables and accruals.

Port Colborne Public Library

Notes to the Financial Statements

For the Year Ended December 31, 2024

2. Significant accounting policies (continued)

(i) Use of estimates

The preparation of the financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates. Areas in which management make estimates are with regards to an allowance for doubtful accounts, accrued liabilities, employee benefit obligations and useful lives of tangible capital assets.

3. Adoption of new guidance

Effective January 1, 2024, the Library adopted new Public Sector Accounting Standards Section PS 3400 Revenue. New Section PS 3400 requires accounting for revenue transactions by distinguishing between transactions with and without performance obligations.

Revenue is recognized for transactions with performance obligations when the public sector entity has satisfied a performance obligation by providing goods or services to a payor in an exchange transaction.

Revenue is recognized for transactions without performance obligations when the public sector entity has the authority to collect and retains the benefit from the revenue source, with no specific obligation to provide goods or services directly in exchange.

The revenue recognition criteria is dependent on whether the transaction is an exchange or non-exchange transaction, with consideration given to enforceability and the nature of the obligations imposed.

There were no adjustments required as a result of this guidance change. The new guidance has been applied using the prospective approach. There were no changes to the comparative period.

Port Colborne Public Library

Notes to the Financial Statements

For the Year Ended December 31, 2024

4. Employee benefit obligations

	<u>2024</u>	<u>2023</u>
Post-employment benefits	<u>\$ 133,200</u>	<u>\$ 135,300</u>

The Library pays certain benefits on behalf of its retired employees. These retirement costs are recognized in the period in which the employees rendered their services to the Library. The plan is substantially unfunded and requires no contributions from employees.

The accrued benefit obligation at December 31, 2024 of \$ 133,200 (2023 - \$ 135,300) was determined by actuarial valuation using a discount rate of 4.60% (2023 - 4.60%). The Library's obligation will be funded out of current revenue. During the year, benefit payments of \$ 8,900 (2023 - \$ 21,300) were paid to retirees.

Actuarial valuations for accounting purposes are performed every three years using the projected benefit method, pro-rated on service. Under this method, the projected post-employment benefits are deemed to be earned on a pro-rata basis over the employee's years of service.

The most recent actuarial valuation was prepared at December 31, 2022. The main actuarial assumptions employed for the valuation are as follows:

Interest (discount) rate - the obligations as at December 31, 2024 of the present value of future liabilities were determined using a discount rate of 4.60%.

Dental costs - dental costs were assumed to be 4.50% (2023 - 4.50%) per annum.

Health care costs - extended health care costs were assumed to be 4.50% (2023 - 4.50%) per annum.

Drug costs - drug costs were assumed to be 7.81% for 2024 (2023 - 7.99%) grading down 0.18% per year until 2043 when the rate will be 4.50% and continue thereafter.

Port Colborne Public Library

Notes to the Financial Statements

For the Year Ended December 31, 2024

4. Employee benefit obligations (continued)	<u>2024</u>	<u>2023</u>
Accrued benefit obligation		
Beginning of year	\$ 135,300	\$ 150,100
Current service cost	7,900	7,600
Interest cost	6,000	6,000
Benefits paid	(8,900)	(21,300)
Amortization of actuarial gain	<u>(7,100)</u>	<u>(7,100)</u>
	<u>\$ 133,200</u>	<u>\$ 135,300</u>
Funded status		
Deficit	\$ 131,200	\$ 126,200
Unamortized actuarial gain	<u>2,000</u>	<u>9,100</u>
	<u>\$ 133,200</u>	<u>\$ 135,300</u>
The net benefit expense for the employee benefit plan is as follows:		
Current service cost	\$ 7,900	\$ 7,600
Interest cost	6,000	6,000
Amortization of actuarial gain	<u>(7,100)</u>	<u>(7,100)</u>
	<u>\$ 6,800</u>	<u>\$ 6,500</u>
5. Accumulated surplus	<u>2024</u>	<u>2023</u>
Operating surplus	\$ -	\$ -
Investment in tangible capital assets	765,569	641,315
Reserves and reserve funds (Note 6)	602,033	507,034
Unfunded liabilities (Note 7)	<u>(133,200)</u>	<u>(135,300)</u>
	<u>\$ 1,234,402</u>	<u>\$ 1,013,049</u>

Port Colborne Public Library

Notes to the Financial Statements

For the Year Ended December 31, 2024

6. Reserves and reserve funds	<u>2024</u>	<u>2023</u>
Reserves and reserve funds set aside by the Library for specific purposes:		
Future liabilities	\$ 111,793	\$ 105,183
Capital	275,886	70,864
Bequests	4,188	4,188
Stabilization	<u>108,307</u>	<u>118,307</u>
	500,174	298,542
Allocated capital and related projects	<u>101,859</u>	<u>208,492</u>
Total reserves and reserve funds	<u>\$ 602,033</u>	<u>\$ 507,034</u>

7. Unfunded liabilities	<u>2024</u>	<u>2023</u>
Employee benefit obligation	<u>\$ 133,200</u>	<u>\$ 135,300</u>

8. Development charges

Development charges are fees collected by the City of Port Colborne from developers at the time a building permit is issued to help pay for municipal services, including Library services, required to meet the needs of community growth. Development charges allocated for Library purposes are collected, administered, and held by the City of Port Colborne are as follows:

	<u>2024</u>	<u>2023</u>
Balance, beginning of year	\$ 5,532	\$ 3,816
Add: contributions during the year	3,580	1,467
Add: interest income	<u>460</u>	<u>249</u>
Balance, end of year	<u>\$ 9,572</u>	<u>\$ 5,532</u>

Port Colborne Public Library

Notes to the Financial Statements

For the Year Ended December 31, 2024

9. Government transfers	Budget 2024	Actual 2024	Actual 2023
Operating			
Province of Ontario			
Unconditional	\$ 38,300	\$ 38,328	\$ 38,328
SOLS - Capacity Building grant	-	10,068	2,352
	38,300	48,396	40,680
Government of Canada			
Community Volunteer Income Tax Program (CVITP)	-	1,375	-
	<u>\$ 38,300</u>	<u>\$ 49,771</u>	<u>\$ 40,680</u>
10. Other revenues	Budget 2024	Actual 2024	Actual 2023
Operating			
Donations	\$ 4,800	\$ 5,599	\$ 17,574
Fines and fees	500	2,104	1,445
Interest	-	6,610	4,688
Miscellaneous	-	152	230
Photocopier	400	1,494	923
Printing	2,000	2,948	2,432
Programming	600	106	2,999
Room rentals	400	750	730
Sale of books	-	3,006	3,591
Sign rentals	250	179	57
	<u>8,950</u>	<u>22,948</u>	<u>34,669</u>
Capital			
Loss on disposal of tangible capital assets	-	-	(136)
	<u>\$ 8,950</u>	<u>\$ 22,948</u>	<u>\$ 34,533</u>

Port Colborne Public Library

Notes to the Financial Statements

For the Year Ended December 31, 2024

11. Salaries, wages and benefits	Budget 2024	Actual 2024	Actual 2023
Salaries and wages	\$ 614,060	\$ 572,920	\$ 487,989
Benefits	<u>187,900</u>	<u>130,071</u>	<u>149,428</u>
	<u>\$ 801,960</u>	<u>\$ 702,991</u>	<u>\$ 637,417</u>

12. Pension agreements

The Library makes contributions to the Ontario Municipal Employees Retirement System ("OMERS"), which is a multi-employer plan, on behalf of the members of its staff. The plan is a defined benefit plan that specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Employees and employers contribute jointly to the plan.

Since OMERS is a multi-employer pension plan, the Library does not recognize any share of the pension plan deficit of \$ 4.3 billion (2023 - \$ 7.6 billion deficit) based on the fair market value of the plan's assets, as this is a joint responsibility of all Ontario municipal entities and their employees. Contributions were made in the 2024 calendar year at rates ranging from 9.0% to 15.8% depending on the member's designated retirement age and level of earnings. Employer contributions for current and past service are included as an expense in the Statement of Operations. Employer contributions to OMERS for 2024 current and past service was \$ 42,212 (2023 - \$ 47,816) and were matched by employee contributions in a similar amount.

13. Budget

The budget was prepared on a modified accrual basis while Canadian public sector accounting standards require a full accrual basis. As a result, the budget figures presented in the Statement of Operations and Statement of Changes in Net Financial Assets represent the budget adopted by the Library with the following adjustments:

Budgeted annual surplus	\$ -
Add:	
Acquisition of tangible capital assets	214,300
Less:	
Amortization of tangible capital assets	<u>(97,147)</u>
Budgeted surplus per Statement of Operations	<u>\$ 117,153</u>

Port Colborne Public Library

Notes to the Financial Statements

For the Year Ended December 31, 2024

14. Financial instruments

The Library is exposed to various risks through its financial instruments. The following analysis provides a measure of the Library's risk exposures as at December 31, 2024:

Credit risk

Credit risk is the risk of financial loss to the Library if a debtor fails to pay the amounts owing to the Library. The Library is exposed to this risk arising from its receivables and due from City of Port Colborne.

Receivables are primarily due from government, corporations and individuals. Credit risk is mitigated by the highly diversified nature of the debtors and other customers. The Library measures its exposure to credit risk based on how long the amounts have been outstanding. An impairment allowance is set up for specific accounts deemed to be possibly uncollectible. In the current and prior year, no impairment allowance was recorded. There were no changes in exposures to credit risk during the period.

Liquidity risk

Liquidity risk is the risk that the Library will not be able to meet all cash outflow obligations as they come due. The Library mitigates this risk by monitoring cash activities and expected outflows through extensive budgeting and maintaining cash and cash equivalents if unexpected cash outflows arise. The following undiscounted cash-flows are required to settle the Library's financial liabilities within one year \$ 45,742 (2023 - \$ 68,168).

There have been no significant changes from the previous year in the exposure to risk or policies, procedures and methods used to measure the risk.

Port Colborne Public Library
Schedule of Tangible Capital Assets
For the Year Ended December 31, 2024

	Computers and Office Equipment	Furniture and Fixtures	Library Collection	Building Improvements	Construction in Process	2024
Cost						
Beginning of year	\$ 123,023	\$ 191,869	\$ 272,543	\$ 607,989	\$ 6,508	\$ 1,201,932
Additions	3,763	867	39,637	171,131	7,123	222,521
Disposals	(12,589)	-	(42,873)	-	(1,120)	(56,582)
End of year	114,197	192,736	269,307	779,120	12,511	1,367,871
Accumulated amortization						
Beginning of year	110,336	76,604	134,987	238,690	-	560,617
Amortization	4,849	15,057	38,703	38,538	-	97,147
Amortization on disposals	(12,589)	-	(42,873)	-	-	(55,462)
End of year	102,596	91,661	130,817	277,228	-	602,302
Net book value	\$ 11,601	\$ 101,075	\$ 138,490	\$ 501,892	\$ 12,511	\$ 765,569

The land and building where the Library operates are owned by the City of Port Colborne.

Port Colborne Public Library
Schedule of Tangible Capital Assets
For the Year Ended December 31, 2023

	Computers and Office Equipment	Furniture and Fixtures	Library Collection	Building Improvements	Construction in Process	2023
Cost						
Beginning of year	\$ 122,453	\$ 188,970	\$ 278,932	\$ 559,248	\$ 6,594	\$ 1,156,197
Additions	1,750	2,899	35,538	48,741	6,508	95,436
Disposals	(1,180)	-	(41,927)	-	(6,594)	(49,701)
End of year	<u>123,023</u>	<u>191,869</u>	<u>272,543</u>	<u>607,989</u>	<u>6,508</u>	<u>1,201,932</u>
Accumulated amortization						
Beginning of year	105,218	61,640	137,523	205,600	-	509,981
Amortization	6,062	14,964	39,391	33,090	-	93,507
Amortization on disposals	(944)	-	(41,927)	-	-	(42,871)
End of year	<u>110,336</u>	<u>76,604</u>	<u>134,987</u>	<u>238,690</u>	<u>-</u>	<u>560,617</u>
Net book value	<u>\$ 12,687</u>	<u>\$ 115,265</u>	<u>\$ 137,556</u>	<u>\$ 369,299</u>	<u>\$ 6,508</u>	<u>\$ 641,315</u>

The land and building where the Library operates are owned by the City of Port Colborne.

May 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	3691	3815	-124	18364	20305	19367	-10%	-5%
Periodicals	197	208	-11	1136	919	338	24%	236%
DVDs	1312	1242	70	6613	7626	5897	-13%	12%
CDs	31	50	-19	158	162	445	-2%	-64%
Audiobooks	74	67	7	405	335	415	21%	-2%
Board Games	22	31	-9	111	179	184	-38%	-40%
Seed Library	194	192	2	769	754	361	2%	113%
Video Games	85	90	-5	494	654	763	-24%	-35%
Library of Things	23	6	17	155	18	17	761%	812%
Library of Things - Storage	2	2	0	25	13	9	92%	178%
Library of Things - Children	42	14	28	266	105	107	153%	149%
Toys and Puzzles	35	125	-90	434	1252	777	-65%	-44%
Microfilm	27	27	0	143	136	169	5%	-15%
TOTAL CIRCULATION	5735	5869	-134	29073	32458	28849	-10%	1%
Materials Returned	5078	5267	-189	25201	28192	26084	-11%	-3%
TOTAL TRANSACTIONS	10813	11136	-323	54274	60650	54933	-11%	-1%
<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	434	107	327	2606	524	1710	397%	52%
Downloadable Audiobooks	748	629	119	3415	3093	2479	10%	38%
Downloadable eBooks	960	1003	-43	5395	5304	4757	2%	13%
Downloadable Music	2	0	2	12	14	5	-14%	140%
Downloadable Video	63	28	35	296	184	165	61%	79%
Downloadable Magazines	571	451	120	3007	2430	829	24%	263%
TOTAL CIRCULATION	2778	2218	560	14731	11549	9945	28%	48%
<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	12	13	-1	58	61	53	-5%	9%
LINC Reciprocal IN	821	543	278	4146	3003	3088	38%	34%
TOTAL RECEIVED	833	556	277	4204	3064	3141	37%	34%
Interlibrary Loans --OUT	12	13	-1	117	75	103	56%	14%
LINC Reciprocal OUT	675	755	-80	3505	4174	3548	-16%	-1%
TOTAL SENT	687	768	-81	3622	4249	3651	-15%	-1%
<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	39	38	1	183	409	206	-55%	-11%
Children	20	21	-1	57	85	74	-33%	-23%
Non-Resident	11	5	6	51	39	52	31%	-2%
Teen	0	1	-1	8	12	3	-33%	167%
TOTAL REGISTRATIONS	70	65	5	299	545	335	-45%	-11%
<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	112.25	146.00	-33.75	1116.05	643.19	476.55	74%	134%
Room Rental	80.00	124.30	-44.30	690.00	406.80	339.10	70%	103%
General Donations	100.00	2.00	98.00	185.88	1038.00	1016.00	-82%	-82%
Used Book Sales	145.80	476.50	-330.70	1790.20	1433.15	1485.25	25%	21%
Photocopy/Print/Fax Fee	479.16	480.20	-1.04	3569.74	2269.50	1939.95	57%	84%
Sign Rental	0.00	113.00	-113.00	0.00	113.00	0.00	-100%	0%
Program Fee - Adult	0.00	0.00	0.00	0.00	120.00	1266.00	-100%	-100%
Other Revenue	0.00	0.00	0.00	75.30	0.00	0.00	100%	100%
SUBTOTAL	917.21	1342.00	-424.79	7427.17	6023.64	6522.85	23%	14%
Capital Donations	0.00	250.00	-250.00	1100.00	1204.00	3709.53	-9%	-70%
TOTAL RECEIPTS	917.21	1592.00	-674.79	8527.17	7227.64	10232.38	18%	-17%
<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	42	38	4	227	148	201	53%	13%
Donations added to Collection	13	6	7	47	116	173	-59%	-73%
Used Books Sold	128	179	-51	962	866	2489	11%	-61%

PROGRAMS AND EVENTS	2025	2024	+/-	2025 YTD	2024 YTD	2023 YTD	% Change 2025/2024	% Change 2025/2023
No. of Prog/Events								
Teen Programs	3	2	1	16	6	5	167%	220%
Pop-Up Library Visits	5	2	3	15	7	10	114%	50%
Community Events	15	13	2	85	108	325	-21%	-74%
Children's Programmes	23	18	5	129	88	60	47%	115%
Class Visits	4	10	-6	20	21	8	-5%	150%
* Tech	33	42	-9	257	192		34%	100%
* Seniors	2	3	-1	10	9		11%	100%
TOTAL	85	90	-5	532	431	408	23%	30%
No. of Attendees								
Teen Programs	3	6	-3	37	26	202	42%	-82%
Pop-Up Library Visits	220	49	171	493	301	445	64%	11%
Community Events	361	232	129	997	1671	1206	-40%	-17%
Children's Programmes	307	379	-72	2390	1869	1265	28%	89%
Class Visits	112	380	-268	477	641	226	-26%	111%
* Tech	33	42	-9	257	192		34%	100%
* Seniors	9	10	-1	30	34		-12%	100%
TOTAL	1045	1098	-53	4681	4734	3344	-1%	40%
* Tech and Seniors previously categorized under Community Events								
No. of Rentals/Reservations								
Room Rentals	6	14	-8	13	24		-46%	100%
Bookable Spaces	30	16	14	67	27		148%	100%
Sign Rentals	1	6	-5	1	7		-86%	100%
No. of Attendees								
Room Rentals	65	146	-81	143	250	0	-43%	100%
Bookable Spaces	35	20	15	82	36	0	128%	100%
*Room Rentals previously categorized under Community Events								
ALL COMPUTER USERS	2025	2024	+/-	2025 YTD	2024 YTD	2023 YTD	% Change 2025/2024	% Change 2025/2023
Computer Workstation Users	165	263	-98	1093	1448	1416	-25%	-23%
TOTAL	165	620	-455	1093	3124	3268	-65%	-67%
PATRON COUNT	2025	2024	+/-	2025 YTD	2024 YTD	2023 YTD	% Change 2025/2024	% Change 2025/2023
	4182	4655	-473	19762	21808	15448	-9%	28%
LIBRARY HOMEPAGE HITS	2025	2024	+/-	2025 YTD	2024 YTD	2023 YTD	% Change 2025/2024	% Change 2025/2023
	1605	1352	253	9269	8319	8141	11%	14%
ONLINE CATALOGUE HITS	2025	2024	+/-	2025 YTD	2024 YTD	2023 YTD	% Change 2025/2024	% Change 2025/2023
	2623	1879	744	12922	9989	8245	29%	57%
SOCIAL MEDIA	2025	2024	+/-	2025 YTD	2024 YTD	2023 YTD	% Change 2025/2024	% Change 2025/2023
Facebook								
Page Likes/Followers	1792	1666	126	1792	1666	1149	8%	56%
Total Post Views	17349	21569	-4220	100841	91351	112387	10%	-10%
Total Post Interactions	332	381	-49	2525	1770	4954	43%	-49%
Total Posts	51	34	17	255	146	195	75%	31%
Instagram								
Page Likes/Followers	1403	1264	139	1403	1264	1148	11%	22%
Total Post Views	6851	3546	3305	42545	19353	25171	120%	69%
Total Post Interactions	219	170	49	1473	741	1816	99%	-19%
Total Posts	49	39	10	264	164	177	61%	49%

<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	3	5	-2		35	25	63	40%	-44%
Total Contacts to Date	518	411	107		518	411	312	26%	66%
Email Opens	508	215	293		1033	1009	832	2%	24%
Clickthroughs	46	39	7		148	165	189	-10%	-22%
<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	96	240	-144		710	985	1815	-28%	-61%
Mobile Print	134	74	60		661	330	0	100%	100%
Pages in Black and White	1352	1805	-453		12596	8412	7461	50%	69%
Pages in Colour	147	29	118		456	215	138	112%	230%
Total Print Jobs	230	314	-84		1371	1315	1815	4%	-24%
Total Number of Pages	1499	1834	-335		13052	8627	7599	51%	72%

MAY 2025 MONTHLY REPORT

INTERACTIONS

NEW
PATRONS

70

PATRON
VISITS

4,182

CATALOGUE
VISITS

2,623

WEB
VISITS

1,605

PHYSICAL CIRC

5,735

DIGITAL CIRC

2,778

ITEMS BORROWED
FROM LINC
LIBRARIES

821

ITEMS LOANED TO
LINC LIBRARIES

675

CIRCULATION

PROGRAMS

TOTAL
PROGRAMS

85

PROGRAM
ATTENDANCE

1,045

SOCIAL MEDIA
POSTS

100

eNEWSLETTER
SUBSCRIBERS

518

PAGES PRINTED
& COPIED

1,352

COMPUTER
USERS

165

ePRINTit
PRINT JOBS

134

TECH HELP

33

LIBRARY TECH

HIGHLIGHTS

- My Dream Borrow Contest
 - 133 submissions
- Screen Free Week
- Free Comic Book Day
 - 96 comics taken
 - 18 green screen photos



Free Comic Book Day - Green Screen

June 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	3442	3409	33	21806	23714	23024	-8%	-5%
Periodicals	243	77	166	1379	996	387	38%	256%
DVDs	877	1511	-634	7490	9137	7097	-18%	6%
CDs	55	16	39	213	178	462	20%	-54%
Audiobooks	81	71	10	486	406	516	20%	-6%
Board Games	19	30	-11	130	209	213	-38%	-39%
Seed Library	127	185	-58	896	939	381	-5%	135%
Video Games	85	92	-7	579	746	864	-22%	-33%
Library of Things	12	4	8	167	22	24	659%	596%
Library of Things - Storage	5	2	3	30	15	13	100%	131%
Library of Things - Children	78	5	73	344	110	110	213%	213%
Toys and Puzzles	86	118	-32	520	1370	1059	-62%	-51%
Microfilm	19	30	-11	162	166	199	-2%	-19%
TOTAL CIRCULATION	5129	5550	-421	34202	38008	34349	-10%	0%
Materials Returned	4619	5114	-495	29820	33306	30958	-10%	-4%
TOTAL TRANSACTIONS	9748	10664	-916	64022	71314	65307	-10%	-2%
<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	356	272	84	2962	796	2109	272%	40%
Downloadable Audiobooks	667	616	51	4082	3709	2968	10%	38%
Downloadable eBooks	937	948	-11	6332	6252	5724	1%	11%
Downloadable Music	0	2	-2	12	16	9	-25%	33%
Downloadable Video	52	51	1	348	235	189	48%	84%
Downloadable Magazines	534	412	122	3541	2842	1013	25%	250%
TOTAL CIRCULATION	2546	2301	245	17277	13850	12012	25%	44%
<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	4	4	66	65	64	2%	3%
LINC Reciprocal IN	734	588	146	4880	3591	3641	36%	34%
TOTAL RECEIVED	742	592	150	4946	3656	3705	35%	33%
Interlibrary Loans --OUT	1	0	1	118	75	109	57%	8%
LINC Reciprocal OUT	686	711	-25	4191	4885	4279	-14%	-2%
TOTAL SENT	687	711	-24	4309	4960	4388	-13%	-2%
<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	29	36	-7	212	445	245	-52%	-13%
Children	11	15	-4	68	100	85	-32%	-20%
Non-Resident	11	11	0	62	50	60	24%	3%
Teen	1	3	-2	9	15	3	-40%	200%
TOTAL REGISTRATIONS	52	65	-13	351	610	393	-42%	-11%
<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	155.00	271.00	-116.00	1271.05	914.19	632.04	39%	101%
Room Rental	40.00	67.80	-27.80	730.00	474.60	361.70	54%	102%
General Donations	0.00	11.00	-11.00	185.88	1049.00	1016.00	-82%	-82%
Used Book Sales	132.55	246.00	-113.45	1922.75	1679.15	1852.90	15%	4%
Photocopy/Print/Fax Fee	189.08	434.30	-245.22	3758.82	2703.80	2295.95	39%	64%
Sign Rental	120.00	0.00	120.00	120.00	113.00	0.00	6%	100%
Program Fee - Adult	0.00	0.00	0.00	0.00	120.00	1513.00	-100%	-100%
Other Revenue	66.60		66.60	141.90	0.00	0.00	100%	100%
SUBTOTAL	703.23	1030.10	-326.87	8130.40	7053.74	7671.59	15%	6%
Capital Donations	300.00	170.00	130.00	1400.00	1374.00	3709.53	2%	-62%
TOTAL RECEIPTS	1003.23	1200.10	-196.87	9530.40	8427.74	11381.12	13%	-16%
<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	0	25	-25	227	173	246	31%	-8%
Donations added to Collection	0	10	-10	47	126	185	-63%	-75%
Used Books Sold	75	216	-141	1037	1082	2843	-4%	-64%

<u>PROGRAMS AND EVENTS</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 Prog/Events							0%	0%
Teen Programs	0	2	-2	16	8	6	100%	167%
Pop-Up Library Visits	2	2	0	17	9	12	89%	42%
Community Events	10	8	2	95	116	400	-18%	-76%
Children's Programmes	25	14	11	154	102	77	51%	100%
Class Visits	1	2	-1	21	23	8	-9%	163%
* Tech	71	48	23	328	240		37%	100%
* Seniors	3	6	-3	13	15		-13%	100%
TOTAL	112	82	30	644	513	503	26%	28%
No. of Attendees								
Teen Programs	0	10	-10	37	36	207	3%	-82%
Pop-Up Library Visits	17	18	-1	510	319	500	60%	2%
Community Events	100	110	-10	1097	1781	1504	-38%	-27%
Children's Programmes	375	238	137	2765	2107	1544	31%	79%
Class Visits	86	42	44	563	683	226	-18%	149%
* Tech	71	48	23	328	240		37%	100%
* Seniors	110	57	53	140	91		54%	100%
TOTAL	759	523	236	5440	5257	3981	3%	37%
* Tech and Seniors previously categorized under Community Events								
No. of Rentals/Reservations								
Room Rentals	8	8	0	21	32		-34%	100%
Bookable Spaces	14	10	4	81	37		119%	100%
Sign Rentals	2	0	2	3	7		-57%	100%
No. of Attendees								
Room Rentals	97	131	-34	240	381		-37%	100%
Bookable Spaces	22	12	10	104	48		117%	100%
*Room Rentals previously categorized under Community Events								
<u>ALL COMPUTER USERS</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>
Computer Workstation Users	187	265	-78	1280	1713	1788	-25%	-28%
TOTAL	187	614	-427	1280	3738	4212	-66%	-70%
<u>PATRON COUNT</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>
	3760	4126	-366	23522	25934	19200	-9%	23%
<u>LIBRARY HOMEPAGE HITS</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>
	1606	1354	252	10875	9673	9734	12%	12%
<u>ONLINE CATALOGUE HITS</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>
	2399	1835	564	15321	11824	10058	30%	52%
<u>SOCIAL MEDIA</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>
Facebook								
Page Likes/Followers	1796	1668	128	1796	1668	1496	8%	20%
Total Post Views	21757	15813	5944	122598	107164	137580	14%	-11%
Total Post Interactions	522	367	155	3047	2137	5798	43%	-47%
Total Posts	51	52	-1	306	198	239	55%	28%
Instagram								
Page Likes/Followers	1417	1272	145	1417	1272	1158	11%	22%
Total Post Views	8631	4669	3962	51176	24022	32979	113%	55%
Total Post Interactions	253	190	63	1726	931	2246	85%	-23%
Total Posts	46	58	-12	310	222	226	40%	37%

<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	8	12	-4		43	37	85	16%	-49%
Total Contacts to Date	526	423	103		526	423	334	24%	57%
Email Opens	0	0	0		1033	1009	1003	2%	3%
Clickthroughs	0	0	0		148	165	231	-10%	-36%
<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	82	198	-116		792	1183	2119	-33%	-63%
Mobile Print	77	80	-3		738	410	0	80%	100%
Pages in Black and White	586	1109	-523		13182	9521	8654	38%	52%
Pages in Colour	45	157	-112		501	372	171	35%	193%
Total Print Jobs	159	278	-119		1530	1593	2119	-4%	-28%
Total Number of Pages	631	1266	-635		13683	9893	8825	38%	55%

JUNE 2025

MONTHLY REPORT

INTERACTIONS

NEW
PATRONS

52

PATRON
VISITS

3,760

CATALOGUE
VISITS

2,399

WEB
VISITS

1,606

PHYSICAL CIRC

5,129

DIGITAL CIRC

2,546

ITEMS BORROWED
FROM LINC
LIBRARIES

734

ITEMS LOANED TO
LINC LIBRARIES

686

CIRCULATION

PROGRAMS

TOTAL
PROGRAMS

112

PROGRAM
ATTENDANCE

759

SOCIAL MEDIA
POSTS

97

eNEWSLETTER
SUBSCRIBERS

526

PAGES PRINTED
& COPIED

631

COMPUTER
USERS

187

ePRINTit
PRINT JOBS

77

TECH HELP

71

LIBRARY TECH

HIGHLIGHTS

- IAMINUK: Inuit Cultural Teaching Programs
- Yellow Fish Road partnership with NPCA and City
- New Pop-Up partners and events:
 - Seniors Learning Cafe
 - Friends Over 55 Seniors Expo
 - Oakwood Fun Fest



TDSRC Launch

2nd Quarter 2025		Printed:							
CIRCULATION (PHYSICAL)	2025	2024	+/-		2025 YTD	2024 YTD	2023 YTD	% Change 2025/2024	% Change 2025/2023
Books	10719	11398	-679		21806	23714	23024	-8%	-5%
Periodicals	684	442	242		1379	996	387	38%	256%
DVDs	3608	4422	-814		7490	9137	7097	-18%	6%
CDs	114	101	13		213	178	462	20%	-54%
Audiobooks	239	201	38		486	406	516	20%	-6%
Board Games	68	91	-23		130	209	213	-38%	-39%
Seed Library	568	827	-259		896	939	381	-5%	135%
Video Games	263	319	-56		579	746	864	-22%	-33%
Library of Things	113	15	98		167	22	24	659%	596%
Library of Things - Storage	14	6	8		30	15	13	100%	131%
Library of Things - Children	139	36	103		344	110	110	213%	213%
Toys and Puzzles	190	496	-306		520	1370	1059	-62%	-51%
Microfilm	76	76	0		162	166	199	-2%	-19%
TOTAL CIRCULATION	16795	18430	-1635		34202	38008	34349	-10%	0%
Materials Returned	15121	16571	-1450		29820	33306	30958	-10%	-4%
TOTAL TRANSACTIONS	31916	35001	-3085		64022	71314	65307	-10%	-2%
CIRCULATION (DIGITAL)	2025	2024	+/-		2025 YTD	2024 YTD	2023 YTD	% Change 2025/2024	% Change 2025/2023
Electronic Databases	1326	500	826		2962	796	2109	272%	40%
Downloadable Audiobooks	2103	1829	274		4082	3709	2968	10%	38%
Downloadable eBooks	2893	2940	-47		6332	6252	5724	1%	11%
Downloadable Music	5	5	0		12	16	9	-25%	33%
Downloadable Video	157	111	46		348	235	189	48%	84%
Downloadable Magazines	1655	1197	458		3541	2842	1013	25%	250%
TOTAL CIRCULATION	8139	6582	1557		17277	13850	12012	25%	44%
ILLO & RECIP. BORROWING	2025	2024	+/-		2025 YTD	2024 YTD	2023 YTD	% Change 2025/2024	% Change 2025/2023
Interlibrary Loans --IN	34	34	0		66	65	64	2%	3%
LINC Reciprocal IN	2333	1847	486		4880	3591	3641	36%	34%
TOTAL RECEIVED	2367	1881	486		4946	3656	3705	35%	33%
	0	0							
Interlibrary Loans --OUT	34	27	7		118	75	109	57%	8%
LINC Reciprocal OUT	1977	2301	-324		4191	4885	4279	-14%	-2%
TOTAL SENT	2011	2328	-317		4309	4960	4388	-13%	-2%
REGISTRATIONS	2025	2024	+/-		2025 YTD	2024 YTD	2023 YTD	% Change 2025/2024	% Change 2025/2023
Adults	105	161	-56		212	445	245	-52%	-13%
Children	44	51	-7		68	100	85	-32%	-20%
Non-Resident	31	25	6		62	50	60	24%	3%
Teen	2	9	-7		9	15	3	-40%	200%
TOTAL REGISTRATIONS	182	246	-64		351	610	393	-42%	-11%
RECEIPTS	2025	2024	+/-		2025 YTD	2024 YTD	2023 YTD	% Change 2025/2024	% Change 2025/2023
Other Sale	398.25	567.99	-169.74		1271.05	914.19	632.04	39%	101%
Room Rental	210.00	282.50	-72.50		730.00	474.60	361.70	54%	102%
General Donations	100.00	21.00	79.00		185.88	1049.00	1016.00	-82%	-82%
Used Book Sales	457.85	992.10	-534.25		1922.75	1679.15	1852.90	15%	4%
Photocopy/Print/Fax Fee	1318.93	1550.70	-231.77		3758.82	2703.80	2295.95	39%	64%
Sign Rental	120.00	113.00	7.00		120.00	113.00	0.00	6%	100%
Program Fee - Adult	0.00	0.00	0.00		0.00	120.00	1513.00	-100%	-100%
Other Revenue	140.79	0.00	140.79		141.90	0.00	0.00	100%	100%
SUBTOTAL	2745.82	3527.29	-781.47		8130.40	7053.74	7671.59	15%	6%
Capital Donations	400.00	520.00	-120.00		1400.00	1374.00	3709.53	2%	-62%
TOTAL RECEIPTS	3145.82	4047.29	-901.47		9530.40	8427.74	11381.12	13%	-16%
MATERIALS	2025	2024	+/-		2025 YTD	2024 YTD	2023 YTD	% Change 2025/2024	% Change 2025/2023
No. of Books Repaired	98	81	17		227	173	246	31%	-8%
Donations added to Collection	19	39	-20		47	126	185	-63%	-75%
Used Books Sold	262	606	-344		1037	1082	2843	-4%	-64%

PROGRAMS AND EVENTS	2025	2024	+/-		2025 YTD	2024 YTD	2023 YTD	% Change 2025/2024	% Change 2025/2023
No. of Prog/Events									
Teen Programs	3	5	-2		16	8	6	100%	167%
Pop-Up Library Visits	10	6	4		17	9	12	89%	42%
Community Events	42	34	8		95	116	400	-18%	-76%
Children's Programmes	73	44	29		154	102	77	51%	100%
Class Visits	13	17	-4		21	23	8	-9%	163%
* Tech	172	142	30		328	240	0	37%	100%
* Seniors	7	11	-4		13	15	0	-13%	100%
TOTAL	320	259	61		644	513	503	26%	28%
No. of Attendees									
Teen Programs	3	22	-19		37	36	207	3%	-82%
Pop-Up Library Visits	371	211	160		510	319	500	60%	2%
Community Events	674	476	198		1097	1781	1504	-38%	-27%
Children's Programmes	1229	930	299		2765	2107	1544	31%	79%
Class Visits	381	529	-148		563	683	226	-18%	149%
* Tech	172	142	30		328	240	0	37%	100%
* Seniors	125	73	52		140	91	0	54%	100%
TOTAL	2955	2383	572		5440	5257	3981	3%	37%
* Tech and Seniors previously categorized under Community Events									
No. of Rentals/Reservations									
Room Rentals	21	32	-11		47	32		47%	100%
Bookable Spaces	81	37	44		128	37		246%	100%
Sign Rentals	3	7	-4		3	7		-57%	100%
No. of Attendees									
Room Rentals	240	381	-141		620	381		63%	100%
Bookable Spaces	104	48	56		164	48		242%	100%
*Room Rentals previously categorized under Community Events									
ALL COMPUTER USERS	2025	2024	+/-		2025 YTD	2024 YTD	2023 YTD	% Change 2025/2024	% Change 2025/2023
Computer Workstation Users	597	815	-218		1280	1713	1788	-25%	-28%
TOTAL	597	1938	-1341		1280	3738	4212	-66%	-70%
PATRON COUNT	2025	2024	+/-		2025 YTD	2024 YTD	2023 YTD	% Change 2025/2024	% Change 2025/2023
	12020	13448	-1428		23522	25934	19200	-9%	23%
LIBRARY HOMEPAGE HITS	2025	2024	+/-		2025 YTD	2024 YTD	2023 YTD	% Change 2025/2024	% Change 2025/2023
	4838	4368	470		10875	9673	9734	12%	12%
ONLINE CATALOGUE HITS	2025	2024	+/-		2025 YTD	2024 YTD	2023 YTD	% Change 2025/2024	% Change 2025/2023
	7416	5736	1680		15321	11824	10058	30%	52%
SOCIAL MEDIA	2025	2024	+/-		2025 YTD	2024 YTD	2023 YTD	% Change 2025/2024	% Change 2025/2023
Facebook									
Page Likes/Followers	1796	1668	128		1796	1668	1496	8%	20%
Total Post Views	52046	55930	-3884		122598	107164	137580	14%	-11%
Total Post Interactions	1235	1073	162		3047	2137	5798	43%	-47%
Total Posts	152	117	35		306	198	239	55%	28%
Instagram									
Page Likes/Followers	1417	1272	145		1417	1272	1158	11%	22%
Total Post Views	20856	12528	8328		51176	24022	32979	113%	55%
Total Post Interactions	736	519	217		1726	931	2246	85%	-23%
Total Posts	135	135	0		310	222	226	40%	37%

<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	23	23	0		43	37	85	16%	-49%
Total Contacts to Date	526	423	103		526	423	334	24%	57%
Email Opens	508	426	82		1033	1009	1003	2%	3%
Clickthroughs	46	72	-26		148	165	231	-10%	-36%
<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	332	659	-327		792	1183	2119	-33%	-63%
Mobile Print	385	226	159		738	410	0	80%	100%
Pages in Black and White	3761	5228	-1467		13182	9521	8654	38%	52%
Pages in Colour	395	243	152		501	372	171	35%	193%
Total Print Jobs	717	885	-168		1530	1593	2119	-4%	-28%
Total Number of Pages	4156	5471	-1315		13683	9893	8825	38%	55%

Q2 2025 QUARTERLY REPORT

INTERACTIONS

NEW
PATRONS

182

PATRON
VISITS

12,020

CATALOGUE
VISITS

7,416

WEB
VISITS

4,838

PHYSICAL CIRC

16,795

DIGITAL CIRC

8,139

ITEMS BORROWED
FROM LINC
LIBRARIES

2,333

ITEMS LOANED TO
LINC LIBRARIES

1,977

CIRCULATION

PROGRAMS

TOTAL
PROGRAMS

320

PROGRAM
ATTENDANCE

2,955

SOCIAL MEDIA
POSTS

287

eNEWSLETTER
SUBSCRIBERS

526

PAGES PRINTED
& COPIED

4,156

COMPUTER
USERS

597

ePRINTit
PRINT JOBS

385

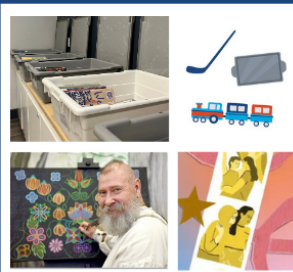
TECH HELP

172

LIBRARY TECH

HIGHLIGHTS

- LiNC Delivery Changes
 - Transits twice a week (Tues + Friday)
- My Dream Borrow Contest
 - 133 submissions
- Free Comic Book Day
- Art in the Atrium: Brian Kon



LiNC Delivery Changes, My Dream Borrow, Brian Kon, Poetry Month

Operating Statement by Cost Center

04:03 p.m.
2025-08-29
Page 1 of 1

Company: Port Colborne Library Board
Organization: Cost Center: CC0905 Library
Fund: Fund: Operating Fund
Period: 2025 - P08 Aug
Time Period: Current Period YTD
Plan Structure: Budget YE Dec

Ledger Account	Aug 2025					
	Commitments	Obligations	Actual	Total	Budget	Variance
Revenue			19,956.50	19,956.50	47,950.00	(27,993.50)
User Charges			6,233.94	6,233.94	4,000.00	2,233.94
Government Transfer			9,942.30	9,942.30	38,300.00	(28,357.70)
Investment Income			181.14	181.14		181.14
Other Revenue			3,599.12	3,599.12	5,650.00	(2,050.88)
Total Revenue			19,956.50	19,956.50	47,950.00	(27,993.50)
Expense						
Personnel			473,453.40	473,453.40	750,800.00	277,346.60
Salaries and Wages			360,171.96	360,171.96	578,800.00	218,628.04
Benefits			113,281.44	113,281.44	172,000.00	58,718.56
Non-Personnel			71,919.84	71,919.84	132,295.00	60,375.16
Materials			60,777.22	60,777.22	121,095.00	60,317.78
Contract Services			11,030.01	11,030.01	11,200.00	169.99
Rents and Financial Expenses			112.61	112.61		(112.61)
Total Expenses			545,373.24	545,373.24	883,095.00	337,721.76
Surplus/(Deficit) Before Allocation			(525,416.74)	(525,416.74)	(835,145.00)	309,728.26
Allocation						
Surplus (Deficit) After Allocation			(525,416.74)	(525,416.74)	(835,145.00)	309,728.26
Transfer					(835,145.00)	(835,145.00)
Transfer Between Companies					(835,145.00)	(835,145.00)
Surplus/(Deficit)			(525,416.74)	(525,416.74)		(525,416.74)

Date: September 3, 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. Capital Projects

- During the week of May 25, 2025, several windows with deficiencies were replaced or upgraded with new window tint to increase energy efficiency.
- On July 10, 2025, interior drywall repair and ceiling spray was completed in the Atrium as part of the roof replacement project.

The City's Facility Team have received shipment and will be installing energy-efficient, temperature-controlled heat traces for the outfall pipes of the roof.

2. Facility Projects

- On August 27, 2025, exterior lighting on the building was upgraded to photocell LEDs to increase energy efficiencies, and to enhance the security of the building and the safety of staff.

3. City Partnerships and Opportunities

- Etched in Time Art Show
During the month of July, an art exhibit honouring the Port Colborne Etching Stones was hosted at the library in collaboration with the Museum. The Etching Stones were created by local artists and installed on library property in 1984 but were removed in 2000 after the theft of a few of the stones. The remaining stones were either relocated to Seaway Park or added to the Museum collection. Original etching prints were rematted by Museum Staff for the exhibit, with two of the etching stones on loan. An art opening was held at the library on July 2,

2025, and was attended by the artists, committee members, council members, library and museum board members and staff, and members of the community. Individuals were invited to do rubbings. After the exhibit, the etching stone prints have been offered as a donation to the Museum as part of their permanent collection to preserve the history of this community project.

- Canal Days Festival

A public computer station dedicated to the festival website was set up during the week of Canal Days, along with printed promotional materials.

On Saturday, August 2, 2025, the library held a green screen photography program called “Ahoy! From Port Colborne!” Participants selected from four Port Colborne backgrounds (Lock 8 Gateway Park, the “Incredible Shrinking Mill,” Port Colborne Historical and Marine Museum, and the Port Colborne Public Library) and posed for a photograph with themed props. For example, a selection of top hats were available to acknowledge the Top Hat Ceremony at Lock 8 Gateway Park. Over 50 families (approximately 135 individuals), participated in the program. A free souvenir postcard will be mailed to each family through Canada Post following the event.

The library volunteer storyteller popped up at the Museum grounds to provide the annual Stories Under the Sails with approximately 15 families attending.

- Tote Bag Promotions

In July, library branded tote bags became available to purchase as a fundraising item. The City’s Communications Team supported the initiative with promotional photos and assisting with the social media campaign. Two tote bag options are available: navy canvas or a blue cotton with white library branding. Bags are being sold for \$20+HST.

- Parks and Rec Strategic Plan

On May 28, 2025, library staff participated in the City of Port Colborne’s Parks and Recreation Strategic Plan Staff Engagement Session for the upcoming plan. Library community and recreational programming statistics were provided to help support the plan.

- Yellow Fish Road

As part of a partnership between The Niagara Peninsula Conservation

Authority and the City of Port Colborne, the library served as a pick-up location for Yellow Fish Road kits. Promotions were shared through the library social media accounts.

4. Community Connect Partnerships

Community Connect partnerships continue to increase or expand, with new events including:

- Seniors Café at Guild Hall
On June 5, library staff provided a 20-minutes presentation on library programming, services, and collections at the Seniors Café at the Guild Hall.
- Friends Over 55 Seniors Expo
On June 12, library staff popped-up at the Expo to provide information on upcoming library programs and services.

5. My Dream Borrow

During May, the library ran a month-long contest asking community members, “If you could borrow anything from your library, what would it be?” Ballot boxes were available at the library, City Hall, and the Vale Health and Wellness Centre. Nearly 200 suggestions were collected with seven winning entries selected, including:

- Etch-a-Sketch
- Jigsaw Puzzle Mat
- Hockey Mini-Sticks
- Dinosaur Toys
- Telescope
- Binoculars

Individuals with the winning suggestion were offered the honorary first library borrow. Weekly throughout the summer, interviews and photographs of the winners were shared with community via social media.

6. Meeting with MP Fred Davies

On Monday, July 21, 2025, Library CEOs from Thorold, Welland, and Port Colborne Public Libraries met with Fred Davies, MP for Niagara South for an introductory meeting and discussion.

7. Union’s National Public Reading Program request from two local authors

The library was approached to be a host location by two local authors applying for the Public Reading Program grant through the Canadian Writer’s Union.

Applications were submitted for the children's and young adult funding, however, were declined due to the high number of applicants.

8. Art in the Atrium

- Ron Fyke
Art from local artist Ron Fyke was on display at the library during August and will be extended until the end of September.
- Student art shows from Lakeshore Catholic High School and Port Colborne High School are each booked for a month during the fall.

9. St. Catharines Reciprocal Borrowing Agreement Update

Since launching the reciprocal borrowing with St. Catharines Public Library on September 3, 2024, a total of 57 memberships have been issued:

- 42 registrations at the St. Catharines Public Library by Port Colborne users.
- 15 registrations at the Port Colborne Public Library by St. Catharines users.

10. Bequest to the Library

In July, a \$1,000 memorial donation was made to the library. A signed letter from the Board Chair was issued to the donor to acknowledge the donation.

11. Ontario Public Library Service Awards – Ministry of Tourism, Culture and Gaming

Three applications have been prepared for Ontario Public Library Service Awards for the following library projects:

- My Dream Borrow (community contest)
- Ahoy! from Port Colborne (green screen postcard program)
- Drawn to Read (monthly bookmark contest)

The Minister's Award for Innovation recognizes a new approach that demonstrates a positive impact in a community and is of continued value for public libraries. The Port Colborne Public Library was the recipient of 2024 award for the Touch-a-Truck Book: written and illustrated by the Children of Port Colborne. The deadline for submissions is September 12, 2025.

12. Public Library Operating Grant (PLOG)

The annual Public Library Operating Grant application was submitted to the Ministry of Tourism, Culture and Gaming on behalf of the Board on August 19, 2025.

13. Library Computer Workstations

Public computers are being upgraded to Windows 11 to keep systems secure and up to date, as Windows 10 support will be discontinued as of October 2025. Each computer is also receiving performance enhancements to improve speed and reliability for users.

14. Niagara CEO's Meeting

On June 9, 2025, CEOs from Niagara Libraries met for a quarterly meeting including a planning discussion for a potential Board Training Retreat for the fall.

Respectfully submitted,



Rachel Tkachuk
Chief Executive Officer

BUSINESS DIRECTORY



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COMMUNITY

Remember the Port Colborne Etching Stones? Let's Celebrate Their Legacy Together

Submitted by **RACHEL TKACHUK**, Library CEO, Port Colborne Public Library

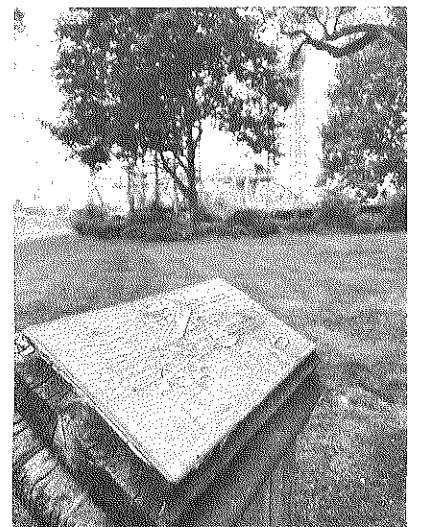
If you lived or worked in Port Colborne between 1983 through the early 2000s, chances are you remember the etching stones tucked behind the Port Colborne Public Library. For nearly two decades, this small space served as an interactive arts park, where the community could engage with eight beautifully crafted copper etching plates embedded on stone pillars.

As part of a community contest supported by a public arts grant, nine artists were selected to design original works that were etched into copper plates. Mounted outdoors in 1984, they transformed the space into a hands-on creative experience. Children, families, visitors, and passersby were invited to place paper over the plates and use crayons to create rubbings of the artwork to take home. It was a simple but powerful way to bring public art into everyday life.

In 2000, following the theft of a few of the original plates, the remaining pieces were removed from the site.

installation played in shaping a unique and memorable part of our city's cultural landscape.

An opening reception was held on July 2, where guests enjoyed light refreshments and had the opportunity to create a rubbing from one of the original copper plates, on loan from the Museum for the occasion. Invitations were extended to the original artists, City councillors, the library and museum boards and staff, and the community—



everyone who remembers the joy of making a rubbing or simply walking past this special public art space.

While the opening event has passed, the exhibit remains open through July 31, and all are invited to visit and reconnect with this unique chapter of Port Colborne's artistic legacy. Whether you're reconnecting with a childhood memory or learning about the installation for the first time, we invite you to celebrate with us.

Art Exhibit: Etched In Time

Exhibit Dates: July 2 – 31, 2025

**Location: Port Colborne
Public Library**

Contact: portcolbornelibrary.org

Let's honor this chapter of our City's creative history together.

Etching stone titles and the artists who designed them:

Port Colborne Breakwall
by Tricia and Joni Arthurs

Clarence Street Bridge
by Arnold McBay

West Street Port Colborne
by Patricia Moore

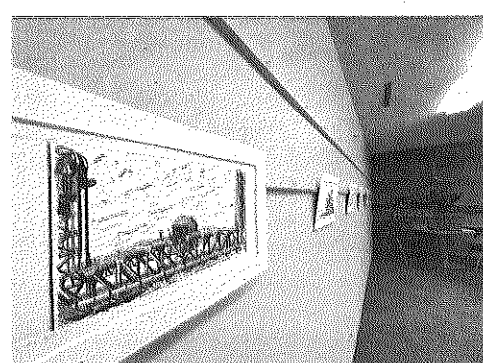
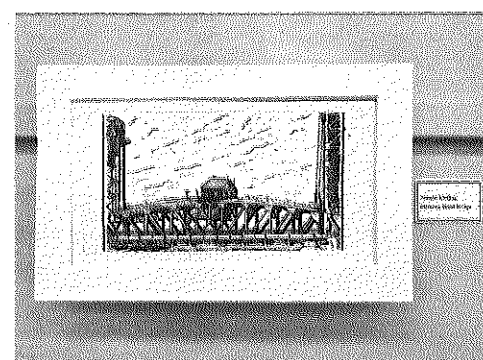
The New Dominion
by Tony Osborne

Sugarloaf Farm
by Nora Reid

Sailboats
by Bev Peugh

Night Entry, Port Colborne
by Larry Rosnuk

Bluebills over the West Wall
by Jed Simmons



Their fates diverged:

- Two plates were added to the Museum collection
- Two plates were reinstalled on posts at Seaway Park near the Clarence St. Bridge
- While the final four plates remain missing

This month, the Port Colborne Public Library and the Port Colborne Historical and Marine Museum are proud to host a special commemorative exhibit, marking over 40 years since the installation of the etching stones. The exhibit will feature framed original prints created from the copper plates, recently rediscovered in our archives and beautifully rematted by Museum staff for the display. Alongside the artwork, visitors will learn about the history of the project and the role this

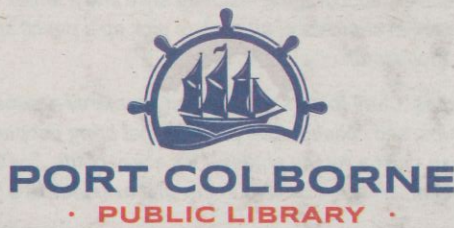
WHAT'S HAPPENING Port!

Say "Ahoy! at the upcoming Canal Days Festival — and Get a Free Souvenir Postcard in the Mail!

Submitted by **RACHEL TKACHUK**, Port Colborne Public Library

Looking for a fun, free way to remember this year's Canal Days festival? Stop by the Port Colborne Public Library on Saturday, August 2, between 10:30 AM and 3:30 PM and join us for "Ahoy! From Port Colborne." This is a one-day-only green screen photography event that's perfect for families, friends, locals, tourists, and festivalgoers of all ages!

Here's how it works: You'll step into our pop-up photo booth, choose from a collection of props, and strike a pose. Then, you'll select one of four iconic hometown backdrops – The Port Colborne Historical & Marine Museum, Lock 8 Gateway Park, The Incredible Shrinking Mill, or of course, the Port Colborne Public Library. Our library team will work a little photo magic after the event, editing your picture onto your chosen scene and transforming it into a classic souvenir postcard.



But that's not all – we'll even mail the postcard straight to your home, free of charge! It's a keepsake you'll treasure, and a fun way to remember the day.

Participation is free, and each household will receive one postcard. Just fill out a quick waiver, have some fun, and let us do the rest.

Whether you're a local looking to celebrate your love for our city, or a visitor wanting a unique memento, "Ahoy! From Port Colborne" is a must-do on festival day.

Find us at 310 King St. – we'll be the ones with the big green screen and the big smiles.

Come make a memory, say "Ahoy!" and send a little piece of our city to your mailbox!



Street Pharmacy Celebrates 19 Years with Port Colborne Album Release

COMMUNITY

Port Colborne Library Celebrates Record-Breaking Summer Reading Club

By KEASHA MAILE, PCO

The Port Colborne Public Library wrapped up another successful summer with its annual TD Summer Reading Club, drawing record-breaking participation from readers of all ages. This year's program saw 127 entries from teens and an impressive 482 entries from adults, making it one of the library's most engaging summers yet.

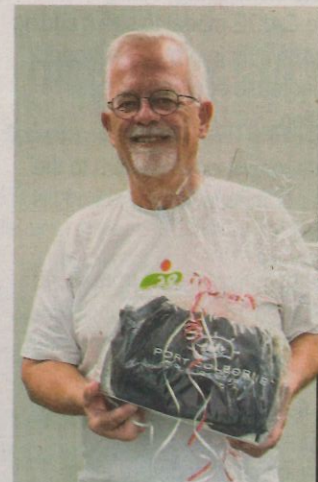
"Our ballot box filled up so quickly that we had to empty it a half dozen times," said Library CEO Rachel Tkachuk. "Readers would come in and see the ballot box stuffed and would excitedly tell library staff about the latest books they were reading."

The Teen Summer Reading Club winner was Ryder, while the adult winner was John. Both were selected through a random draw after submitting ballots for the books they read or listened to over the summer. "Every book read is a chance to win," explained Tkachuk. "The Summer Reading Club is simple, flexible, and allows participants to choose books that truly interest them."

The prize packages, displayed at the library throughout the summer, included a Port Colborne Public Library tote bag and button, a



Ryder, the teen Summer Reading Club winner



John the adult winner

Chapters gift card, new books, and a selection of library swag.

For children under 12, the TD Summer Reading Club featured the theme Travel Around the World. Each week, young readers were invited to log their books while participating in crafts,

activities, contests, and story times based on different continents. More than 170 children took part this year, logging over 1,575 books by mid-August. "The children's program encourages families to read together and keeps kids excited about books all summer long," said Tkachuk.

The children's summer wrapped up with a lively end-of-season party on August 27. Families were invited to "grab a passport" and explore ten different activity stations, including crafts, a photo booth, scavenger hunts, snacks, and more.

For Tkachuk, the true success of the program lies in how it strengthens community bonds.

"The joy of reading, community engagement, literacy, an invitation to discuss loved books, these are the things our Summer Reading Club brings to Port Colborne," she said. "It's not just about winning prizes; it's about celebrating the stories we love and sharing them with others."

With another record-breaking year behind them, the Port Colborne Public Library is already looking forward to keeping the community's passion for reading alive year-round.