

## Port Colborne Public Library Board Meeting Agenda

**Date:** Wednesday, April 8, 2026  
**Time:** 6:00 pm  
**Location:** Library Auditorium, Port Colborne Public Library  
 310 King St, Port Colborne

Pages

**1. Call to Order**

**2. Land Acknowledgement**

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

**3. Disclosures of Interest**

**4. Adoption of Agenda**

**5. Approval of Minutes**

1

**6. Confidential Items**

6.1 Confidential Human Resources Matter— pursuant to Public Libraries Act, Section 16.1(4) (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose

6.2 Confidential Human Resources Matter— pursuant to Public Libraries Act, Section 16.1(4) (b) personal matters about an identifiable individual

**7. Policy Items**

7.1 GOV-12: Library Reserves and Reserves Funds Policy

3

7.2	OP-16: Library and Political Elections	8
<b>8.</b>	<b>Consent Items</b>	
8.1	Staff Reports	
	a. Public Relations Report - March 2026	11
	b. 2026 March Break Report	15
	c. Annual Report 2025	19
8.2	Financial Reports	
	a. 2026 Operating Statement (as of April 3, 2026)	21
8.3	Circulation Reports	
	a. Circulation Report, February 2026	22
	a. Circulation Snapshot, February 2026	25
	b. Circulation Report, 2025 Year in Review	26
8.4	Correspondence	
	a. 2026 Spring Advocacy Campaign	27
	Federation of Public Libraries (FOPL)	
<b>9.</b>	<b>Discussion Items</b>	
9.1	Funding Approach for Library Website Redevelopment (R. Tkachuk)	29
9.2	CEO's Verbal Report - March 2026 (R. Tkachuk)	
<b>10.</b>	<b>Roundtable</b>	
<b>11.</b>	<b>Next Meeting Date and Adjournment</b>	



## Port Colborne Public Library Board Meeting Minutes

**Date:** Wednesday, April 1, 2026  
**Time:** 6:00 pm  
**Location:** Library Auditorium, Port Colborne Public Library  
310 King St, Port Colborne

**Members Present:** M. Bagu, Councillor  
B. Ingram, Chair  
C. MacMillan  
B. Beck  
E. Tanini

**Member(s) Absent:** A. Desmarais, Vice Chair  
H. Cooper  
M. Booth  
A. Smits

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

**Others Present:** A. Taylor, Consultant, Ontario Library Services

### **1. Call to Order**

The Chair called the meeting to order at 6:05 PM.

### **2. Land Acknowledgement**

The Board Chair recited the Land Acknowledgement.

### **3. Disclosures of Interest**

Nil.

### **4. Adoption of Agenda**

Moved by C. MacMillan  
Seconded by B. Beck

That the agenda dated April 1, 2026, be confirmed, as circulated.

Carried

**5. Approval of Minutes**

Moved by B. Beck

Seconded by C. MacMillan

That the minutes dated March 4, 2026, be approved, as circulated.

Carried

**6. Presentations**

**6.1 Introduction to Strategic Planning**

The Board received an introductory presentation on the strategic planning process from a consultant with Ontario Library Services, including an overview of timelines.

**7. Next Meeting Date and Adjournment**

The Chair adjourned the meeting at 7:15 PM.

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Bryan Ingram, Chair

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

## Library Reserves and Reserves Funds Policy

Policy Number: **GOV-12**

Initial Policy Approval Date: **Dec. 2020**

Last Review/Revision Date: **Feb. 2022, 2026**

Year of Next Review: **2030**

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The purpose of this policy is to provide the overall framework and the terms and conditions for the Port Colborne Public Library's reserve accounts.

The Port Colborne Public Library Board (the Board) is responsible for setting and approving the annual Library budget for recommendation to Port Colborne City Council for final approval. The Board will implement financial standards for the Library that will assure fiscal viability through the establishment and maintenance of reserve funds for current operations, capital replacement, and contingencies.

The Library does not establish or maintain a reserve fund on its own. Library reserve funds must be approved by Municipal Council.

This policy outlines:

- the purpose of the reserve
- funding sources (revenues)
- funding uses (expenditures)
- basis for the target balance
- target balance, allocation and approval
- reporting

### Section 1: Definitions

1. Surplus – An annual operating budget surplus resulting from revenues exceeding expenditures in a fiscal year.
2. Reserves – Accumulated funds on the balance sheet, either as a result of a surplus or from other operating funds set aside for a specific purpose.

### Section 2: Reserves

1. The Library shall hold the following reserves:
  - Capital Reserve

- Stabilization Reserve
- Bequests Reserve
- Future Liabilities

## Section 3: The goal of the Board is to maintain the funds as follows:

### 1. Capital Reserve

#### a. Purpose

The purpose of the Capital Reserve is for both substantial and discretionary, non-priority upgrades as approved by the Board.

The Capital Reserve **may support** substantial maintenance, upgrading or replacement of capital items **when necessary**, including but not limited to: HVAC, roof, windows, IT infrastructure, equipment, floor coverings, interior finishes, alterations, additions, and renovations as well as providing for condition assessment reports and feasibility studies. **The Capital Reserve may also support unbudgeted items that may not be achievable through the funding envelope.**

The Board shall forecast and budget the life cycle costs required to maintain, upgrade and/or replace the Library's tangible capital assets in cooperation with the City of Port Colborne (City), including the building which is directly owned by ~~the Corporation of the City of Port Colborne~~ (the City). Additional funds from donations, sale of assets, or appropriation of surplus may be accumulated in reserve accounts from time to time.

#### b. Funding Sources (Revenues)

- Contributions from annual operating budget surpluses
- Funding approved by Council based on library requests for capital funding
- Contributions resulting from surpluses associated with completed capital projects

#### c. Funding Uses (Expenditures)

For capital expenditures as approved annually in the library's capital budget **based on a five-year capital forecast.**

#### d. Basis for Targeted Balance

**This is a discretionary capital reserve fund. Discounted life-cycle costs of the**

~~library's tangible capital assets, including the library building which is owned by the City.~~

e. Target Balance

~~To achieve a positive balance, or as estimated by the Board. To be reviewed annually. Once the target balance is achieved, no further budget contributions will be made to the reserve until either the targets are amended or the balance drops below the target balance.~~

## 2. Stabilization Reserve

a. Purpose

It is the policy of the Board to provide for unanticipated expenditures or shortfalls of revenue in the operating budget through the Stabilization Reserve. The reserve will moderate the impact of expenditures and shortfalls that include, but are not limited to: decrease or loss of provincial grants, decrease in revenues, fluctuations in foreign currency, legislated wage and benefit increases, legal costs, pay equity costs, increases in service delivery costs, unforeseen or unanticipated expenditures.

b. Funding Sources (Revenues)

- Contributions from the Annual Operating Budget
- Contributions from Annual Operating Budget surpluses

c. Funding Uses (Expenditures)

Operating budget support for unforeseen and/or unanticipated expenditures and shortfalls in revenue.

d. Basis for Targeted Balance

10% of the Annual Operating Budget

e. Target Balance

To be reviewed annually. Once the target balance is achieved, no further budget contributions will be made to the reserve until either the targets are amended or the balance drops below the target balance.

## 3. Bequest Reserve

a. Purpose

The purpose of the Bequest Reserve will be to maintain funds collected from monetary donations made to the Library. The funds will be used for items or special projects that are directed by donors and/or as the Board deems will benefit and be enjoyed by the entire community.

b. Funding Sources (Revenues)

Donations made to the library (primarily charitable tax donations).

c. Funding Uses (Expenditures)

For projects or assets at the direction of donors and/or as the Board deems will benefit and be enjoyed by the entire community.

d. Basis for Targeted Balance

No targeted balance.

e. Target Balance

To be reviewed annually.

#### 4. Future Liabilities

a. Purpose

It is the policy of the Board to provide for employee future benefits, including Workplace Safety and Insurance Board (“WSIB”) claims.

b. Funding Sources (Revenues)

- Contributions from the Annual Operating Budget
- Contributions from Annual Operating Budget surpluses (specifically any personnel surplus will be allocated to this reserve first until the funding target is achieved)

c. Funding Uses (Expenditures)

To pay for employee future benefits, including WSIB.

d. Basis for Targeted Balance

75% of the employee future benefit and WSIB actuarially determined liability.

e. Target Balance

To be reviewed annually. Once the target balance is achieved, no further budget contributions will be made to the reserve until either the targets are amended or the balance drops below the target balance.

## **Section 4: Allocation and Approval**

1. Transfers between the Reserves and the Operating Budget may only be made with the prior approval of the Library Board and for the purposes identified in this policy. This may occur through the annual budget approval process or on an ad hoc basis.

## **Section 5: Reporting**

The Annual Operating Budget will show the budgeted transfers Reserves and the Annual Operating Budget, uses (including committed amounts), and the projected balance.

1. There will be a separate continuity report for the Capital, Stabilization, Bequests, and Future Liabilities showing actual balances and budget information related to balances and amounts of funding inflows and outflows and any current commitment.

## **Section 6: Implementation and Review**

1. The policy will be implemented by the Chief Executive Officer (CEO) and through the Finance Department of the City of Port Colborne.

## Library and Political Elections

Policy Number: **OP-16**

Initial Policy Approval Date: **May 2018**

Last Review/Revision Date: **April 2022, April 2026**

Year of Next Review: **2030**

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### Section 1: Scope and Legal Framework

The Port Colborne Public Library (the Library) operates in a non-partisan manner and supports the democratic process, fundamental freedoms, and informed discussion on political issues. This policy applies to municipal, provincial, and federal elections.

### Section 2: Responsibility and Application

1. This policy is applicable to:
  - a) All board members, staff, and volunteers of the library;
  - b) All candidates for a municipal election or by-election;
  - c) All candidates for a provincial or federal election or by-election;
  - d) All elected officials of the City including those not seeking re-election;
  - e) All registered third-party advertisers.
2. It is the responsibility of the Library CEO to ensure that the library complies with legislation related to elections at all levels - municipal, provincial, and federal.

### Section 3: Use of Library Resources and Property

1. The Library supports non-partisan activities that encourage political participation and voter awareness.
2. It is the responsibility of the Library to ensure that no candidate, registered third-party advertiser, or political party is provided with an unfair advantage in the use of library resources at any time.
3. For municipal elections, by May 1<sup>st</sup> in the election year, the library will establish the rules and procedures with respect to use of library resources during the period leading up to the municipal election. This requirement is found in the **Municipal Elections Act 1996, Clause 88.18 (the MEA)**.
4. Rules for the use of library resources and property are as follows:
  - a) All candidates and political parties have equal access to publicly available resources and services of the library.
  - b) Room rentals for partisan events, election, or campaign activities are not permitted.

- c) Library equipment, supplies, or personnel cannot be provided for campaign purposes.
- d) Library branding, including but not limited to the library's logo, cannot be used in any campaign material or for campaign purposes.
- e) No Municipal or Provincial candidate shall undertake campaign-related activities on library property.
- f) No candidate shall use the services of library staff during hours in which those persons receive any compensation from the municipality.
- g) In accordance with the Canada Elections Act section 81.1(1) federal election candidates or their representatives are allowed to campaign in facilities that are available for free to the public.
- h) In accordance with the **Community Information (OP-09) policy**, during an election the library may provide upon request one copy of each candidate's major information brochure and notices of all-candidates meetings may be posted.
- i) No election sign or poster specific to a candidate or political party can be posted on the grounds of the library or in the library building.

## Section 4: Campaign Contributions

The library complies with legislation on campaign contributions at all levels.

### 1. Municipal Elections

The board may not contribute to the campaign of any candidate or political party in the form of money, goods, or services. This is in accordance with the Municipal Elections Act, Section 88.8 (4).

### 2. Provincial Elections

The board may not contribute to the campaign of any candidate of a provincial election, constituency association, nomination contestant, candidates, and leadership contestant of provincial political parties in the form of money, goods or services. This is in accordance with the Ontario Elections Finances Act, Section 16(1).

### 3. Federal Elections

The board may not contribute to the campaign of any candidate of a federal election, a registered party, a registered association, nomination contestant, and leadership contestant of federal political parties in the form of money, goods or services. This is in accordance with the Canada Elections Act, Section 363(1).

## Section 5: Employee and Volunteer Participation in Election Campaigns

- 1. Any library employee running as a candidate in the municipal election must comply with Section 30 of the MEA.

2. A library employee or volunteer involved in a political campaign must be politically neutral in carrying out their library duties and must not participate in campaign activities during their working hours.
3. Library staff shall not canvass or actively work in support of a municipal, provincial or federal candidate or party during normal working hours unless they are on a leave of absence without pay, lieu time, or vacation leave.
4. Members of Council, including the mayor, candidates, and registered third parties shall not use the library facility for any election-related purposes.

## **Section 6: Library Board Members as Candidates**

1. Board members may continue their library board responsibilities when they are running for office.

## **Section 7: Requests for Information about the Library**

1. The CEO or designate will coordinate requests for information about the library received from candidates or political parties.
2. Information that is provided by the CEO regarding the library to one candidate or political party will also be made available to all other candidates or political parties, as well as the City Clerk.
3. Any candidate or political party may request a meeting with the CEO or designate for a tour of the library.
4. Library staff will refer all other requests for information to the City Clerk who will provide the same information for all candidates or political parties.

### **Related Documents:**

- City of Port Colborne. Use of Corporate Resources for Election Purposes
- Port Colborne Public Library. FN-04: Intellectual Freedom
- Port Colborne Public Library. OP-08: Public Meeting Spaces
- Port Colborne Public Library. OP-09: Community Information
- Canada Elections Act (S.C. 2000, c. 9)
- Elections Finances Act, R.S.O. 1990, c. E.7
- Municipal Affairs Act, R.S.O. 1990, c. M.46
- Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched.

Date: April 8, 2026  
To: Port Colborne Public Library Board  
From: Jen Sider (Temporary Acting Librarian)  
Subject: Public Relations Report - March 2026

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**Recommendation:**

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

**Public Relations Report – March 2026 Items**

**1. Class/Daycare Visits**

- March 25 & 26 – Three class visits were hosted. Topics included spring, Easter, and using the non-fiction collection.

**2. Pop-Up Library & Outreach**

Pop-Up Library

- March 5 & 12 – Port High
  - March 5: Activities included creating seed bombs with students.
  - March 12: Library staff participated in the Port High Career Lab.
- March 26 – ACW First Friends  
Songs and story time were offered, featuring Mother Goose and the Dancing Toucan. Stories were read, bubbles were played with, and a sing-along was enjoyed.
- March 10 – Northland Pointe  
Requested books were delivered and the puzzle collection was updated.

### 3. Artist in the Atrium

Community Curators Redrawn | Inspired by the Museum's 'Community Curators' exhibit, local high school artists created sketches celebrating objects selected by members of our Port Colborne community.



### 4. Programming

- Adult Art Class

On Thursday, March 19, fourteen participants attended a still life drawing session focused on sketching, observation, and technical drawing basics.

- Baby Time

This program continues to thrive with new families joining regularly. Two sessions were held in March.

- Baby Block Party

Baby Block Party moved to a morning time slot, with a consistent number of parents and children attending.

- Documentary Films

On Monday, March 30, the documentary Nest was screened in partnership with the National Film Board.

- Port Colborne Public Library Book Club

On March 9, members discussed The Marriage Portrait by Maggie O'Farrell and checked out Framed by John Grisham and Jim McCloskey.

- Portal Village Book Club

On Tuesday, March 17, members discussed In Such Good Company: Eleven Years of Laughter, Mayhem, and Fun in the Sandbox by Carol Burnett, and checked out Here One Moment by Liane Moriarty. The book club has 10 active members.

- Story Time with Shelly  
In March, there were 4 story-time sessions, with 10 children attending.
- Yarn & Yack  
Yarn & Yack is a social knitting, crocheting, sewing, stitching, embroidery and conversation group held every Thursday afternoon, with 4 sessions in March with between 5 – 8 people attending each session.
- Adult Chess  
Our volunteer is finishing up the winter series of Adult Chess on Monday, March 30.
- Community Volunteer Income Tax Program (CVITP)  
The program was offered again this year for community members who met the eligibility requirements and who had simple tax situations. This year we were able to obtain a second volunteer. As a host site, the library was able to offer 36 income tax clinics in March.

### **Passive Programming**

- Design Our Bookmark Contest  
In March, the theme for the monthly bookmark contest was “Animals.” The winner, Autumn, drew a bunny.
- Kid’s Craft Cart  
The newly revamped Kid’s Craft Cart was made available for four Wednesdays in March, plus Monday through Saturday of March Break. Each week featured a new craft project, while still giving children the option to create their own unique pieces. Including March Break, 130 people used the Craft Cart.
- Lego Club  
Every Monday after school in March (excluding March Break), a drop-in Lego Club was offered for children ages 5 and up. Kids were encouraged to complete challenges or to use their imagination to build something new.

- Scavenger Hunts  
Scavenger hunts are available daily in the children's room, with a different theme each week. Children reported how many scavenger hunt items they found to receive a small prize. In March, there were 4 scavenger hunts.
- Geocache  
In March, two geocachers signed the logbook, and one left a 'Travel Bug' called the "Dachshund Traveler." A Travel Bug is an item such as a tag or a small toy with a trackable code that allows geocachers to track its movement through the Geocaching website. The Port Colborne Public Library was the 433<sup>rd</sup> stop for The Dachshund Traveler Travel Bug.
- Music Makerspace  
The Music Makerspace was brought to the main floor for the duration of March Break with 87 participants. Otherwise, the Music Makerspace had one drop-in booking in March.
- Month of La Francophonie  
A drop-in program that encouraged patrons to "Flex their francophonie!" Three free French-language films from the National Film Board that celebrated sports, movement, and francophone culture were offered on Fridays in March.
- French Story-time/Histoire En Français  
This program was offered during March Break, with an Early Childhood Educator from the Centre de santé communautaire, with 9 children attending.

## **5. Community Connect**

In March, a variety of community partners booked the library's Ambassador Table to promote programs and services, including a new monthly partner, Meals on Wheels.

- Birchway Niagara – March 2
- Bridges Community Health Centre Ontario Seniors' Dental Care Plan – March 18
- Bridges Community Health Centre Services – March 26
- Meals on Wheels – March 31
- PC Works Resume Refresh – March 5, 12, 19 & 26
- PFLAG Niagara Information – March 14

Date: April 8, 2026  
To: Port Colborne Public Library Board  
From: Jennifer Sider (Acting Librarian)  
Subject: 2026 March Break Report

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**Recommendation:**

That the Port Colborne Public Library Board receives the 2026 March Break Report for information purposes.

**Public Relations Report Items**

**1. Children's Programming**

- The Science of Watercolour  
Children experimented with watercolour and created an underwater scene. Artwork from this program will be kept at the library for our Summer Art Gala. Sixteen children participated in the activity.
- Air Dry Clay Sea Creatures  
Children created their own clay sea creatures. They were encouraged to take a creature home and leave one at the library to be a part of our Summer Art Gala. Seventeen children participated in the activity.
- Music Instrument Making  
Children created their own DIY instruments from everyday materials. Twenty-two children participated in the activity.
- LEGO Car Show  
Children created a LEGO car and entered their creation into a car show! Fifteen children participated in the activity.
- Rubber Band Cannon  
Children created and designed a rubber band cannon and then tested it by aiming at targets on the wall. Nine children participated in the activity.

- Spool Knitting  
Children created their own spool loom, learned the basics of spool knitting, and created a yarn tube! Ten children participated in the activity.
- DNA Extraction Lab  
Children experimented extracting DNA from fruit. Seventeen children participated in the activity.

## 2. Teen Programming

- Dr. Stone Science Adventures  
Showcasing the hit anime show Dr. Stone, participants created their own Lava lamp. Two tweens participated in the activity.

## 3. Passive Programming

- Cardboard Tube Space Shuttle  
Monday to Saturday, participants were invited to drop by and create a cardboard tube space shuttle at the craft cart. 122 people dropped by throughout the week.
- Music Makerspace  
Monday to Saturday, participants were invited to drop by and use the digital piano, electric drum set, ukuleles, a guitar, and bells and shakers. Eighty-seven people dropped by throughout the week.
- Seed Bomb Gardening for Teens  
On Monday and Tuesday, teens were invited to drop by and make some DIY seed bombs using clay and wildflower seeds for spring gardening. Eight people participated.
- Space Perler Beads  
On Wednesday, teens were invited to drop by the library for out of this world Perler Bead fun. Thirty people participated in the activity.
- Clay Keychains for Teens

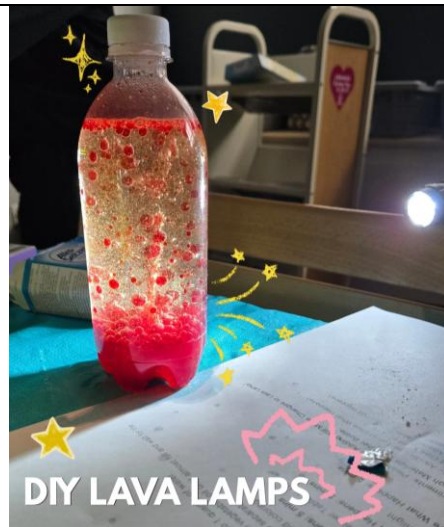
On Friday and Saturday, teens used a template to create a geometric keychain. Fifty-two people participated in the activity.

- More March Break Fun

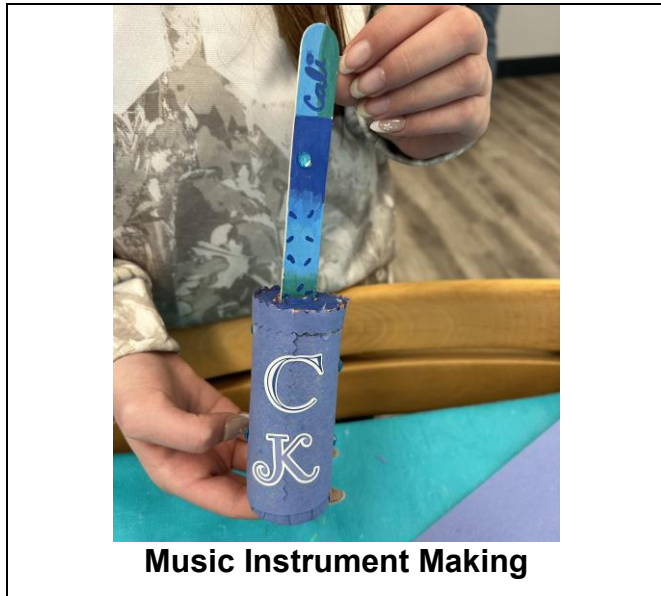
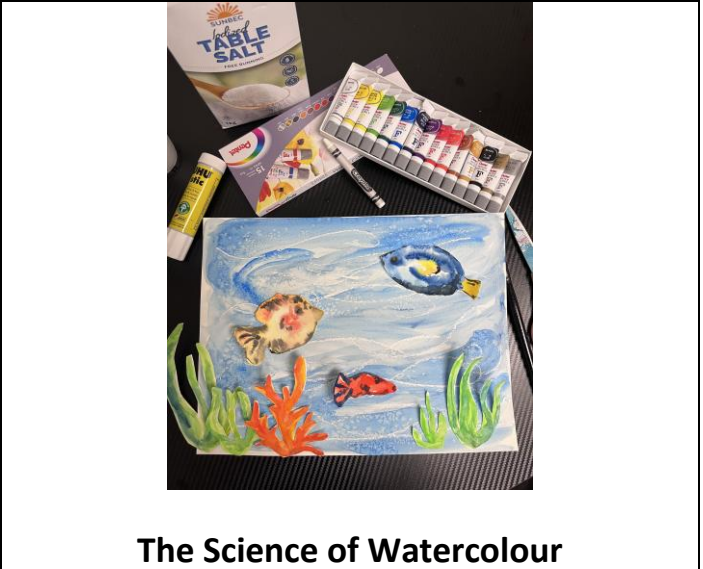
Saturday, at the L.R. Wilson Heritage Archives building, Magician Chase Whims entertained twenty-six people with his show the Marvelous Book of Magic and Mayhem. Chase brought a playful, interactive magic show where curiosity led the way, and silliness was always welcome. With surprising illusions, storytelling, comedy, and moments that made kids feel part of the magic, Chase turned our library event into a mini adventure.



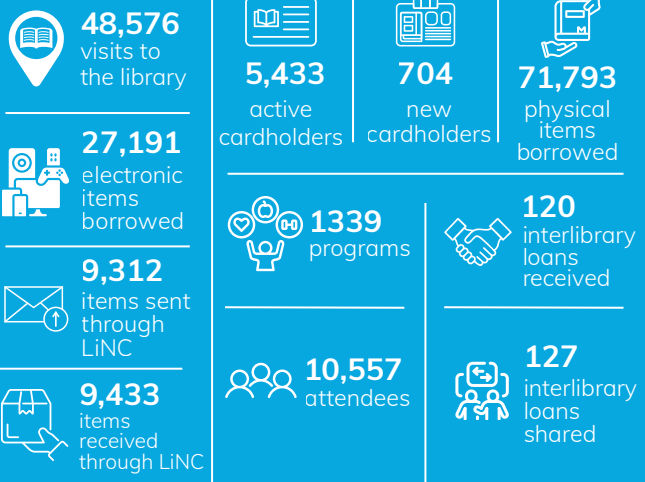
**LEGO CAR SHOW**



**DIY LAVA LAMPS**



# 2025 Year in Review



## Community Partners

- Birchway Niagara
- Brain Injury Association of Niagara
- Bridges Community Health Centre
- Brock University: Let's Talk Science
- Centre de sante communautaire
- Community Connect Port Colborne
- Community Volunteer Income Tax Program
- District School Board of Niagara
- First Friends Daycare
- Friends Over 55
- Girl Guides
- Niagara College: Newcomer Language Programs
- Niagara Catholic District School Board
- Niagara Region Waste Management
- Northland Pointe
- PC Works
- PFLAG Niagara
- Port Cares
- Port Colborne Garden Club
- Portal Village
- Senior Citizen's Advisory Committee
- Senior's Learning Cafe
- Start Me Up! Niagara
- Steele St. Daycare

## Board Members

- Bryan Ingram, Chair
- Angie Desmarais, Vice Chair
- Councillor Mark Bagu
- Brian Beck
- Margaret Booth
- Harmony Cooper
- Cheryl MacMillan
- Amanda Smits
- Eman Tanini

## Library Management

- Rachel Tkachuk, Chief Executive Officer (Board Secretary-Treasurer)
- Loraine MacDonald, Library Services Manager



Artist in the Atrium: June 2026  
Brian Kon

## Port Colborne Public Library

310 King St.  
Port Colborne, ON  
L3K 4H1



905-834-6512  
www.portcolborne.ca  
www.portcolborne.ca/library.org



**PORT COLBORNE**  
PUBLIC LIBRARY

# 2025 ANNUAL REPORT



**EMPOWER.  
ENRICH.  
EDUCATE.**

## Minister's Award for Innovation

In January, the Port Colborne Public Library received the Minister's Award for Innovation from the Ministry of Tourism, Culture and Gaming for the Touch-a-Truck Book.



## Ahoy! From Port Colborne Postcards

During Canal Days, festivalgoers posed in front of a green screen and selected one of four iconic Port Colborne backgrounds (Lock 8 Park, the Incredible Shrinking Mill, the Museum, or the Library). Each family received their personalized postcard in the mail, creating a memorable and shareable festival keepsake.



# 2025 Highlights



## Etched in Time Exhibit

Forty-one years after their creation, the original Port Colborne etching stone prints were displayed in a collaborative exhibit presented by the Library and the Museum.

The opening event welcomed several guests of honour, including artists who designed the copper etching plates and the committee member who contributed to this uniquely Port Colborne project.



## My Dream Borrow Contest

In June, community members were invited to share their "dream" library borrow. The winning participants received the honorary first checkout of their selected items.



## Minister's Award for Innovation

In November, My Dream Borrow was nominated for the Minister's Award for Innovation by the Ministry of Tourism, Culture and Gaming, recognizing the program's creativity and community engagement.

CPC - Operating Statement by Cost Center

Book: Operating

Operating Statement by Cost Center  
Port Colborne Library Board, Cost Center: CC0905 Library  
Period: 2026 - P03 Mar, for Current Period YTD

Ledger Account	Mar 2026					
	Commitments	Obligations	Actual	Total	Budget	Variance
Revenue			12,713.34	12,713.34	61,270.00	(48,556.66)
User Charges			1,698.24	1,698.24	7,700.00	(6,001.76)
Government Transfer			9,866.70	9,866.70	47,900.00	(38,033.30)
Investment Income						
Other Revenue			1,148.40	1,148.40	5,670.00	(4,521.60)
<b>Total Revenue</b>			<b>12,713.34</b>	<b>12,713.34</b>	<b>61,270.00</b>	<b>(48,556.66)</b>
Expense						
Personnel			189,599.96	189,599.96	816,360.00	626,760.04
Salaries and Wages			144,757.47	144,757.47	619,500.00	474,742.53
Benefits			44,842.49	44,842.49	196,860.00	152,017.51
Non-Personnel			45,824.08	45,824.08	138,675.00	92,850.92
Materials			50,890.89	50,890.89	126,575.00	75,684.11
Contract Services			(5,092.69)	(5,092.69)	12,100.00	17,192.69
Rents and Financial Expenses			25.88	25.88		(25.88)
<b>Total Expenses</b>			<b>235,424.04</b>	<b>235,424.04</b>	<b>955,035.00</b>	<b>719,610.96</b>
<b>Surplus/(Deficit) Before Allocation</b>			<b>(222,710.70)</b>	<b>(222,710.70)</b>	<b>(893,765.00)</b>	<b>671,054.30</b>
Allocation						
<b>Surplus (Deficit) After Allocation</b>			<b>(222,710.70)</b>	<b>(222,710.70)</b>	<b>(893,765.00)</b>	<b>671,054.30</b>
Transfer					(893,765.00)	(893,765.00)
Transfer Between Companies					(893,765.00)	(893,765.00)
<b>Surplus/(Deficit)</b>			<b>(222,710.70)</b>	<b>(222,710.70)</b>		<b>(222,710.70)</b>

3-Apr.-2026 9:45 a.m.

<u>CIRCULATION (PHYSICAL)</u>	<u>2026</u>	<u>2025</u>	<u>+/-</u>	<u>2026 YTD</u>	<u>2025 YTD</u>	<u>2024 YTD</u>	<u>% Change 2026/2025</u>	<u>% Change 2026/2024</u>
Books	3567	3306	261	7025	6861	7892	2%	-11%
Periodicals	296	211	85	531	413	286	29%	86%
DVDs	1060	1061	-1	2187	2334	3161	-6%	-31%
CDs	23	11	12	81	66	52	23%	56%
Audiobooks	42	72	-30	76	170	126	-55%	-40%
Board Games	23	16	7	50	37	68	35%	-26%
Seed Library	49	143	-94	49	190	17	-74%	188%
Video Games	105	97	8	203	204	276	0%	-26%
Library of Things	11	19	-8	20	37	0	-46%	100%
Library of Things - Storage	13	3	10	20	12	5	67%	300%
Library of Things - Children	51	49	2	114	103	58	11%	97%
Toys and Puzzles	124	80	44	236	158	490	49%	-52%
Microfilm	13	57	-44	31	57	62	-46%	-50%
<b>TOTAL CIRCULATION</b>	<b>5377</b>	<b>5125</b>	<b>252</b>	<b>10623</b>	<b>10642</b>	<b>12493</b>	<b>0%</b>	<b>-15%</b>
Materials Returned	4730	4395	335	9489	8896	10938	7%	-13%
<b>TOTAL TRANSACTIONS</b>	<b>10107</b>	<b>9520</b>	<b>587</b>	<b>20112</b>	<b>19538</b>	<b>23431</b>	<b>3%</b>	<b>-14%</b>
<u>CIRCULATION (DIGITAL)</u>	<u>2026</u>	<u>2025</u>	<u>+/-</u>	<u>2026 YTD</u>	<u>2025 YTD</u>	<u>2024 YTD</u>	<u>% Change 2026/2025</u>	<u>% Change 2026/2024</u>
Electronic Databases	635	483	152	1128	949	261	19%	332%
Downloadable Audiobooks	589	624	-35	1286	1337	1246	-4%	3%
Downloadable eBooks	866	1032	-166	1802	2295	2297	-21%	-22%
Downloadable Music	9	1	8	17	2	5	750%	240%
Downloadable Video	47	50	-3	121	116	86	4%	41%
Downloadable Magazines	500	591	-91	1166	1234	1091	-6%	7%
<b>TOTAL CIRCULATION</b>	<b>2646</b>	<b>2781</b>	<b>-135</b>	<b>5520</b>	<b>5933</b>	<b>4986</b>	<b>-7%</b>	<b>11%</b>
<u>ILLO &amp; RECIP. BORROWING</u>	<u>2026</u>	<u>2025</u>	<u>+/-</u>	<u>2026 YTD</u>	<u>2025 YTD</u>	<u>2024 YTD</u>	<u>% Change 2026/2025</u>	<u>% Change 2026/2024</u>
Interlibrary Loans --IN	10	8	2	22	10	19	120%	16%
LINC Reciprocal IN	643	751	-108	1392	1652	1154	-16%	21%
<b>TOTAL RECEIVED</b>	<b>653</b>	<b>759</b>	<b>-106</b>	<b>1414</b>	<b>1662</b>	<b>1173</b>	<b>-15%</b>	<b>21%</b>
Interlibrary Loans --OUT	2	37	-35	2	60	34	-97%	-94%
LINC Reciprocal OUT	782	597	185	1742	1421	1745	23%	0%
<b>TOTAL SENT</b>	<b>784</b>	<b>634</b>	<b>150</b>	<b>1744</b>	<b>1481</b>	<b>1779</b>	<b>18%</b>	<b>-2%</b>
<u>REGISTRATIONS</u>	<u>2026</u>	<u>2025</u>	<u>+/-</u>	<u>2026 YTD</u>	<u>2025 YTD</u>	<u>2024 YTD</u>	<u>% Change 2026/2025</u>	<u>% Change 2026/2024</u>
Adults	30	35	-5	62	68	74	-9%	-16%
Children	6	4	2	7	9	23	-22%	-70%
Non-Resident	10	6	4	20	18	2	11%	900%
Teen	3	0	3	5	3	0	67%	100%
<b>TOTAL REGISTRATIONS</b>	<b>49</b>	<b>45</b>	<b>4</b>	<b>94</b>	<b>98</b>	<b>99</b>	<b>-4%</b>	<b>-5%</b>
<u>RECEIPTS</u>	<u>2026</u>	<u>2025</u>	<u>+/-</u>	<u>2026 YTD</u>	<u>2025 YTD</u>	<u>2024 YTD</u>	<u>% Change 2026/2025</u>	<u>% Change 2026/2024</u>
Other Sale	64.65	285.90	-221.25	152.64	431.90	190.95	-65%	-20%
Room Rental	70.00	160.00	-90.00	150.00	290.00	101.70	-48%	47%
General Donations	0.00	5.32	-5.32	650.00	9.75	1025.00	6567%	-37%
Used Book Sales	167.22	473.50	-306.28	260.78	693.80	463.35	-62%	-44%
Photocopy/Print/Fax Fee	495.09	792.52	-297.43	876.38	1169.05	737.70	-25%	19%
Sign Rental	0.00	0.00	0.00	0.00	0.00	0.00	0%	0%
Program Fee - Adult	0.00	0.00	0.00	0.00	0.00	0.00	0%	0%
Other Revenue	0.00	0.00	0.00	99.90	0.00	0.00	100%	100%
<b>SUBTOTAL</b>	<b>796.96</b>	<b>1717.24</b>	<b>-920.28</b>	<b>2189.70</b>	<b>2594.50</b>	<b>2518.70</b>	<b>-16%</b>	<b>-13%</b>
Capital Donations	0.00	0.00	0.00	240.00	0.00	650.00	100%	-63%
<b>TOTAL RECEIPTS</b>	<b>796.96</b>	<b>1717.24</b>	<b>-920.28</b>	<b>2429.70</b>	<b>2594.50</b>	<b>3168.70</b>	<b>-6%</b>	<b>-23%</b>
<u>MATERIALS</u>	<u>2026</u>	<u>2025</u>	<u>+/-</u>	<u>2026 YTD</u>	<u>2025 YTD</u>	<u>2024 YTD</u>	<u>% Change 2026/2025</u>	<u>% Change 2026/2024</u>
No. of Books Repaired	29	78	-49	65	78	55	-17%	18%
Donations added to Collection	8	0	8	8	11	55	-27%	-85%
Used Books Sold	116	161	-45	149	538	263	-72%	-43%

Capital Donations  
(memorial) changed  
to General Donations  
2026

<b>PROGRAMS AND EVENTS</b>	<b>2026</b>	<b>2025</b>	<b>+/-</b>	<b>2026 YTD</b>	<b>2025 YTD</b>	<b>2024 YTD</b>	<b>% Change 2026/2025</b>	<b>% Change 2026/2024</b>
<b>No. of Prog/Events</b>							0%	0%
Teen Programs	2	5	-3	3	10	0	-70%	100%
Pop-Up Library Visits	3	1	2	5	4	1	25%	400%
Community Events	19	13	6	44	25	52	76%	-15%
Children's Programmes	26	26	0	51	51	28	0%	82%
Class Visits	4	5	-1	5	5	3	0%	67%
* Tech	108	53	55	234	107	67	119%	249%
* Seniors	1	2	-1	3	4	2	-25%	50%
<b>TOTAL</b>	<b>163</b>	<b>105</b>	<b>58</b>	<b>345</b>	<b>206</b>	<b>153</b>	<b>67%</b>	<b>125%</b>
<b>No. of Attendees</b>								
Teen Programs	2	5	-3	2	12	0	-83%	100%
Pop-Up Library Visits	63	10	53	82	53	4	55%	1950%
Community Events	192	77	115	332	185	686	79%	-52%
Children's Programmes	291	428	-137	542	760	522	-29%	4%
Class Visits	99	112	-13	120	112	77	7%	56%
* Tech	108	53	55	235	107	67	120%	251%
* Seniors	3	5	-2	8	12	7	-33%	14%
<b>TOTAL</b>	<b>758</b>	<b>690</b>	<b>68</b>	<b>1321</b>	<b>1241</b>	<b>1363</b>	<b>6%</b>	<b>-3%</b>
* Tech and Seniors previously categorized under Community Events								
<b>No. of Rentals/Reservations</b>								
Room Rentals	8	8	0					0%
Study Booth, Glass Room, Pavilion Usage / Reservation	20	11	9					0%
Sign Rentals	0	0	0					0%
<b>No. of Attendees</b>								
Room Rentals	90	87	3					0%
Study Booth, Glass Room, Pavilion Usage / Reservation	38	18	20					0%
*Room Rentals previously categorized under Community Events								
<b>ALL COMPUTER USERS</b>	<b>2026</b>	<b>2025</b>	<b>+/-</b>	<b>2026 YTD</b>	<b>2025 YTD</b>	<b>2024 YTD</b>	<b>% Change 2026/2025</b>	<b>% Change 2026/2024</b>
Computer Workstation Users	212	211	1	449	465	559	-3%	-20%
<b>TOTAL</b>	<b>212</b>	<b>211</b>	<b>1</b>	<b>449</b>	<b>465</b>	<b>1057</b>	<b>-3%</b>	<b>-58%</b>
<b>PATRON COUNT</b>	<b>2026</b>	<b>2025</b>	<b>+/-</b>	<b>2026 YTD</b>	<b>2025 YTD</b>	<b>2024 YTD</b>	<b>% Change 2026/2025</b>	<b>% Change 2026/2024</b>
	3602	3405	197	7332	7126	7385	3%	-1%
<b>LIBRARY HOMEPAGE HITS</b>	<b>2026</b>	<b>2025</b>	<b>+/-</b>	<b>2026 YTD</b>	<b>2025 YTD</b>	<b>2024 YTD</b>	<b>% Change 2026/2025</b>	<b>% Change 2026/2024</b>
	2487	1838	649	4703	4080	3119	15%	51%
<b>ONLINE CATALOGUE HITS</b>	<b>2026</b>	<b>2025</b>	<b>+/-</b>	<b>2026 YTD</b>	<b>2025 YTD</b>	<b>2024 YTD</b>	<b>% Change 2026/2025</b>	<b>% Change 2026/2024</b>
	1898	2232	-334	6879	5293	4201	30%	64%
<b>SOCIAL MEDIA</b>	<b>2026</b>	<b>2025</b>	<b>+/-</b>	<b>2026 YTD</b>	<b>2025 YTD</b>	<b>2024 YTD</b>	<b>% Change 2026/2025</b>	<b>% Change 2026/2024</b>
<b>Facebook</b>								
Page Likes/Followers	1940	1770	170	1940	1770	1634	10%	19%
Total Post Views	29542	19330	10212	61795	61685	35073	0%	76%
Total Post Interactions	271	541	-270	688	1591	764	-57%	-10%
Total Posts	43	49	-6	88	106	45	-17%	96%
<b>Instagram</b>								
Page Likes/Followers	1494	1350	144	1494	1350	1229	11%	22%
Total Post Views	5715	11484	-5769	13282	19906	6356	-33%	109%
Total Post Interactions	112	399	-287	215	685	252	-69%	-15%
Total Posts	39	64	-25	78	122	43	-36%	81%

<b>eNEWSLETTER</b>	<b>2026</b>	<b>2025</b>	<b>+/-</b>		<b>2026 YTD</b>	<b>2025 YTD</b>	<b>2024 YTD</b>	<b>% Change 2026/2025</b>	<b>% Change 2026/2024</b>
New Contacts	6	6	0		16	14	0	14%	100%
Total Contacts to Date	569	497	72		569	497	470	14%	21%
Email Opens	0	0	0		138	266	391	-48%	-65%
Clickthroughs	0	0	0		65	55	68	18%	-4%
<b>PRINTING &amp; PHOTOCOPY</b>	<b>2026</b>	<b>2025</b>	<b>+/-</b>		<b>2026 YTD</b>	<b>2025 YTD</b>	<b>2024 YTD</b>	<b>% Change 2026/2025</b>	<b>% Change 2026/2024</b>
Public Computers	117	146	-29		307	299	290	3%	6%
Mobile Print	276	120	156		486	255	120	91%	305%
Pages in Black and White	1700	3034	-1334		2814	4468	2924	-37%	-4%
Pages in Colour	70	34	36		173	52	56	233%	209%
Total Print Jobs	393	266	127		793	554	410	43%	93%
Total Number of Pages	1770	3068	-1298		2987	4520	2980	-34%	0%

**FEB. 2026**  
**MONTHLY**  
**REPORT**

**INTERACTIONS**

NEW PATRONS

49

PATRON VISITS

3,602

CATALOGUE VISITS

1,898

WEB VISITS

2,487

PHYSICAL CIRC

5,377

DIGITAL CIRC

2,646

ITEMS BORROWED FROM LINC LIBRARIES

643

ITEMS LOANED TO LINC LIBRARIES

782

**CIRCULATION**

**PROGRAMS**

TOTAL PROGRAMS

163

PROGRAM ATTENDANCE

758

SOCIAL MEDIA POSTS

82

eNEWSLETTER SUBSCRIBERS

569

PAGES PRINTED & COPIED

1,770

COMPUTER USERS

212

ePRINTit PRINT JOBS

276

TECH HELP

108

**LIBRARY TECH**

**HIGHLIGHTS**

- Popped up at the Port Colborne SportsFest, showing off outdoor LoT items.
  - Interacted with 53
- Adult Art Class: Book Wreaths
  - 8 attended



Adult Art Class: Book Wreaths

# 2025 YEAR IN REVIEW

## INTERACTIONS

NEW PATRONS <b>704</b>	PATRON VISITS <b>48,576</b>
CATALOGUE VISITS <b>31,285</b>	WEB VISITS <b>21,234</b>

## PROGRAMS

TOTAL PROGRAMS <b>1,339</b>	PROGRAM ATTENDANCE <b>10,860</b>
OUTREACH / POP-UP EVENTS <b>32</b>	OUTREACH / POP-UP INTERACTIONS <b>938</b>
SOCIAL MEDIA POSTS <b>1,098</b>	TOTAL eNEWSLETTER SUBSCRIPTIONS <b>553</b>

PHYSICAL CIRC <b>71,793</b>	DIGITAL CIRC <b>27,903</b>
ITEMS BORROWED FROM LINC LIBRARIES <b>9,433</b>	ITEMS LOANED TO LINC LIBRARIES <b>9,312</b>

## CIRCULATION

ELECTRONIC DATABASE USE  
**5,108**

PAGES PRINTED & COPIED <b>22,450</b>	COMPUTER USERS <b>2,739</b>
EPRINT/IT PRINT JOBS <b>2,101</b>	TECH HELP <b>739</b>

## LIBRARY TECH



## **FOPL 2026 Advocacy Campaign**

The Federation of Ontario Public Libraries (FOPL) is launching a province-wide advocacy campaign in April 2026 to:

- Raise awareness among government and the public about growing pressures on libraries
- Reinforce libraries as essential social infrastructure
- Position libraries as partners—not replacements—for social services
- Advocate for stronger provincial investment in upstream supports

The campaign includes media outreach, social media, op-eds, and direct engagement with provincial decision-makers.

### **Why This Matters to You**

Public libraries are among the most trusted and heavily used municipal services. As elected officials and board members, you play a critical role in ensuring libraries remain safe, welcoming, and sustainable community spaces.

Across Ontario, libraries are experiencing increasing pressure as they respond to complex social challenges linked to mental health, addictions, and housing. These pressures are directly impacting staff capacity, service delivery, and the overall library environment in your communities.

### **The Core Issue**

Libraries are open to everyone—and increasingly, they are serving individuals in crisis. When systems fall short, libraries often become:

- De facto warming/cooling spaces
- Points of first contact for individuals experiencing homelessness
- Safe spaces for those facing mental health or addiction challenges

While library staff respond with compassion, they are not trained or resourced to provide crisis intervention or social services.

### **Key Campaign Messages**

- Libraries are essential social infrastructure worth protecting
- Libraries are welcoming, trusted spaces for everyone
- Libraries are doing more than ever—but are not social service providers
- System gaps in mental health, housing, and addictions are showing up in libraries
- The solution requires coordinated, system-wide investment

## **The Provincial Ask**

FOPL is calling on the province to work with all levels of government to strengthen housing, health, and community supports so people can get help before they end up at the library's front desk.

All Ontario communities are experiencing the impacts of Canada's mental health, addiction and housing crisis first-hand. Every day, libraries open their doors to everyone—families, newcomers, students, job seekers, and increasingly, people with nowhere else to go.

While public libraries have worked hard to build partnerships and connect community members in crisis to supports, public libraries are at the limit of what they can do on their own.

Public libraries are not frontline crisis centers, yet they are being forced to take on parts of that role due to gaps in the available supports. If housing, mental health, and addiction systems fall short, library workers see the impact. Librarians aren't social workers, but they're showing care and compassion where the system has left a gap.

Public libraries have had to redirect limited budgets away from their core mandates to provide frontline crisis training for staff, increase security measures, stretching public library budgets to the limit.

A province-wide strategy is needed to address the intersection of public safety, mental health, and its impact on community infrastructure, with coordinated investments across all levels of government and funding for municipalities to build real crisis response capacity in the community.

## **What Advocacy Will Be Happening**

- Meetings with local MPPs and provincial ministers
- Coordinated media outreach including interviews and opinion editorials
- Province-wide social media campaign amplifying library voices
- Engagement with sector partners to reinforce shared messaging
- Local outreach opportunities for libraries to connect with elected officials

## **How You Can Support the Campaign**

As a municipal councilor or board member, you can help.

- Champion the role of libraries in council discussions and decisions
- Support advocacy efforts with your local MPP
- Amplify campaign messaging through your networks
- Ensure local awareness of pressures facing your library system
- Advocate for integrated community solutions at the municipal level

Libraries are doing more than ever—but they cannot do it alone.

Sustaining safe, welcoming libraries requires coordinated action across all levels of government. Your leadership is essential to ensuring libraries can continue to serve their communities effectively.



**Subject: Funding Approach for Library Website Redevelopment**

**To: Port Colborne Public Library Board**

**From: Rachel Tkachuk, MLIS, Chief Executive Officer**

Meeting Date: April 1, 2026

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**Recommendation:**

That the Port Colborne Public Library Board approve funding the development and launch of a new library website through existing resources within the 2026 Operating Budget, including the reallocation of \$7,460 from an unused telephone services budget line, with staff directed to identify additional operating savings to fund the remaining costs. Should sufficient operating savings not be realized by year end, any funding shortfall will be covered through a transfer from the Library Reserve.

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**Purpose:**

The purpose of this report is to seek Board approval for an alternative funding approach for the Library's website redevelopment project, utilizing available operating budget savings while maintaining flexibility to address any remaining costs through the Library Reserve, if required.

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**Background:**

The website platform currently used by both the City of Port Colborne and the Port Colborne Public Library will no longer be supported by the vendor by the end of 2026. As a result, the Library is required to migrate its website to a new platform.

In 2026, the City of Port Colborne is undertaking a capital project to redevelop its corporate website. Following a competitive Request for Proposal (RFP) process, the City has selected Upanup, a Canadian website development vendor, with a projected completion date of September 2026.

The Library has the opportunity to align its website redevelopment with the City's project in order to leverage shared timelines, technical expertise, and operational efficiencies.

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**Discussion:**

The project involves the Port Colborne Public Library, in collaboration with the City of Port

Colborne and its selected vendor, Upanup.

The Library will migrate its existing website to a new platform. A recommended approach is the development of a library microsite within the City's corporate website using Upanup's Civikit template, enabling the Library to maintain its own unique branding and identity while aligning with the City's design, accessibility, and technical standards. The website transition is planned to occur during 2026 and align with the City's corporate website redevelopment project, which is scheduled for completion in September 2026.

The Library's website would be hosted as a microsite within the City's corporate website infrastructure, while continuing to operate as the Port Colborne Public Library's primary digital presence.

The current website platform will no longer be supported, creating risks related to accessibility, security, and long-term sustainability. Coordinating the Library's website redevelopment with the City's project will:

- Reduce duplication of effort
- Improve project efficiency
- Ensure compliance with accessibility standards
- Support a modern, sustainable, and user-friendly digital presence

Upanup has proposed several service components to support the Library's website transition, including:

- Development of a library microsite using the Civikit template
- Optional content migration to reduce staff workload and maintain continuity
- Optional site structure development to enhance usability

Rather than undertaking a full reserve transfer at the outset, this funding approach proposes utilizing available operating budget capacity and savings where possible.

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### **Internal Consultations:**

An internal consultation was undertaken with the City's Manager of Communications to review and confirm the project scope, proposed timelines, and associated cost considerations, ensuring alignment with corporate communications objectives and delivery capacity. In addition, consultation was held with the City's Chief Financial Officer/Treasurer to discuss and validate the recommended funding strategy, including funding sources and financial implications, to support informed decision-making and fiscal sustainability.

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**Financial Implications:**

The estimated costs associated with the library website migration is \$8,500.

Within the approved 2026 Operating Budget, \$7,460 is allocated for telephone services that are no longer being charged to the Library from the City, as the City pays for this through their consolidated bill. Staff propose reallocating these available funds toward the website redevelopment.

Staff will actively monitor expenditures and identify additional savings within the operating budget to fund the remaining project costs. Should sufficient savings not be realized by the end of the fiscal year, any remaining funding requirement will be addressed through a transfer from the Library Reserve at year end.

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**Public Engagement:**

Public engagement was not undertaken for this project, as the initiative relates to internal infrastructure and service continuity.

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**Strategic Plan Alignment:**

This initiative supports the Library's strategic goals by strengthening accessibility, sustainability, and digital service delivery, while exercising financial stewardship through efficient use of operating resources and municipal partnerships.

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**Conclusion:**

Library staff recommend the Board approve an operating budget funded approach to the website redevelopment project, making use of available budget capacity and operational savings, with the Library Reserve serving as a contingency, if required. This approach balances fiscal responsibility with the need to modernize the Library's digital infrastructure and maintain service continuity.

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Respectfully submitted,

Rachel Tkachuk, MLIS  
Chief Executive Officer  
905-228-8084  
[Rachel.Tkachuk@portcolborne.ca](mailto:Rachel.Tkachuk@portcolborne.ca)