

## Port Colborne Public Library Board Meeting Agenda

**Date:** Wednesday, May 6, 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**

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**6. Confidential Items**

6.1 Minutes of the closed session of the April 8, 2026, Special Meeting of the Board

**7. Consent Items**

7.1 Staff Reports

a. Public Relations Report - April 2026

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7.2 Financial Reports

a.	2026 Operating Budget (as of May 1, 2026)	9
7.3	Circulation Reports	
a.	Circulation Report, March 2026	10
a.	Circulation Snapshot, March 2026	13
b.	Circulation Report, 1st Quarter 2026	14
a.	Circulation Snapshot, 1st Quarter 2026	17
7.4	Media Items	
a.	Off-the-Shelf Newsletter - May/June 2026	18
8.	<b>Discussion Items</b>	
8.1	2025 Library Financial Report (A. Pigeau)	28
a.	Appendix A - Port Colborne Library - Report to the Board 2025	30
b.	Appendix B - Port Colborne Public Library 2025 - DRAFT Awaiting Item	
8.2	CEO's Report - Verbal (R. Tkachuk)	
8.3	Board Legacy Document (B. Ingram)	33
8.4	Strategic Planning (R. Tkachuk)	
a.	Strategic Plan Update	35
b.	Community Engagement Survey	49
9.	<b>Roundtable</b>	
10.	<b>Next Meeting Date and Adjournment</b>	



## Port Colborne Public Library Board Meeting Minutes

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

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

**Member(s) Absent:** A. Desmarais, Vice Chair  
A. Smits

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

**Others Present:** B. Boles, Chief Administrative Officer, City of Port Colborne  
C. Madden, City Clerk, City of Port Colborne

### 1. Call to Order

The Chair called the meeting to order at 6:02 PM.

### 2. Land Acknowledgement

The Chair recited the Land Acknowledgement.

### 3. Disclosures of Interest

Nil.

### 4. Adoption of Agenda

Moved by H. Cooper  
Seconded by C. MacMillan

That the agenda dated April 8, 2026, be confirmed, as circulated.

Carried

**5. Approval of Minutes**

Moved by H. Cooper  
Seconded by E. Tanini

That the minutes dated April 1, 2026, be approved, as circulated.

Carried

**6. Confidential Items**

Moved by M. Booth  
Seconded by C. MacMillan

That the Board do now proceed into closed session in order to address the following matters at approximately 6:05 PM.

Carried

**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**

Moved by H. Cooper  
Seconded by M. Booth

That the Board approves Policy Items 7.1 to 7.2, as circulated.

Carried

Moved by H. Cooper  
Seconded by E. Tanini

That the meeting be extended by 30 minutes to allow for the completion of the agenda.

Carried

**7.1 GOV-12: Library Reserves and Reserves Funds Policy**

**7.2 OP-16: Library and Political Elections**

**8. Consent Items**

Moved by H. Cooper  
Seconded by M. Booth

That the Board approves Consent Items 8.1 to 8.4, as presented.

Carried

**8.1 Staff Reports**

a. **Public Relations Report - March 2026**

b. **2026 March Break Report**

c. **Annual Report 2025**

**8.2 Financial Reports**

a. **2026 Operating Statement (as of April 3, 2026)**

**8.3 Circulation Reports**

a. **Circulation Report, February 2026**

a. **Circulation Snapshot, February 2026**

b. **Circulation Report, 2025 Year in Review**

**8.4 Correspondence**

a. **2026 Spring Advocacy Campaign**

**9. Discussion Items**

**9.1 Funding Approach for Library Website Redevelopment (R. Tkachuk)**

Moved by H. Cooper  
Seconded by E. Tanini

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.

Carried

**9.2 CEO's Verbal Report - March 2026 (R. Tkachuk)**

This verbal report was deferred until the May 6, 2026, meeting due to time.

**10. Roundtable**

Nil.

**11. Next Meeting Date and Adjournment**

The next meeting will be held Wednesday, May 6, 2026, at 6 PM in the Library Auditorium.

The Chair adjourned the meeting at approximately 8:11 PM.

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Bryan Ingram, Chair

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

Date: June 6, 2026  
To: Port Colborne Public Library Board  
From: Jen Sider (Temporary Acting Librarian)  
Subject: Public Relations Report - April 2026

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**Recommendation:**

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

**Public Relations Report Items**

**1. Class/Daycare Visits**

- April 1, 8, 15 & 22, 4 class visits. Topics presented include National Poetry Month, Indigenous Languages Day, Comic Book Day, Easter, April Fools, Earth Day, Artemis II mission, and using the Seed Library, participating in the Scavenger Hunt, and the Bookmark Design Contest.

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

Pop-Up Library

- April 2 – Port High. Black Out Poetry for National Poetry Month, with 3 people visiting our table.
- April 4 – Vale Easter Event. 96 people stopped by the library table and cut out and coloured Easter Eggs and participated in our activities.
- April 9 – ACW First Friends, songs and story time, brought Mother Goose and the Dancing Toucan, read stories, played with bubbles, sing-along.
- April 14 – Northland Pointe. During this visit we were able to bring some requested books and some LP books to update the standing collection, 10 visitors to our pop-up.

### 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, April 16, 6 people tried their hand at Redacted Book Page Poetry. Some very creative ideas were expressed.

- Music and Movement

Newly introduced, this program saw two sessions occur in April, with 1 child and their parent attending.

- Baby Block Party

With 4 occurrences during April, Baby Block Party moved to a morning time slot, with at least 3 parents and children attending.

- Documentary Films

On Monday, April 27, the documentary *Nechako* (2025, 90 min) was shown to an audience of 4 people. After seven decades of resistance, two Indigenous Nations reach a turning point in their historic legal fight to reclaim the Nechako River and the way of life it once sustained.

- Port Colborne Public Library Book Club

On April 13, members discussed *Framed* by John Grisham and Jim McCloskey, and checked out *Calamity of Souls* by David Baldacci.

- Portal Village Book Club

The book club has 10 active members. On April 21, members discussed *Here One Moment* by Liane Moriarty, and checked out *Holmes, Marple and Poe* by James Patterson and Brian Sitts.

- Story Time with Shelly  
In April, there were 4 story-time sessions, with a total of 15 children attending.
- Yarn & Yack  
Yarn & Yack is a social knitting, crocheting, sewing, stitching, embroidery and conversation group held every Thursday afternoon, with 5 sessions in April with a core group of 5 – 8 people attending each session.
- Adult & Children's Chess  
Our volunteer has started another 10-week Adult Chess session on Monday, April 13, and a 6-week Children's Chess session on Tuesday, April 14.
- 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 16 income tax clinics in April.

## **5. Passive Programming**

- Canada Reads Watch Party  
From April 13 to April 16, we presented CBC's broadcast of the Canada Reads 2026 debates.
- Design Our Bookmark Contest  
In April, the theme for the monthly bookmark contest was "Spring Flowers." The winner, Milena drew a beautiful bouquet of flowers in a vase.
- Kid's Craft Cart  
The newly revamped Kid's Craft Cart was made available for five Wednesdays in April. Each week featured a new craft project, while still giving children the option to create their own unique pieces. 22 people used the Craft Cart.
- Lego Club

Every Monday after school in April (except April 6), 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. Twenty people dropped in to play.

- 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 April, there were 4 scavenger hunts.

- Music Makerspace

The Makerspace has seen an uptick in use with patrons dropping in and asking to use the space. There is a preference for using the room when available, as opposed to prebooking. April had 8 drop-in users.

## **6. Community Connect**

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

- Birchway Niagara – April 13
- Bridges Community Health Centre Ontario Seniors' Dental Care Plan – April 15
- Bridges Community Health Centre Services – April 30
- Meals on Wheels – April 27
- PC Works Resume Refresh – April 2, 16, 23 & 30
- PFLAG Niagara Information – April 11

CPC - Operating Statement by Cost Center

Book: Operating

Operating Statement by Cost Center  
Port Colborne Library Board, Cost Center: CC0905 Library  
Period: 2026 - P04 Apr, for Current Period YTD

Ledger Account	Apr 2026					
	Commitments	Obligations	Actual	Total	Budget	Variance
Revenue			25,478.48	25,478.48	61,270.00	(35,791.52)
User Charges			2,816.94	2,816.94	7,700.00	(4,883.06)
Government Transfer			10,704.96	10,704.96	47,900.00	(37,195.04)
Investment Income						
Other Revenue			11,956.58	11,956.58	5,670.00	6,286.58
<b>Total Revenue</b>			<b>25,478.48</b>	<b>25,478.48</b>	<b>61,270.00</b>	<b>(35,791.52)</b>
Expense						
Personnel			251,805.85	251,805.85	816,360.00	564,554.15
Salaries and Wages			192,002.94	192,002.94	619,500.00	427,497.06
Benefits			59,802.91	59,802.91	196,860.00	137,057.09
Non-Personnel			51,724.05	51,724.05	138,675.00	86,950.95
Materials			56,415.37	56,415.37	126,575.00	70,159.63
Contract Services			(4,717.20)	(4,717.20)	12,100.00	16,817.20
Rents and Financial Expenses			25.88	25.88		(25.88)
<b>Total Expenses</b>			<b>303,529.90</b>	<b>303,529.90</b>	<b>955,035.00</b>	<b>651,505.10</b>
<b>Surplus/(Deficit) Before Allocation</b>			<b>(278,051.42)</b>	<b>(278,051.42)</b>	<b>(893,765.00)</b>	<b>615,713.58</b>
Allocation						
<b>Surplus (Deficit) After Allocation</b>			<b>(278,051.42)</b>	<b>(278,051.42)</b>	<b>(893,765.00)</b>	<b>615,713.58</b>
Transfer					(893,765.00)	(893,765.00)
Transfer Between Companies					(893,765.00)	(893,765.00)
<b>Surplus/(Deficit)</b>			<b>(278,051.42)</b>	<b>(278,051.42)</b>		<b>(278,051.42)</b>

1-May-2026 9:13 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	4441	4226	215	11466	11087	12316	3%	-7%
Periodicals	332	282	50	863	695	554	24%	56%
DVDs	1188	1548	-360	3375	3882	4715	-13%	-28%
CDs	15	33	-18	96	99	77	-3%	25%
Audiobooks	61	77	-16	137	247	205	-45%	-33%
Board Games	74	25	49	124	62	118	100%	5%
Seed Library	96	138	-42	145	328	112	-56%	29%
Video Games	122	112	10	325	316	427	3%	-24%
Library of Things	22	17	5	42	54	7	-22%	500%
Library of Things - Storage	9	4	5	29	16	9	81%	222%
Library of Things - Children	110	102	8	224	205	74	9%	203%
Toys and Puzzles	238	172	66	474	330	874	44%	-46%
Microfilm	16	29	-13	47	86	90	-45%	-48%
<b>TOTAL CIRCULATION</b>	<b>6724</b>	<b>6765</b>	<b>-41</b>	<b>17347</b>	<b>17407</b>	<b>19578</b>	<b>0%</b>	<b>-11%</b>
Materials Returned	5601	5803	-202	15090	14699	16735	3%	-10%
<b>TOTAL TRANSACTIONS</b>	<b>12325</b>	<b>12568</b>	<b>-243</b>	<b>32437</b>	<b>32106</b>	<b>36313</b>	<b>1%</b>	<b>-11%</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	665	687	-22	1793	1636	296	10%	506%
Downloadable Audiobooks	671	642	29	1957	1979	1880	-1%	4%
Downloadable eBooks	956	1144	-188	2758	3439	3312	-20%	-17%
Downloadable Music	4	5	-1	21	7	11	200%	91%
Downloadable Video	40	75	-35	161	191	124	-16%	30%
Downloadable Magazines	566	652	-86	1732	1886	1645	-8%	5%
<b>TOTAL CIRCULATION</b>	<b>2902</b>	<b>3205</b>	<b>-303</b>	<b>8422</b>	<b>9138</b>	<b>7268</b>	<b>-8%</b>	<b>16%</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	8	22	-14	30	32	31	-6%	-3%
LINC Reciprocal IN	857	895	-38	2249	2547	1744	-12%	29%
<b>TOTAL RECEIVED</b>	<b>865</b>	<b>917</b>	<b>-52</b>	<b>2279</b>	<b>2579</b>	<b>1775</b>	<b>-12%</b>	<b>28%</b>
Interlibrary Loans --OUT	2	24	-22	4	84	48	-95%	-92%
LINC Reciprocal OUT	940	793	147	2682	2214	2584	21%	4%
<b>TOTAL SENT</b>	<b>942</b>	<b>817</b>	<b>125</b>	<b>2686</b>	<b>2298</b>	<b>2632</b>	<b>17%</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	47	39	8	109	107	284	2%	-62%
Children	12	15	-3	19	24	49	-21%	-61%
Non-Resident	10	13	-3	30	31	25	-3%	20%
Teen	3	4	-1	8	7	6	14%	33%
<b>TOTAL REGISTRATIONS</b>	<b>72</b>	<b>71</b>	<b>1</b>	<b>166</b>	<b>169</b>	<b>364</b>	<b>-2%</b>	<b>-54%</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	395.89	440.90	-45.01	548.53	872.80	346.20	-37%	58%
Room Rental	60.00	230.00	-170.00	210.00	520.00	192.10	-60%	9%
General Donations	490.00	76.13	413.87	1140.00	85.88	1028.00	1227%	11%
Used Book Sales	170.00	771.10	-601.10	430.78	1464.90	687.05	-71%	-37%
Photocopy/Print/Fax Fee	506.88	1270.84	-763.96	1383.26	2439.89	1153.10	-43%	20%
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	120.00	0%	-100%
Other Revenue	10267.08	1.11	10265.97	10366.98	1.11	0.00	933862%	100%
<b>SUBTOTAL</b>	<b>11889.85</b>	<b>2790.08</b>	<b>9099.77</b>	<b>14079.55</b>	<b>5384.58</b>	<b>3526.45</b>	<b>161%</b>	<b>299%</b>
Capital Donations	0.00	1000.00	-1000.00	240.00	1000.00	854.00	-76%	-72%
<b>TOTAL RECEIPTS</b>	<b>11889.85</b>	<b>3790.08</b>	<b>8099.77</b>	<b>14319.55</b>	<b>6384.58</b>	<b>4380.45</b>	<b>124%</b>	<b>227%</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	13	51	-38	78	129	92	-40%	-15%
Donations added to Collection	5	17	-12	13	28	87	-54%	-85%
Used Books Sold	95	237	-142	244	775	476	-69%	-49%

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>								
Teen Programs	5	3	2	8	13	3	-38%	167%
Pop-Up Library	4	3	1	9	7	3	29%	200%
Community Events	28	28	0	72	53	82	36%	-12%
Children's Programmes	35	30	5	86	81	58	6%	48%
Class Visits	4	3	1	9	8	6	13%	50%
* Tech Time	120	49	71	354	156	98	127%	261%
* Seniors	1	2	-1	4	6	4	-33%	0%
<b>TOTAL</b>	<b>197</b>	<b>118</b>	<b>79</b>	<b>542</b>	<b>324</b>	<b>254</b>	<b>67%</b>	<b>113%</b>
<b>No. of Attendees</b>								
Teen Programs	92	22	70	94	34	14	176%	571%
Pop-Up Library	212	86	126	294	139	108	112%	172%
Community Events	264	238	26	596	423	1305	41%	-54%
Children's Programmes	584	776	-192	1126	1536	1177	-27%	-4%
Class Visits	101	70	31	221	182	154	21%	44%
* Tech Time	120	49	71	355	156	98	128%	262%
* Seniors	3	3	0	11	15	18	-27%	-39%
<b>TOTAL</b>	<b>1376</b>	<b>1244</b>	<b>132</b>	<b>2697</b>	<b>2485</b>	<b>2874</b>	<b>9%</b>	<b>-6%</b>
* Tech Time and Seniors previously categorized under Community Events								
<b>No. of Rentals/Reservations</b>								
Room Rentals	8	9		8	9		-11%	
Study Booth, Glass Room, Pavilion Usage / Reservation	11	18		11	18		-39%	
Sign Rentals	0	0		0	0		0%	
<b>No. of Attendees</b>								
Room Rentals	99	130		99	130		-24%	
Study Booth, Glass Room, Pavilion Usage / Reservation	15	23		15	23		-35%	
*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	270	218	52	719	683	898	5%	-20%
<b>TOTAL</b>	<b>270</b>	<b>218</b>	<b>52</b>	<b>719</b>	<b>683</b>	<b>1800</b>	<b>5%</b>	<b>-60%</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>
	4438	4376	62	11770	11502	12486	2%	-6%
<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>
	2202	1957	245	6905	6037	5305	14%	30%
<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>
	2699	2612	87	9578	7905	6088	21%	57%
<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	1965	1774	191	1965	1774	1646	11%	19%
Total Post Views	28429	8867	19562	90224	70552	51234	28%	76%
Total Post Interactions	355	221	134	1043	1812	1064	-42%	-2%
Total Posts	35	48	-13	123	154	81	-20%	52%
<b>Instagram</b>								
Page Likes/Followers	1528	1361	167	1528	1361	1236	12%	24%
Total Post Views	19157	10414	8743	32439	30320	11494	7%	182%
Total Post Interactions	470	305	165	685	990	412	-31%	66%
Total Posts	39	53	-14	117	175	87	-33%	34%

<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	15	6	9	31	20	14	55%	121%
Total Contacts to Date	584	503	81	584	503	86	16%	579%
Email Opens	154	259	-105	292	525	583	-44%	-50%
Clickthroughs	72	47	25	137	102	93	34%	47%
<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	142	161	-19	449	460	524	-2%	-14%
Mobile Print	256	98	158	742	353	184	110%	303%
Pages in Black and White	1530	4953	-3423	4344	9421	4293	-54%	1%
Pages in Colour	131	54	77	304	106	129	187%	136%
Total Print Jobs	398	259	139	1191	813	708	46%	68%
Total Number of Pages	1661	5007	-3346	4648	9527	4422	-51%	5%

**MAR. 2026**  
**MONTHLY**  
**REPORT**

**INTERACTIONS**

NEW PATRONS

72

PATRON VISITS

4,438

CATALOGUE VISITS

2,699

WEB VISITS

2,202

PHYSICAL CIRC

6,724

DIGITAL CIRC

2,902

ITEMS BORROWED FROM LINC LIBRARIES

857

ITEMS LOANED TO LINC LIBRARIES

940

**CIRCULATION**

ELECTRONIC DATABASE USE

665

**PROGRAMS**

TOTAL PROGRAMS

197

PROGRAM ATTENDANCE

1,376

OUTREACH / POP-UP EVENTS

4

OUTREACH / POP-UP INTERACTIONS

212

SOCIAL MEDIA POSTS

74

eNEWSLETTER SUBSCRIBERS

584

PAGES PRINTED & COPIED

1,661

COMPUTER USERS

270

ePRINTit PRINT JOBS

256

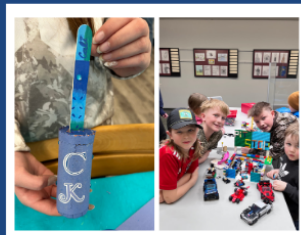
TECH HELP

120

**LIBRARY TECH**

**HIGHLIGHTS**

- March Break 2026
  - 1,260 patron counts through the door
- Patron Comment: "Loved Blind Date with a Book, would like again!"



March Break programs

<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	11466	11087	379	11466	11087	12316	3%	-7%
Periodicals	863	695	168	863	695	554	24%	56%
DVDs	3375	3882	-507	3375	3882	4715	-13%	-28%
CDs	96	99	-3	96	99	77	-3%	25%
Audiobooks	137	247	-110	137	247	205	-45%	-33%
Board Games	124	62	62	124	62	118	100%	5%
Seed Library	145	328	-183	145	328	112	-56%	29%
Video Games	325	316	9	325	316	427	3%	-24%
Library of Things	42	54	-12	42	54	7	-22%	500%
Library of Things - Storage	29	16	13	29	16	9	81%	222%
Library of Things - Children	224	205	19	224	205	74	9%	203%
Toys and Puzzles	474	330	144	474	330	874	44%	-46%
Microfilm	47	86	-39	47	86	90	-45%	-48%
<b>TOTAL CIRCULATION</b>	<b>17347</b>	<b>17407</b>	<b>-60</b>	<b>17347</b>	<b>17407</b>	<b>19578</b>	<b>0%</b>	<b>-11%</b>
Materials Returned	15090	14699	391	15090	14699	16735	3%	-10%
<b>TOTAL TRANSACTIONS</b>	<b>32437</b>	<b>32106</b>	<b>331</b>	<b>32437</b>	<b>32106</b>	<b>36313</b>	<b>1%</b>	<b>-11%</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	1793	1636	157	1793	1636	296	10%	506%
Downloadable Audiobooks	1957	1979	-22	1957	1979	1880	-1%	4%
Downloadable eBooks	2758	3439	-681	2758	3439	3312	-20%	-17%
Downloadable Music	21	7	14	21	7	11	200%	91%
Downloadable Video	161	191	-30	161	191	124	-16%	30%
Downloadable Magazines	1732	1886	-154	1732	1886	1645	-8%	5%
<b>TOTAL CIRCULATION</b>	<b>8422</b>	<b>9138</b>	<b>-716</b>	<b>8422</b>	<b>9138</b>	<b>7268</b>	<b>-8%</b>	<b>16%</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	30	32	-2	30	32	31	-6%	-3%
LINC Reciprocal IN	2249	2547	-298	2249	2547	1744	-12%	29%
<b>TOTAL RECEIVED</b>	<b>2279</b>	<b>2579</b>	<b>-300</b>	<b>2279</b>	<b>2579</b>	<b>1775</b>	<b>-12%</b>	<b>28%</b>
Interlibrary Loans --OUT	4	84	-80	4	84	48	-95%	-92%
LINC Reciprocal OUT	2682	2214	468	2682	2214	2584	21%	4%
<b>TOTAL SENT</b>	<b>2686</b>	<b>2298</b>	<b>388</b>	<b>2686</b>	<b>2298</b>	<b>2632</b>	<b>17%</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	109	107	2	109	107	284	2%	-62%
Children	19	24	-5	19	24	49	-21%	-61%
Non-Resident	30	31	-1	30	31	25	-3%	20%
Teen	8	7	1	8	7	6	14%	33%
<b>TOTAL REGISTRATIONS</b>	<b>166</b>	<b>169</b>	<b>-3</b>	<b>166</b>	<b>169</b>	<b>364</b>	<b>-2%</b>	<b>-54%</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	548.53	872.80	-324.27	548.53	872.80	346.20	-37%	58%
Room Rental	210.00	520.00	-310.00	210.00	520.00	192.10	-60%	9%
General Donations	1140.00	85.88	1054.12	1140.00	85.88	1028.00	1227%	11%
Used Book Sales	430.78	1464.90	-1034.12	430.78	1464.90	687.05	-71%	-37%
Photocopy/Print/Fax Fee	1383.26	2439.89	-1056.63	1383.26	2439.89	1153.10	-43%	20%
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	120.00	0%	-100%
Other Revenue	10366.98	1.11	10365.87	10366.98	1.11	0.00	933862%	100%
<b>SUBTOTAL</b>	<b>14079.55</b>	<b>5384.58</b>	<b>8694.97</b>	<b>14079.55</b>	<b>5384.58</b>	<b>3526.45</b>	<b>161%</b>	<b>299%</b>
Capital Donations	240.00	1000.00	-760.00	240.00	1000.00	854.00	-76%	-72%
<b>TOTAL RECEIPTS</b>	<b>14319.55</b>	<b>6384.58</b>	<b>7934.97</b>	<b>14319.55</b>	<b>6384.58</b>	<b>4380.45</b>	<b>124%</b>	<b>227%</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	78	129	-51	78	129	92	-40%	-15%
Donations added to Collection	13	28	-15	13	28	87	-54%	-85%
Used Books Sold	244	775	-531	244	775	476	-69%	-49%

<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>								
Teen Programs	8	13	-5	8	13	3	-38%	167%
Pop-Up Library	9	7	2	9	7	3	29%	200%
Community Events	72	53	19	72	53	82	36%	-12%
Children's Programmes	86	81	5	86	81	58	6%	48%
Class Visits	9	8	1	9	8	6	13%	50%
* Tech Time	354	156	198	354	156		127%	100%
* Seniors	4	6	-2	4	6		-33%	100%
<b>TOTAL</b>	<b>542</b>	<b>324</b>	<b>218</b>	<b>542</b>	<b>324</b>	<b>254</b>	<b>67%</b>	<b>113%</b>
<b>No. of Attendees</b>								
Teen Programs	94	34	60	94	34	14	176%	571%
Pop-Up Library	294	139	155	294	139	108	112%	172%
Community Events	596	423	173	596	423	1305	41%	-54%
Children's Programmes	1126	1536	-410	1126	1536	1177	-27%	-4%
Class Visits	221	182	39	221	182	154	21%	44%
* Tech Time	355	156	199	355	156		128%	100%
* Seniors	11	15	-4	11	15		-27%	100%
<b>TOTAL</b>	<b>2697</b>	<b>2485</b>	<b>212</b>	<b>2697</b>	<b>2485</b>	<b>2874</b>	<b>9%</b>	<b>-6%</b>
* Tech Time and Seniors previously categorized under Community Events								
<b>No. of Rentals/Reservations</b>								
Room Rentals	25		25	25			100%	100%
Bookable Spaces	54		54	54			100%	100%
Sign Rentals	0		0	0			0%	0%
<b>No. of Attendees</b>								
Room Rentals	299		299	299			100%	100%
Bookable Spaces	87		87	87			100%	100%
*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	719	683	36	719	683	898	5%	-20%
<b>TOTAL</b>	<b>719</b>	<b>683</b>	<b>36</b>	<b>719</b>	<b>683</b>	<b>1800</b>	<b>5%</b>	<b>-60%</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>
	11770	11502	268	11770	11502	12486	2%	-6%
<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>
	6905	6037	868	6905	6037	5305	14%	30%
<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>
	9578	7905	1673	9578	7905	6088	21%	57%
<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	1965	1774	191	1965	1774	1646	11%	19%
Total Post Views	90224	70552	19672	90224	70552	51234	28%	76%
Total Post Interactions	1043	1812	-769	1043	1812	1064	-42%	-2%
Total Posts	123	154	-31	123	154	81	-20%	52%
<b>Instagram</b>								
Page Likes/Followers	1528	1361	167	1528	1361	1236	12%	24%
Total Post Views	32439	30320	2119	32439	30320	11494	7%	182%
Total Post Interactions	685	990	-305	685	990	412	-31%	66%
Total Posts	117	175	-58	117	175	87	-33%	34%

<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	31	20	11	31	20	14	55%	121%
Total Contacts to Date	584	503	81	584	503	86	16%	579%
Email Opens	292	525	-233	292	525	583	-44%	-50%
Clickthroughs	137	102	35	137	102	93	34%	47%
<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	449	460	-11	449	460	524	-2%	-14%
Mobile Print	742	353	389	742	353	184	110%	303%
Pages in Black and White	4344	9421	-5078	4344	9421	4293	-54%	1%
Pages in Colour	304	106	198	304	106	129	187%	136%
Total Print Jobs	1191	813	378	1191	813	708	46%	68%
Total Number of Pages	4648	9527	-4880	4648	9527	4422	-51%	5%

# Q1 2026 QUARTERLY REPORT

## INTERACTIONS

NEW PATRONS

166

PATRON VISITS

11,770

CATALOGUE VISITS

9,578

WEB VISITS

6,905

PHYSICAL CIRC

17,347

DIGITAL CIRC

8,422

ITEMS BORROWED FROM LINC LIBRARIES

2,249

ITEMS LOANED TO LINC LIBRARIES

2,682

## CIRCULATION

ELECTRONIC DATABASE USE

1,793

## PROGRAMS

TOTAL PROGRAMS

542

PROGRAM ATTENDANCE

2,697

OUTREACH / POP-UP EVENTS

9

OUTREACH / POP-UP INTERACTIONS

294

SOCIAL MEDIA POSTS

240

eNEWSLETTER SUBSCRIBERS

584

PAGES PRINTED & COPIED

4,648

COMPUTER USERS

719

ePRINTit PRINT JOBS

742

TECH HELP

355

## LIBRARY TECH

## HIGHLIGHTS

- Popped up at the Port Colborne SportsFest
- March Break 2026
  - 1,260 patron counts through the door
- 13 Geocache
  - Dachshund Traveler left at the library (433<sup>rd</sup> stop!)



Dachshund Traveler



PORT COLBORNE  
PUBLIC LIBRARY

# OFF THE SHELF NEWSLETTER MAY/JUN 2026



310 King Street, Port Colborne, ON, L3K 4H1

905-834-6512

**EMPOWER.  
ENRICH. EDUCATE.**

portcolbornelibrary.org

library@portcolborne.ca

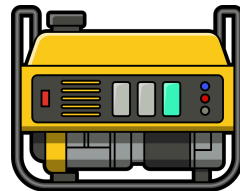
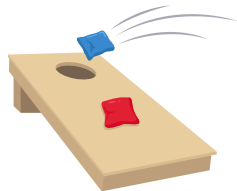
@PortColborneLib

@PortColbornePublicLibrary

## MY DREAM BORROW CONTEST

May 1 to June 30, 2026

What do you wish you could borrow from your Port Colborne Library? The sky's the limit, as your "Dream Borrow" could be the newest addition to our Library of Things collection! Submit your ballot in person at the library, Vale Centre or City Hall or by going to <https://form.jotform.com/portcolbornelibrary/my-dream-borrow>



## EMERGENCY PREPAREDNESS WEEK SCAVENGER HUNT

May 4 – 9

Visit the library and search for a special scavenger hunt provided by the Port Colborne Fire and Emergency Services, with a chance to win cool prizes.



## ST. JOHN AMBULANCE BABYSITTING BASICS

Saturday, May 16, 9:30 am – 4:30 pm

Babysitting is a job with significant responsibility, and the Babysitting Course helps prospective babysitters learn the skills they need. It teaches the new babysitter the necessary skills to provide care to children in a variety of situations. The course emphasizes safety rules, responding to emergencies, and developing leadership skills.



St. John Ambulance

Ages 11 – 15 (Must be 11 years of age as of May 16, 2026).

Held at L.R. Wilson Heritage Research Archives.

Registration is required. \$75.00

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## ART IN THE ATRIUM

May 2026: Port Colborne High School

June 2026: Lakeshore Catholic

We're excited to welcome student artists to display their artwork in the library atrium. Support these talented teens by visiting their show. Don't forget to sign the guestbook!



## START ME UP NIAGARA'S MOBILE CLOSET

Monday, May 4,  
11 am – 1 pm

Niagara's Mobile Closet will be at the library for a free shopping event with seasonally appropriate new/gently used clothing and other daily necessities for unsheltered and low-income people. Drop-in. Free.

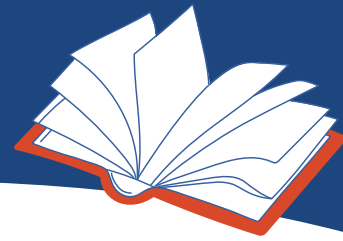


## HOLIDAY HOURS

Monday, May 18, 2026  
(Closed for Victoria Day)

## SUBSCRIBE

Subscribe to our monthly newsletter by visiting our website.



Stop by for our after school activities  
and weekly scavenger hunts!

## CHILDREN'S PROGRAMS

### LET'S TALK SCIENCE WITH BROCK UNIVERSITY



**Tuesday, May 12, 4 – 5 pm | Colour Mixing Wheel**

Combine physics and colour mixing to create a visually spectacular colour mixing wheel. For ages 6 to 12. Registration is required. Free.

**Tuesday, June 16, 4 – 5 pm | Slime Chemistry**

Have you ever wondered how slime is made? In this workshop you can learn to make your own slime. For ages 6 to 12. Registration is required. Free.

### FRENCH STORY TIME/ HISTOIRE EN FRANÇAIS

**Tuesday, May 26, 2:30 – 4:30 pm**

Venez écouter des histoires en français, animées par une éducatrice de la petite enfance du Centre de santé communautaire Hamilton/Niagara. Pour les enfants de 0 à 6 ans et leur personne accompagnatrice. Aucune inscription n'est requise. Gratuit.



Join us for a Story Time in French with an Early Childhood Educator from the Centre de santé communautaire Hamilton/Niagara. For ages 0 to 6 and their caregiver. Drop-in. Free.

### EARLYON - PLAY, LEARN & CONNECT



**Fridays, May 15, 22 & 29, & June 5, 12, 19 & 26,  
10 – 11:30 am**

Come join EarlyON at the Port Colborne Library for a fun playgroup, specifically designed for children ages 0-6 years! Explore, play, learn and connect with a variety of play material, carefully curated for this library partnership. What will we discover today? We can't wait to see you there!

### ST. JOHN AMBULANCE HOME ALONE



St. John Ambulance

**Saturday, May 30, 9:30 am – 1 pm**

The Home Alone course is for any young person (aged 10 and over) that will be spending short periods of time home alone. This course covers many issues that will help children and their parents feel more confident. All participants receive a completion certificate. Ages 10+ (must be 10 years of age as of May 30, 2026). \$60.00 Registration is required.

### STORY TIME WITH SHELLY

**Saturdays, May 2 to June 27**

**9:45 – 10:45 am**

Meet us in the Children's Room for a fun, free, family story time. All ages. Drop-in.

### BOOKMARK CONTEST

**May Theme: Fun at the beach**

Submissions due: May 31, 2026

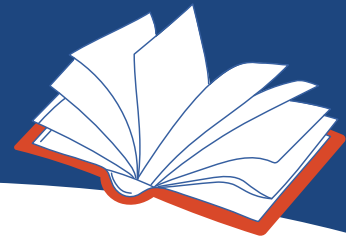
**June Theme:**

**Hooray for Canada!**

Submissions due:

June 30, 2026





## CHILDREN'S PROGRAMS

### CHILDREN'S CHESS CLUB

**Tuesdays, April 14 to May 19, 6 – 7:30 pm**

Mr. Edwards will be returning to the library to facilitate a chess club for kids. All experience levels are welcome, including those interested in learning how to play the game. For ages 8 to 14. Registration required. Free. Space is limited.

### LEGO CLUB

**Mondays, May 4, 11 & 25, & June 1, 8, 15, 22 & 29, 3 – 6 pm**

Complete a challenge, follow a pattern, or use your imagination to make something new— however you like to build, you're sure to create something amazing at Lego Club! For ages 5+. Drop-in. Free.

### PD DAY ACTIVITY: PAPER POPSICLES

**Friday, June 5, 10 am – 4 pm**

Drop by the library and create your own sweet treat with our craft supplies. For families. Drop-in. Free.



### MUSIC & RHYTHM

**Saturday, June 6, 10:30 – 11:15 am**

Come to the library to learn new songs and dances with artist and musician, Keona Ashley. Registration required. Free.



### POLLINATOR SHADOW PUPPET PRESENTATION

**Saturday, June 20, 10:30 am – 12 pm**

Join Beekeeper, Joanna Paul, and learn how to make a pollinator shadow puppet. Learn why we need to conserve butterflies, fireflies, and all the other amazing creatures and use your own crafted shadow puppet to spread the word to family and friends. Children ages 6+ and caregiver. Registration is required. Free.



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### BABY TIME

**Tuesdays, May 12 to June 16, 10:15 – 10:45 am**

Meet new friends, sing songs, and enjoy stories with your little one during this 6-week baby time program.

For ages 0 to 2 and their caregiver. Registration is required. Free.



### BABY BLOCK PARTY

**Thursdays, May 7 to June 25, 10:15 – 10:45 am**

Come party at the library with soft sensory blocks, perfect for our youngest library users to explore and build.

For ages 0 to 4 and their caregiver. Drop-in. Free.



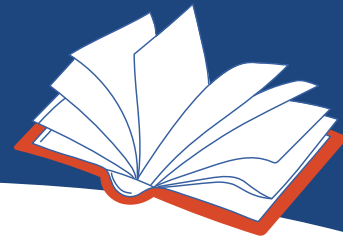
### KID'S CRAFT CART

**Wednesdays, May 6 to June 24 3 – 4:30 pm**

Explore new art and craft themes each month, while still having the option to do your own thing. We bring the craft supplies; you bring the creativity. For families. Drop-in. Free.



**TD Summer Reading Club registration opens June 18th!**



Earn volunteer hours, check out your new favourite game or book, all by using your Port Colborne library card!

## TEEN PROGRAMS

### POP-UP @ PORT HIGH

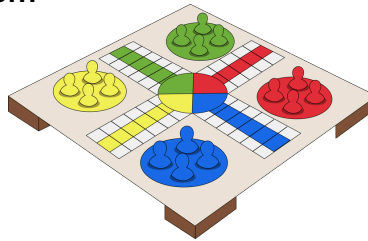
Thursdays, May 7 & June 4, 10:50 am – 12 pm

Are you a PCHS student? Visit the school library during lunch for an activity with the Port Colborne Public Library. Drop-in. Free.  
May's theme is: National Screen Free Week  
June's theme is: Three Sister's Planting

### BOARD GAME DROP-IN

Thursdays, May 7 & June 4, 3:30 – 4:30 pm

Teens are invited to hang out in the auditorium and play the many games available in the Library's collection.



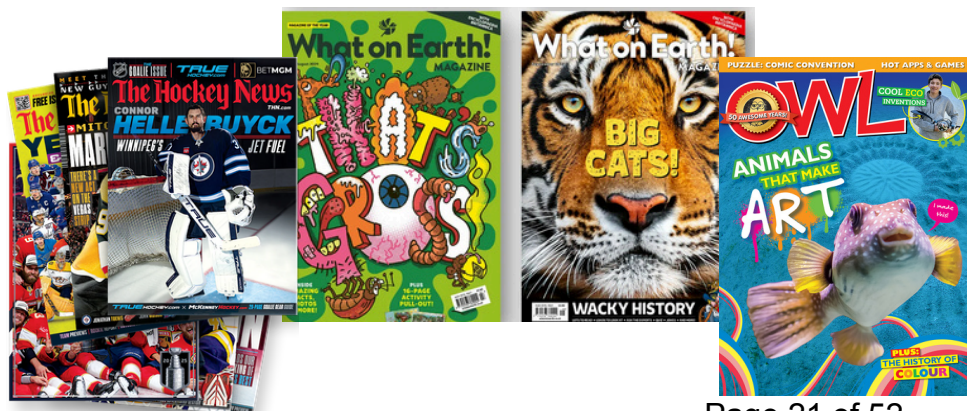
### WHATCHA READING?

Wednesdays, May 13 & June 10, 3:30 – 4:30 pm

A social club for teens who enjoy reading, sharing what they're reading and looking for recommendations for what to read next. For teens. Drop-in. Free.

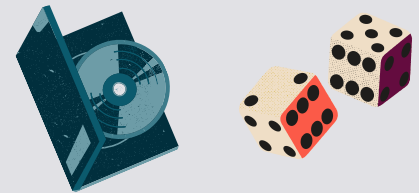
### TEEN MAGAZINE COLLECTION

Do you love magazines? Come by the Port Colborne Library to check out our **NEW** Teen Magazine collection, with new issues coming every month!



### LIBRARY CARDS FOR TEENS

Did you know that you can register for a card if you are between the ages of 13 to 17? With a card, you can check out books, board games, video games, CDs, DVDs, and more.



### HOMEWORK HUB

Study independently or collaboratively in our quiet workspaces, use a public computer or our free Wi-Fi, and show us your student card for a free print job. Limit of 15 pages.



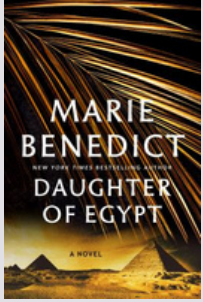
### TEEN BOOK REVIEWS

Teens can earn five community service hours by writing a book review for the library. Learn more by emailing us at [library@portcolborne.ca](mailto:library@portcolborne.ca) or calling us at 905-834-6512. For ages 13 – 17. Registration is required. Free.

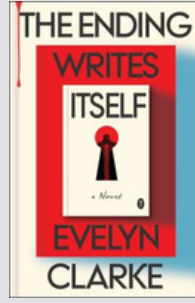
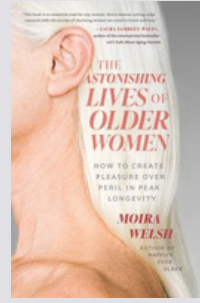
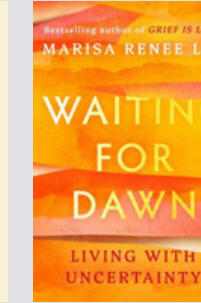
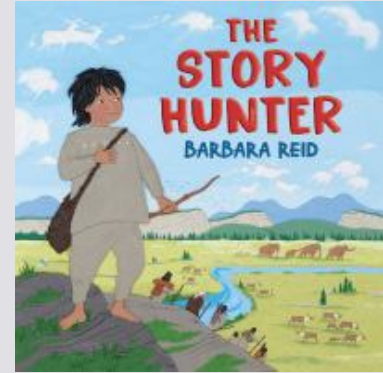


PORT COLBORNE PUBLIC LIBRARY - MAY/JUNE 2026  
**COLLECTION SPOTLIGHT**

**ADULT COLLECTIONS**



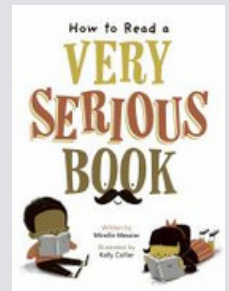
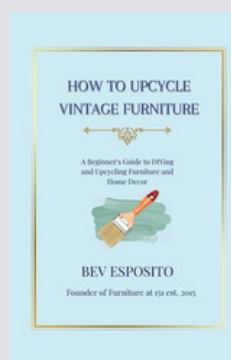
**IN THE CHILDREN'S ROOM**



**MOVIES AND TV SERIES**



**YOUNG ADULT SELECTIONS**





PORT COLBORNE  
PUBLIC LIBRARY

# OFF THE SHELF NEWSLETTER MAY/JUN 2026



Need one-on-one tech help?

Book a Tech Time appointment with our friendly staff to help answer basic questions and provide step-by-step instruction on devices. Call us to learn more: 905-834-6512.

## E-RESOURCES

### FREE WITH YOUR LIBRARY CARD AND PIN

#### INDIGENOUS HISTORY & CULTURE IN CANADA



Database of Indigenous traditions, important historical documents, prominent individuals, modern cultural touchstones, and social issues that continue to affect the Indigenous population across the country. Includes illustrations such as maps of Indigenous populations and languages across the country.

#### PRESSREADER



Get access to more than 7,000 of the world's top newspapers and magazines as soon as they're available on shelves. Read in your web browser or download the app for offline reading.

#### LIBBY



Borrow ebooks, audiobooks, and magazines to read on your phone or tablet using the Libby app by OverDrive. You can even send and read your borrowed ebooks to your Kobo ereader!

#### HOOPLA



Borrow movies, music, audiobooks, ebooks, comics and TV shows on your computer, tablet, phone, or TV with Hoopla. Stream immediately or download to your device for offline enjoyment later.

#### NOVELIST PLUS & NOVELIST K-8 PLUS



Find your next great read! NoveList is a trusted source of expert read-alike recommendations.

NoveList K-8 Plus helps kids find books that are just right for their reading level and interests.

#### TORONTO PUBLIC LIBRARY: DIGITAL ARCHIVE



Explore photos, maps, manuscripts, digitized books and more from Toronto Public Library's digital collections.

#### FRONTIER LIFE

Discover primary source documents exploring existence on the edges of the anglophone world from 1650-1920.



#### ANCESTRY LIBRARY EDITION



Research genealogy and ancestry information using one of our library computers. Accessible while in the library.

#### THE CANADIAN ENCYCLOPEDIA



Research with a bilingual encyclopedia managed by the non-profit Historica Foundation.

#### CBC CORNER

Discover Canadian content including news, TV and radio shows, podcasts, kids content, a language learning app and much more!



#### OUR DIGITAL WORLD

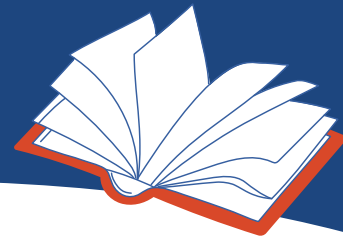
Access heritage collections from public and academic libraries, archives, museums, historical societies, women's institutes, newspaper publishers, and community organizations.





**PORT COLBORNE**  
PUBLIC LIBRARY

**EMPOWER. ENRICH.  
EDUCATE.**



Meet with local community support groups at the library to learn more about their programs and services.

## COMMUNITY CONNECT

### Meals on Wheels, Port Colborne Inc.

**Tuesdays, May 26 & June 30, 10 – 11 am**

Meals on Wheels Port Colborne Inc. partners with their volunteers to promote healthy, independent living through home delivery of nutritious meals services and personal contact for those at nutritional risk due to age, living with a physical or cognitive disability, convalescing from illness or surgery and their caregivers.

Reach out today to inquire about their services 905-835-1581.



### Bridges

Community Health Centre

### Ontario Seniors Dental Care Program

**Wednesday, May 20, 10 – 11:30 am**

The OSDCP is a free dental care program for low-income seniors (65 and older). Stop by to learn how to enroll. For other dental assistance questions, call Valerie Wehlann from Bridges at 905-871-7621 ext. 2245.

### Programs & Services

**Thurs., May 28, 2 - 3:30 pm & Friday, June 26, 10 – 11:30 am**

Bridges Community Health Center's mission is to provide our community with excellent primary care, health promotion, illness prevention and community development. Learn about free programs and services offered by Bridges CHC with Health Promoter Lori.

### Birchway Niagara

**Monday, May 4, 10 am – 12 pm**

Learn about communication, boundaries, safety planning, and healthy relationships.

Learn how to help someone who may be experiencing abuse.

Confidential meeting spaces available. Drop-in. Free.



### PFLAG Niagara

**Saturdays, May 9 & June 13,**

**11:30 am – 1:30 pm**

In communities across the country, the Pflag Canada network provides peer support, education and advocacy for a Canada that affirms, respects, and values all sexualities, genders, and gender expressions. Volunteers from Pflag Niagara will be on hand to answer questions and share resources and information – stop by and say, “Hello”!



### Resume Refresh & Get SET with PC Works

**Thursdays, May 7 to June 25,**

**12 – 2 pm**

Need tech and/or job-seeking assistance? Get SET (skills, education, training) with PC Works. Ask questions about email, apps, virtual interviews, and more.

Bring in a paper or digital copy of your resume and get tips on how to refresh it and optimize your skills to match your employment goals.

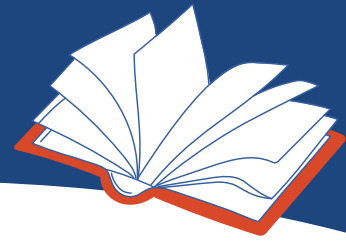
Drop-in. Free.





**PORT COLBORNE**  
PUBLIC LIBRARY

**MAY/JUNE 2026**



May is Asian Heritage Month, Museum Month and  
Emergency Preparedness Week (May 3-9)

## ADULT PROGRAMS

### DOCUMENTARY FILM SERIES

Join us for a documentary screening and discussion.  
In partnership with the National Film Board.  
Pre-register. Free.



#### RETURN TO MEMORY

**Monday, May 25, 1:30 – 3 pm**

When Canada entered World War II, the National Film Board suddenly had an urgent new mission—and hundreds of women stepped forward, helping to create Canadian cinema as we now know it (2024, 118 min).



#### PARADE: QUEER ACTS OF LOVE AND RESISTANCE

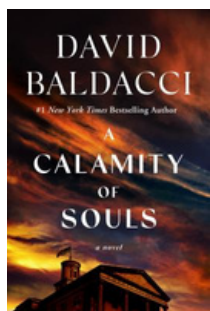
**Monday, June 29, 1:30 – 3 pm**

An unflinching journey through Canada's 2SLGBTQI+ history, capturing the pivotal protests and passionate voices that ignited a movement of love and resistance. (2025, 96 min).

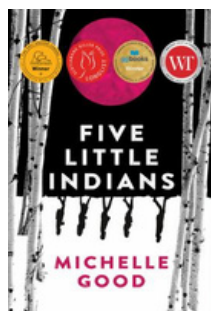


### PORT COLBORNE PUBLIC LIBRARY BOOK CLUB

Join us for a book club discussion. Stop by the library to pre-register and pick up the latest book club title. Spaces limited. Free.



**Monday,  
May 11,  
1:30 – 2:30 pm**  
*Calamity of Souls* by David Baldacci.



**Monday,  
June 8,  
1:30 – 2:30 pm**  
*Five Little Indians*  
by Michelle Good.  
Page 25 of 52

### UKRAINIAN PYSANKY

**Saturday, May 9,**

**10:30 am – 1:30 pm**

In this class, participants will learn the basics of Ukrainian Pysanky, taking home their own completed egg at the end of the program. Kits will be available for purchase. For ages 16+. \$40.00  
Registration is required.



### ADULT ART CLASS: DIY BOTANICAL THEMED BOOK PRINT

**Thursday, May 14, 6 – 7:30 pm**

Decorate your choice of botanical prints on upcycled book pages. All supplies provided. Registration required. For ages 16+. Free.

### YARN AND YACK

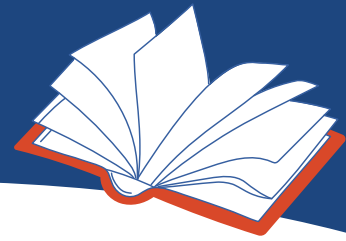
**Thursdays, 2 – 3 pm**

Join us for a weekly social knitting/crocheting/cross-stitching/embroidery and conversation group. Free. Drop-in.

### ADULT CHESS CLUB

**Mondays, April 13 to June 15,  
6 pm – 7:30 pm**

Mr. Edwards has returned to the library for 10 weeks to facilitate an adult chess club. The club is open to adults of all experience levels, including those interested in learning how to play the game. Registration is required. For ages 16+. Free.



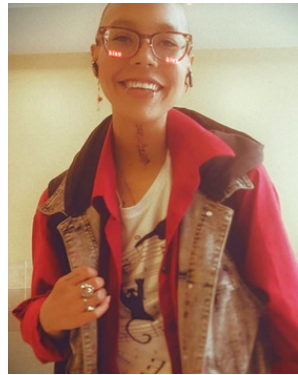
June is Indigenous History Month, Pride Month, Seniors Month, and Parks and Recreation Month

## **ADULT PROGRAMS**

### **CLAY BOWL & SCULPTURE-MAKING**

**Saturday, June 6, 1:30 – 3 pm**

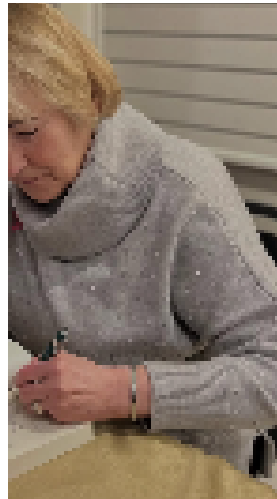
Keona Ashley, also known as Ashtrokey, from Ashtrokeyations Art will be coming to teach a clay sculpturing class. Participants will have an opportunity to learn the skills of making clay pieces. Our focus will be on cups and bowl making and for those more out of the box we will also teach slab art pieces and make organic forms like trees and flowers. Participants are asked to bring comfy vibes (as clay can get messy) and a beautiful creative spirit. \$10 per person to cover the cost of supplies. Registration is required. For ages 16+.



### **WRITING WORKSHOP WITH YVONNE VAN LANKVELD**

**Saturday, June 13, 10 am – 12 pm**

Thinking about writing? Maybe a journal, a memoir, some poetry or the next great novel? Come meet a published author who will help you learn the basics of writing and why it makes your brain happy, common mistakes even good writers make, and what it takes to get your work published. Registration is required. Free.



### **AUTHOR TALK WITH YVONNE VAN LANKVELD**

**Saturday, June 13, 1:30 – 2:30 pm**

Yvonne's love of words began in childhood. In her first career as a Registered Nurse, Yvonne's writing skills earned her acclaim in many clinical settings and professional journals; however, she never lost her passion for writing fiction. Her novels, including *The Road to Alright*, *The Park Street Secrets* and *Follow Polly's Lane*, focus on human behaviour in the face of adversity. Registration is required. Free.

### **FRAUD PREVENTION WITH NRPS**

**Thursday, June 4, 11 am – 12:30 pm**

Learn how to protect yourself and loved ones from scams targeting older adults. An officer with Niagara Regional Police will share practical fraud prevention tips in a fun, engaging session tailored for our community. All are welcome to attend. Registration is required.

### **ADULT ART CLASS: PUZZLE ART**

**Thursday, June 18, 6 – 7:30 pm**

Create a summer-inspired piece of art using puzzle pieces. All supplies provided. For ages 16+. Registration required. Free.

### **NIAGARA PENINSULA CONSERVATION AUTHORITY (NPCA) NATUREPLUS PASSES**

Check out a NPCA NaturePlus Pass! The NaturePlus Pass is valid for daily admission and includes entry for one vehicle and its occupants at NPCA conservation areas. NaturePlus Passes can be checked out for 7 days with a Port Colborne Public Library Card.





- Touch-a-Truck spiral bound book.....\$10 each
  - Spooky Stories spiral bound book.....\$10 each
  - Library book bags.....\$20 each
  - Library button.....\$2 each
- + applicable taxes

## FUNDRAISING @ THE LIBRARY

### SUPPORT YOUR LIBRARY

**Donor Recognition Program:** To show our appreciation and to recognize your support, the names of contributors of \$50.00 or more will be listed on our Donor Recognition Wall.

**Memorials:** A thoughtful way of remembering a loved one or friend who may have had a special fondness for the library. For gifts of \$50.00 or more, your loved one's name will be added to our Donor Recognition Wall.

**Library Book Sale:** Gently used books, magazines, DVDs, music CDs, and more. Prices start at 25¢. Find a treasure, buy a gift, and support your library!

**Canada Helps:** Secure online donations can be made through the Canada Helps website: [www.canadahelps.org](http://www.canadahelps.org). A charitable tax receipt will be issued for monetary gifts of \$10.00 or more.



### SEED LIBRARY

Are you a gardener? Do you want to see if this fascinating hobby is for you? Check out some seeds from our Seed Library.



Borrowing is easy: just let us know how many packets you're taking home and after harvest, send us seeds from your homegrown veggies or flowers.

### BOOK OUR MUSIC MAKERSPACE

Our Music Makerspace includes a keyboard, digital drum set, ukeleles, a guitar, and bells and shakers. Book the Music Makerspace for free for sessions starting at 30 minutes. Children must be accompanied by an adult.



### LIBRARY BOARD

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

### LIBRARY MANAGEMENT

- Rachel Tkachuk,  
Chief Executive Officer
- Loraine MacDonald,  
Library Services Manager

### VISITING LIBRARY SERVICE

The delivery of library materials to patrons unable to visit the library due to illness, physical disability, or age. Contact us at 905-834-6512 for more details.



### HOURS OF SERVICE

- Monday, Tuesday, Thursday:  
9:30 am – 8 pm
- Wednesday, Friday, Saturday:  
9:30 am – 5 pm

The book drop is open 24/7 to return your books and library materials.



Date: May 1, 2026  
To: Port Colborne Public Library Board  
From: Adam Pigeau, Treasurer  
Subject: 2025 Year End Financial Statements

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The purpose of this report is to:

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

### **Audit Strategy and Results Report (Appendix A)**

The auditors audit strategy and results 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 auditors have planned and executed audit procedures accordingly and found the financial statements to present fairly in all material respects.

### **Reserve Transfers**

In 2025, there was an operating surplus of \$53,757. 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 \$53,757 (the balance of the operating surplus) to the stabilization reserve.

Reserve balances are highlighted Appendix B, Financial Statement Note 5. The reserve transfer above increases the stabilization reserve to \$162,064 which is 100% of the reserve target, which is 5% of the operating budget (\$44,155). The employee future benefits reserve balance is \$117,821, which exceeds the target of 75% of the identified liability (\$97,050) and the capital reserve balance is \$275,886 (there is no target balance for this reserve as it is dependent on Library Board requirements).



## **Financial Statements (Appendix B)**

The financial statements attached as Appendix B outline the financial activity of the Library during 2025. 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 and the Payables and Accruals balance. This increase in Due from City of Port Colborne primary relates to the changes in reserve and development charge balances in Notes 5 and 7. The increase in Payables and Accruals relates to the timing of when invoices were received.

The Statement of Operations saw revenue higher than budget by \$126,752 or 11.0%. This is primarily related to additional contributions (\$105,545) from the City of Port Colborne to fund the increase in allocated support costs. The remaining difference relates to unbudget government transfers of \$9,970 more than budget (\$9,600 of this amount being Connectivity Funding from Ontario Library Service), investment income on reserve balances being \$6,028 more than budget, book sales being \$2,117 more than budget and photocopying being \$2,401 more than budget. The most significant expense budget to actual differences in dollar terms are as follows:

- Repairs and maintenance costs were \$55,367 or 36.9% higher than budget. The repair and maintenance expenses are allocated costs to maintain the Library facility – these costs are offset by the increase in the Municipal Contribution revenue.
- Administration costs were \$9,276 or 41.5% higher than budget. The administration expenses are allocated costs to support the Library operations - these costs are offset by the increase in the Municipal Contribution revenue.
- Electronic resources, periodicals and newspapers were \$3,813 or 12.4% above budget. This increase is offset by savings in Library Collection budget lines presented as capital in this report.

# Port Colborne Public Library

For the year ended December 31, 2025

Report to the Board  
Audit strategy and results

## Purpose of report and scope

The purpose of this report dated May 6, 2026 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, 2025 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, 2025 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 May 6, 2026:

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

## 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, 2025 and 2024, net financial assets as at December 31, 2025 and 2024, and accumulated surplus as at January 1 and December 31 for both the 2025 and 2024 years. Our audit opinion on the financial statements for the year ended December 31, 2024 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, 2025 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.



.. ontario library boards' association

**LEADERSHIP by DESIGN: Public Library Board Legacy Document Template**  
**The Leader in us.**

<b>All Public Library Boards celebrate accomplishments and face challenges. A critical analysis of the board term will serve as an important legacy for the next board.</b>	
<b>Our library and its community partners.</b>	The COMMUNITY sees our library as...
	MUNICIPAL COUNCIL views our library as...
	Other key COMMUNITY PARTNERS view the library as...
<b>Major governance issues faced during our four-year term.</b>	The LIBRARY BOARD faced these major governance issues...
	We were able to accomplish ...
	We were NOT able to accomplish...
	We can foresee these opportunities to address issues that remain outstanding...

<b>Our leadership</b>	We believe that our board is a strong community leader because...
	We see that the board could be even stronger in its leadership if...
<b>Challenges for the new board</b>	We suggest that these issues are major challenges for the new board to tackle as a priority...
	We request Council's attention to the library issues that prevail and qualifications to consider in making appointments to the new library board...
<b>Our wishes for the new board's success</b>	

Adapted and Updated from The Ontario Library Boards' Association's (OLBA) Networking with our Peers (2010).



**Report:**

The purpose of this report is to update the Library Board on the status of library staff’s working plan to complete action items identified in the 2023-2027 Strategic Plan. The plan requires an annual report to the Board. Quarterly updates will be provided.

Strategic Goal no. 1						
To maintain and develop high-quality, inclusive programming and services for our user communities						
Strategic Objective no.1.1						
Support staff with opportunities to assist in developing and delivering programs more effectively						
Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Develop an [employee training] program to build staff competencies that focus on programming, outreach strategies, technology, and digital innovation.	CEO, [HR from the City]	2023		Annual goal setting and staff development with library staff based on HR program	Completed	Builds staff competencies to focus on programming, outreach strategies, technology, and digital innovation
Create a community profile in collaboration with the City of Port Colborne	CEO, City Staff	April 2026	May 2026	2026: Compiled community profile data in collaboration with City Staff for strategic planning purposes.	In Progress	Strengthen the understanding of community needs and inform data-driven decision-making during the development of a new strategic plan.
Survey library users and non-users to identify satisfaction with current	CEO, Board	May 2026	1 month	2026: Community Engagement Survey to run May 1 to 30, 2026; in-person surveying to occur at market pop-ups on Fridays in May.	In Progress	A better understanding of the impact of

programs and determine needs for future programs						current programs and to develop future needs for 2027- strategic plan
Develop and implement an annual programming plan that includes timelines for accountability and efficiencies	CEO, Librarian	2023	Ongoing	Program plan created and to be updated annually	Completed	Improve transparency of programming plans for the public and for staff accountability and efficiency

**Strategic Objective no.1.2**

Leverage strategic relationships to provide diverse programming

Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Expand resource-sharing and collaborative programming with LiNC partner libraries	CEO, Librarian, LiNC CEOs	2023	Ongoing	2023: Library Board OnBoarding event; Ongoing collaborations for programs (I.e One Book, One Niagara), promotions, staff development, and shared resources 2025: Regional library programmers meetings added; Fall Board Retreat	Completed	Strengthened relationships with LiNC libraries and to leverage partnerships for cost savings and enhanced services for library patrons
Engage existing and new community partners to fund, sponsor, and deliver programs	CEO, Librarian	2023	Ongoing	2023: Launch of Community Connect program 2024-2026: Expansion of Community Connect partnerships to delivery weekly, monthly, quarterly, and annual programs	Completed	Strengthened relationships with community partners and externally funded programming
Expand the “Let’s Talk About...” series with local agencies	CEO, Librarian	2023	Ongoing	2023: 5 series held on following topics: Seniors Safety, Truth & Reconciliation, Homelessness, Healthy Relationships for Teens, Intimate Partner Violence 2024: 4 series held on following topics: Ontario Seniors Dental Care, Dementia Education, Environmental Awareness, Student Wellness 2025: 4 sessions held on following topics: LGBTQIA	Completed	Strengthened partnerships with local agencies as experts who provide information on difficult topics

				Allyship and Allied Against Abuse, NRPS Newcomer Information Session, Ontario Senior Dental Care Plan and Canadian Dental Care Plan 2026: Brain Health Workshop		
Increase programming opportunities with Museum and participation in City events	CEO, Librarian, Museum staff	2023	Ongoing	2023: Museum invited to pop-up library opportunities; joint programming explored, including a Canadian Author Talk at Roselawn 2024: Library participated in Museum's Community Scan Day and implemented joint class visits. Participation in City events including Solar Eclipse Day / Eclipse glasses distribution, Emergency Preparedness Week, Communities In Bloom, New Year's Eve Event, and Santa Claus Parade 2025: Expansion of opportunities including: City's Easter event, Canal Days green screen postcard program, 40 <sup>th</sup> anniversary Etched in Time art show with Museum 2026: City of Port Colborne's SportsFest	Completed	Strengthened relationships with the Museum and City departments for increased visibility of the library within the Port Colborne community

**Strategic Objective no.1.3**

Upgrade and increase access to leading edge technology to expand digital literacy and community connectedness

Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Expand makerspace activities and resources and empower and educate library users	CEO, Librarian	2023	Ongoing	2023: PC Lions donation for Wonderbooks; Music Makerspace completed 2024: Bookable Music Makerspace hours implemented; seasonal green screen, button maker, and coding programs for youth; launch of the Erwin Taylor Charitable Foundation's Library of Things collection expansion; expansion of PC Lion's Wonderbooks collection; weekly Lego club program added 2025: Weekly summer drop-in maker activities with Library of Things collection 2026: S.T.E.A.M. themed March Break programming	Completed	Library users will be educated on core STEM concepts and practices creating increased opportunities
Complete the digital lab for public and staff use	CEO	2023	Ongoing	2023: Green screen studio implemented including camera, lighting equipment; TV screen added for meeting use	Completed	The public and staff will have increased access and a

				2024: Quarterly/seasonal programs added to library programming schedule		reduction of barriers to cost prohibitive technology equipment
Increase the availability of accessible technology and software for public use, including lendable technology items	CEO	2023	Ongoing	2023: Accessible software available on public computer browsers 2024: Addition of in-house tablets for patron use 2025: Lendable technology added to collection: microphones, coding kits, CELA deposit collection for print disabilities, Digital audiobook player for print disabilities (i.e. Envoy Connect), Education tablets and devices (i.e. Launchpads and Whazoodles); Playstation 5 added to collection 2026: DVD player added to Library of Things	Completed	Barriers will be reduced by providing access to cost prohibitive technology equipment
Develop and implement programming to ensure digital literacy and to provide tech help for users	CEO, Librarian	2023	Ongoing	2022: 208 total tech help sessions 2024: Expanded Tech Time sessions resulting in 400 total sessions; Ongoing promotion for community partner tech help events, including PCWorks and NTEC computer classes	Completed	Ability for library users to improve their technical skills and enhance their digital literacy

**Strategic Objective no.1.4**

Develop the library collections to support and reflect a growing and diverse community

Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Conduct a diversity audit of the collections to ensure we are addressing the needs of our user communities and reflect changing demographics	CEO, Librarian	2026 or 2027	6 months	Initiate audit with external agency, or conduct an audit internally	Not started	A collection development policy and collections that reflect the diverse needs of the community

**Strategic Objective no.1.5**

Attract new users through effective promotion and marketing of library programming and services

Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Increase the frequency of outreach services and pop-up visits with a focus on new destinations	CEO, Librarian	2023	Ongoing	2023: Resume outreach halted during Covid pandemic, re-establish contacts; collaboration with Port Fire for pop-up to east side	Completed	Strengthened partnerships and increased visibility of

				2024: Monthly/regularly scheduled pop-ups to partners' resume: local elementary school class visits, Farmer's Market, and Northland Pointe. Partnerships and events expanded to local elementary and high schools, Portal Village Book Club, Downtown BIA Harvest Fest, and Port Cares 2025: Friends Over 55; summer daycare partnerships; Bridges Open House; Senior's Info Café; Port Colborne Garden Club; Start Me Up Niagara Mobile Closet		library services within the community
Revise marketing and promotion strategies to target new users	CEO, Librarian	2023	Ongoing	2023: Strategies revised in collaboration with City's Communication Team; implemented social media calendar/plan; Ontario Public Library Week (OPLW) radio ad 2024: OPLW Promotional Coasters for Niagara Regional Libraries; radio interviews on CTKB 610; Yodeck Signage Player in Library Atrium installed with library slide added Vale Health and Wellness Centre walking track slideshow; visual elements and templates on social media updated for branding consistency 2025: Library logo branded fundraiser bags; Library logo stickers and temporary tattoos for promotional giveaways and prizes 2026: Weekly social media reels added to Instagram and Facebook accounts to promote collections and programs	Completed	Increased membership and awareness of library services within the community

**Strategic Goal no. 2**

**Retaining, recruiting, and innovating in human capital/People**

**Strategic Objective no.2.1**

Invest in ongoing professional development to enable staff to improve user experience and innovate library services

Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
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Develop a training map for each job description to ensure that staff are prepared and can apply professional best practices to embrace evolving library services	CEO	2026	6 months	Job descriptions to be created; training map to follow	Not started	Ensure staff are equipped with the skills and knowledge to confidently deliver high-quality, relevant service in a changing environment
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**Strategic Objective no.2.2**

Ensure job descriptions accurately reflect workflows and support operational procedures

Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Assess duties and tasks with a focus on identifying changes due to evolving practices	CEO	2026	6 months	Aligned with goal to update job descriptions; complete in 2025	Not started	Ensure staff are equipped with the skills and knowledge to confidently deliver high-quality, relevant service in a changing environment
Update competencies and expectations for staff to successfully perform duties and provide services	CEO	2026	6 months	Aligned with goal to update job descriptions; complete in 2025	Not started	Ensure staff are equipped with the skills and knowledge to confidently deliver high-quality, relevant service in a changing environment
Review job descriptions and the organizational chart to identify needs and gaps to best provide services	CEO, Board	2026	6 months	Aligned with goal to update job descriptions; complete in 2025	Not started	Ensure the organization is structured effectively and roles are clearly defined to support efficient, high-quality service delivery
Create a succession plan for the CEO of Library Services	CEO, Board	2023	2024	2023: Creation of GOV-10: CEO Succession Planning Board Policy, Library Services Manager job description updated	Completed	Ensure continuity, retain institutional knowledge, and prepare future

2024: Library Services Manager hired Jan. 2024;  
 Exploration of shared services with Wainfleet  
 Public Library; Final CEO replacement in June 2024;  
 Library Services Manager position posted Dec.  
 2024  
 2025: Library Services Manager hired February  
 2025

leaders to sustain and  
 strengthen the  
 organization over  
 time

**Strategic Goal no. 3**

**Strengthening accessibility and sustainability of library spaces/Developing the Cultural Block**

**Strategic Objective no.3.1**

Increase accessibility in public and staff spaces to ensure barrier-free, fair, and equitable access

Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Collaborate with the City to plan and complete capital projects that increase accessibility and ensure compliance in all interior and exterior library spaces	CEO	2023	Ongoing	2023: Assess planning needs with the City; AODA inspection; assess budget needs for 5-year plan; completed accessible doors project 2024: High-contrast, anti-slip grip tape installed on public stairwells; Elevator annunciator installed; AODA Audit completed with Library Accessibility Capital Projects to be included in upcoming larger City projects 2026: Updated Accessibility in the Library policy; Library Board adopts City’s Multiyear Accessibility Plan	Completed	Facilities and services that are AODA compliant and that address the accessibility needs of the community
Identify and optimize grant opportunities for funding	CEO	2023	Ongoing	2023: Grant application to Karl Kahane Foundation for Mini-Kiosk/ NovelBranch 2024: Grant application to Karl Kahane Foundation for Mini-Kiosk/ NovelBranch 2025: Secured additional OLS Connectivity Funds grant to purchase new battery back-ups and surge protectors to protect equipment and reduce risk of equipment failure. 2026: Grant application for John Cotton Dana public relations award through EBSCO ; Grant application	Completed	Secure additional resources that support innovative programs, expand services, and enhance long-term sustainability

**Strategic Objective no.3.2**

Innovate for efficient infrastructure improvements and sustainability

Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Implement suggested projects from the Building Condition Assessment as recommended by the City	CEO, Public Works	2023	Ongoing	2023: Generator project; Library Fibre & Voices Services; Accessible doors installed; Library King St. Sign 2024: Teams phone project; elevator modernization project; Auditorium/lower-level hallway flooring replacement; skylight replacement; exterior double-door repair; UV coatings for windows; existing stairwell repair; roof replacement project initiated 2025: Roof replacement project completed	Completed	Address facility needs, improve safety and functionality, and ensure space supports current and future service demands
Conduct a risk assessment to identify critical issues	CEO, By-law	April 2025		2025: Risk assessment completed by Joint Health and Safety Committee; exterior lighting facility upgrade	Completed	Identifying risks and implementing improvements as recommended to ensure the health and safety of the staff and public

**Strategic Objective no.3.3**

Continued Exploration of the Cultural Block

Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Take a leading role with the Museum in developing a Public Art Policy	CEO, CEO of Museum & Culture; Board	Deferred	Deferred	Collaborate with the Museum; Set goals for project timelines	Deferred	Deferred
Install outdoor art exhibits	CEO, CEO of Museum & Culture; Board	Deferred	Deferred	Collaborate with the Museum; Set goals for project timelines	Deferred	Deferred
Conduct a feasibility study on adding a shared programming space for use by the Library, Museum, and Archives on the Cultural Block	CEO, CEO of Museum & Culture; Board	Deferred	Deferred	Cancelled by City; Explore other options for additional space	Deferred	Deferred

**Strategic Goal no. 4**

**To exercise financial stewardship by leveraging all funding sources and partnership opportunities**

**Strategic Objective no.4.1**

Identify additional revenue sources to strengthen the financial resources of the library

Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Identify and optimize grant opportunities	CEO	2023	Ongoing	2023: Community Volunteer Income Tax Program (CVITP) grant; Successful application for Erwin Taylor Charitable Foundation \$10,000 donation 2025: Application to the OLITA Technology Micro-grant; CVITP grant; Connectivity Grant 2025: Secured additional OLS Connectivity Funds grant to purchase new battery back-ups and surge protectors to protect equipment and reduce risk of equipment failure. 2026: Grant application for John Cotton Dana public relations award through EBSCO ; Grant application for JBL’s Community Fund	Completed	Secure additional resources that support innovative programs
Develop, implement, and promote new fundraising opportunities, including activities, events, and promotional items for sale	CEO, Board	2023	Ongoing	2024: New book sale and fundraiser items added; Adopt-a-Mag Fundraising Campaign relaunched; Board Fundraising Committee exploring planned giving opportunities 2025: Touch-a-Truck Book Fundraiser; Library branded tote bag sale; Spooky Story Contest Book fundraiser	Completed	Secure additional resources that support innovative programs

**Strategic Objective no.4.2**

Implement best practices to strengthen the Library’s capital and financial assets to enable the Library to flourish and increase sustainability

Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Integrate the City’s financial control mechanisms to ensure consistency and accuracy in reporting and to support the City’s Finance Department	CEO	2023-2024	3 months	2023: Migration to City’s financial software, Diamond 2024: Implementation of new software platform Workday; financial procedures updated in collaboration with City Financial Department	Completed	Maintain transparency, align with the municipality, and ensure accurate, consistent financial reporting and accountability

Create a Memorandum of Understanding between the Board and the City	CEO, CAO, Board, Council	2024	2025	2024: MOU draft approved by Library Board 2025: City Council approved MOU; Bylaw and MOU signed by City and Library officials	Completed	Establish clear roles, responsibilities, and shared goals that support effective collaboration and mutual benefit
Develop key performance indicators to improve operations and decision-making	CEO	2026	1 month	2026: Reviewing current practices	In progress	Track performance, identify areas for improvement, and make informed, data-driven decisions that enhance organizational effectiveness
Identify opportunities for cost-savings and deepen collaboration with LiNC partner libraries	CEO, LiNC CEOs	2023	Ongoing	2023: Library Board OnBoarding event; Ongoing collaborations for programs (i.e One Book, One Niagara), promotions, staff development, and shared resources 2025: Regional library programmer meeting; 2025 Fall Board Retreat 2026: Shared documentary film opportunity at Film House for "The Librarians"	Completed	Strengthened relationships with LiNC libraries and leverage partnerships for cost savings and enhanced services for library patrons

**Strategic Goal no. 5**

**Trailblazing library trends while maintaining core library services/Developing methods to deliver and strengthen innovative user experiences**

**Strategic Objective no.5.1**

Create and support a programming team to explore new and innovative delivery systems for programs

Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Position staff on external working groups including library support	CEO, Librarian, LiNC CEOs	2023	Ongoing	2023: Librarian and library staff active participation on LiNC working groups; ongoing	Completed	Leveraging external collaborations to ensure the organization remains informed

service agencies and think-tanks to keep abreast of new ideas, trends, strategies, and practices				opportunities explored through OLS 2025: Library staff attended Child and Youth Expo at Hamilton Public Library		of library practices and trends in an evolving landscape
Support staff development opportunities to create a tech savvy customer service team	CEO	2023	Ongoing	Annual staff development goal setting and training opportunities (e.g., LinkedIN, OLS); ongoing opportunities provided by the City (i.e. cybersecurity training, Microsoft training) 2023: Enrolled in Bridge Data Survey for patrons and staff to find tech gaps 2024: Implemented Bridge Data surveys 2025: Completed 2023/2024 Bridge Report through Social Impact Ontario. 2026: Updated staff tech-devices for training; Creation of staff procedures documents	Completed	Building internal capacity by equipping staff with the necessary technological skills

**Strategic Objective no.5.2**

Enhance the user experience through improved communication and availability of services

Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Complete the connectivity and phone systems capital project to provide stable and efficient service	CEO	2023	3 months	2023: Teams phones installed, and training provided by City IT Staff 2024: Phone line added for Main Floor Info Pod to complete new library staff workstation	Completed	Enhance communication infrastructure to support more reliable, efficient, and professional interactions with users and team members
Ensure two-way communication that is timely, accessible, and	CEO, Library Services Manager, Librarian	2026	1 month	2026: Review of communication practices for weekly, monthly, quarterly programs	In Progress	Enhance communication procedures to support more reliable, efficient, and

ensures accountability						professional interactions with users and team members
Explore new methods to request and analyze input from users	CEO, Librarian	2023	Ongoing	2023: Staff enrolled in Bridge and Edge technology platforms 2024: Staff surveys and patron surveys deployed and collected at frequency determined by Bridge program 2025: Completed 2023/2024 Bridge Report through Social Impact Ontario. 2026: Community Engagement Survey launching May 2026	Completed	To better understand user needs and preferences, enabling more responsive communication and service delivery that enhances overall user experience
Enhance and adopt new delivery methods to promote, advertise, and assess user needs	CEO, Librarian	2023	Ongoing	2024: Ontario Public Library Week coasters; regular 610 CKTB radio interviews; new pop-up locations added (e.g. high schools), increased press releases with City Communications Team 2025: Semi-permanent cart of library items delivered and restocked monthly at Northland Pointe; implemented in-house QR Code advertising; Instagram/Facebook reels 2026: New partnership with Meals on Wheels to promote Visiting Library Service with clients	Completed	Increase accessibility, convenience, and relevance of services in response to changing user needs
Develop innovative policies and practices to ensure excellent customer service	CEO, Board	2023		2025: Reviewed and updated circulation policies	Completed	Create consistent, high-quality user experiences that build trust, satisfaction, and long-term engagement
Explore and procure leading-edge resources and technology for staff and public use	CEO	2023	Ongoing	2023: Print server project completed; wireless printing option added (ePrintit Solution); Library of Things budget line 2024: Loanable tech added through Erwin Taylor donation 2025: Addition of new e-resource PressReader; WorkDay financial/HR platform implementation; CELA deposit collection added	Completed	Barriers will be reduced by providing access to cost prohibitive technology equipment
Install a NovelBranch book lending machine at Vale Health and Wellness Centre for expanded outreach service	CEO, Board	2026 or 2027	1 year	2023: Applied to Karl Kahane Foundation grant opportunity to fund NovelBranch 2024: Reapplied to Karl Kahane Foundation grant opportunity to fund NovelBranch; Exploration of reintroducing temporary library shelving at Vale 2026: Applied to JBL's Community Fund grant to fund NovelBranch	In progress	Providing equitable access to library services to the East side of the community

**Strategic Goal no. 6**

**Engaging our external stakeholders and user communities to ensure good decision-making for the benefit of all**

**Strategic Objective no.6.1**

Increase awareness of the library and the services available

Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Develop and implement a communications and marketing plan	CEO, Librarian	2026 or 2027	3 months	2023: Met with Communication team	Not started	Promote services and reach a wider audience and strengthen community awareness and engagement
Increase effective outreach through social media and branding	CEO, HR	2024	1 month	2024: Library staff participated in social media training opportunities; social media content was updated with library branding and colours	Completed	Build a recognizable identity for consistency that will enable impactful promotion of library services
Identify new opportunities for outreach service	CEO, Librarian	2023	Ongoing	2024: Portal Village, Port High & LCHS 2025: Friends over 55, summer daycare partnerships offered	Completed	Strengthened partnerships and increased visibility of library services within the community

**Strategic Objective no.6.2**

Convey and measure the impacts of library services and programs

Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Solicit feedback from library users and non-users, and respond to the community in a timely manner	CEO, Librarian, Board	2026	1 month	Annual “Why I Love My Library” contest; responding to library user feedback on an ongoing basis 2026: Community Engagement Survey	In progress	Create a culture of engagement and accountability by valuing user voices in shaping impactful library services and programs
Target reach-out to members of vulnerable populations (seniors, newcomers, low-income families)	CEO, Librarian, Board	2023	Ongoing	2023: Implementation of the Community Connect program 2024: Expansion of the Community Connect partnerships with local community support agencies 2025: Addition of Start Me Up! Niagara’s Mobile Closet shopping event 2026: Promote Visiting Library Service with Community Connect partner clients	Completed	Promoting social inclusion and awareness of library services through integrated programming; Increased membership and awareness of library services within the community

and youth) to ensure that they are aware of and are invited to participate in library services						
Develop and implement key performance indicators	CEO	2026	1 month	2026: Reviewing current practices	In Progress	Track performance, identify areas for improvement, and make informed, data-driven decisions that enhance organizational effectiveness

**Strategic Objective no.6.3**

Deepen strategic partnership with City Council, City staff, and other critical stakeholders

Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Complete and implement a Memorandum of Understanding between the Board and the City	CEO, CAO, Board	2023	2024	2023: Library Board submits draft MOU to City staff 2024: CEO and City Treasurer collaborated on a revised draft; Library Board approved revised MOU draft 2025: City Council approved MOU; Bylaw and MOU signed by City and Library	Completed	Establish clear roles, responsibilities, and shared goals that support effective collaboration and mutual benefit
Implement Truth and Reconciliation Calls to Action as they relate to public libraries	CEO, Librarian, Board	2023	Ongoing	2023: Indigenous education session at the OnBoard trustee training event 2024: RedDRESS art installation with CFUW; participation in the Moosehide campaign; ongoing decolonization cataloguing project with LiNC libraries 2025: Land Respect and Acknowledgement policy updated to include providing Indigenous education personnel training; 4 Seasons of Reconciliation training added to the library staff's onboarding package; 2-part community Inuit cultural teachings program; Métis artist installation in Atrium; Indigenous Creator-led library programming: Music and Movement and Cree Nation Art Class.	Completed*	Fostering inclusive, respectful library services that supports Reconciliation, cultural understanding, and equitable access for Indigenous communities

**Additional Notes**

\*Projects relating to Truth and Reconciliation have been completed as outlined in the 2023-2027 Strategic Plan. However, Truth and Reconciliation is never completed, and library staff at Port Colborne Public Library will continue to implement Calls to Action as they relate to Public Libraries.



## Community Engagement Survey

The Port Colborne Public Library is developing a new strategic plan to guide library services beginning in 2027. Your feedback will help us understand how the library is currently meeting community needs and where we should focus in the future.

This survey takes approximately 3 minutes to complete. If you have any questions of challenges completing the survey, please connect with us at [library@portcolborne.ca](mailto:library@portcolborne.ca) or 905-834-6512 and we're happy to help.

### 1. How satisfied are you with the following services at Port Colborne Public Library?

	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Not applicable
Library programs and events	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Variety of library materials (books, e-books, magazines, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality of library materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information services (research/reference)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Selection of digital resources (i.e. Libby, Ancestry)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Library resources (computers, printers, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Online catalogue (ease of use)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please share any additional comments or feedback.

2. How would you rank the library staff (i.e. friendliness, helpfulness, and knowledge)?



3. Have you experienced any accessibility barriers when using the library?

- No
- Prefer not to say
- Yes (Please provide an example below)

If you answered 'Yes' to the previous question, please provide an example of the accessibility barrier you experienced.

4. How do you usually hear about library programs and services? (Select all that apply)

- Word of mouth
- Newsletter
- e-Newsletter
- Social media
- Website
- Online searching
- Other (please specify)

Please specify

**5. Do you have a library card for the Port Colborne Public Library?**

- Yes
- No

**6. How often do you visit the library in-person or online?**

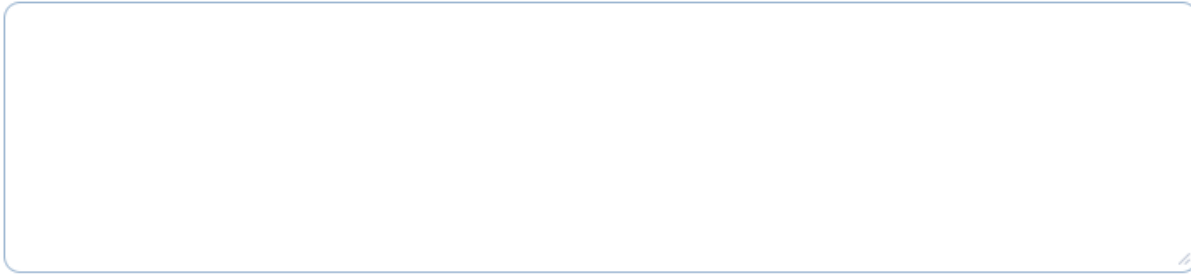
- Daily
- Weekly
- Monthly
- A few times a year
- Rarely/Never

**7. Which age group do you belong to?**

- 0-14 years
- 15-24 years
- 25-44 years
- 45-64 years
- 65+
- Prefer not to say

**8. What would improve your library experience?**

**9. Is there anything not asked in this survey that you would like the library to know?**



Thank you for taking the time to share your feedback. Your input will help shape the future of library services in our community.

Please note that personal information on this form is collected under the authority of the Municipal Act, 2001 and will be used to help the Port Colborne Public Library Board make decisions related to the development of Port Colborne Public Library 2027 Strategic Plan. The disclosure of this information is governed by the Municipal Freedom of Information and Protection of Privacy Act. Questions related to the collection of this information may be directed to the Deputy City Clerk at 905-228-8118 or [deputyclerk@portcolborne.ca](mailto:deputyclerk@portcolborne.ca)

If you have any questions or feedback about this survey or would like to provide more comments, please email [library@portcolborne.ca](mailto:library@portcolborne.ca) or call 905-834-6512.

This survey will run until May 30, 2026. Information and insights gathered through this survey will be collected and provided to Library Board at an upcoming meeting.