

Port Colborne Public Library Board Meeting Agenda

Date: Wednesday, October 7, 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. Policy Items

6.1 BL-01: Statement of Authority, Powers, and Duties of the Board

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6.2 BL-02: Composition of the Board

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6.3 BL-03: Meetings of the Board

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6.4 BL-04: Amendments of By-laws

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7. Consent Items

7.1 Staff Reports

a.	Public Relations Report - September 2026	28
7.2	Financial Report	
a.	2026 Operating Statement (as of October 2, 2026)	31
7.3	Circulation Reports	
a.	Circulation Report, August 2026	32
a.	Circulation Snapshot, August 2026	35
8.	Discussion Items	
8.1	CEO's Report - Verbal (R. Tkachuk)	
9.	Notice of Motions	
10.	Roundtable	
11.	Next Meeting Date and Adjournment	



Port Colborne Public Library Board Meeting Minutes

Date: Wednesday, September 2, 2026
Time: 6:00 pm
Location: Library Auditorium, Port Colborne Public Library
310 King St, Port Colborne

Members Present: A. Desmarais, Vice Chair
M. Bagu, Councillor
H. Cooper (Attended virtually)
B. Ingram, Chair (Attended virtually)
C. MacMillan
E. Tanini (Attended virtually)
A. Smits (Attended virtually)

Member(s) Absent: B. Beck
M. Booth

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

Others Present: A. Taylor, Consultant, Ontario Library Services (Attended virtually)

1. Call to Order

The Chair called the meeting to order at 6:07 PM.

2. Land Acknowledgement

The Chair recited the Land Acknowledgement.

3. Disclosures of Interest

Nil.

4. Adoption of Agenda

Moved by C. MacMillan
Seconded by A. Smits

That the agenda dated September 2, 2026, be confirmed, as circulated.

Carried

5. Approval of Minutes

5.1 June 3, 2026 Regular Meeting Minutes

Moved by A. Desmarais

Seconded by Councillor M. Bagu

That the minutes dated June 3, 2026, be confirmed, as circulated.

Carried

5.2 August 5, 2026 Special Meeting Minutes

Moved by H. Cooper

Seconded by C. MacMillan

That the special meeting minutes dated August 5, 2026, be confirmed, as circulated.

Carried

A. Smits abstained.

6. Discussion Items

6.1 Strategic Planning Presentation (A. Taylor)

The Library Board received a Strategic Planning presentation from a Consultant from the Ontario Library Service.

7. Consent Items

Moved by A. Desmarais

Seconded by C. MacMillan

That the Board approves Consent Items 7.1 to 7.4, as presented.

Carried

7.1 Staff Reports

a. Draft Multi-Year Accessibility Plan 2027—2031

Councillor M. Bagu shared a positive Council update from the Chief Administrative Officer regarding two library projects. Councillor Bagu thanked and congratulated library staff for their work.

Library Services Manager L. MacDonald provided an update on summer programming. She advised the Board that, although summer programming has concluded, the library continues to be busy.

Trustee E. Tanini requested an update on how the library is supporting the upcoming municipal election. The CEO advised the Board that the library worked in collaboration with the City's Elections Team to establish an Elections Corner at the library, serving as both a voter registration booth and a voter information station.

The CEO, R. Tkachuk, provided updates on the My Dream Borrow contest and the Ahoy! From Port Colborne postcard project, both of which concluded in August. The CEO thanked library staff for their hard work and collaboration on these projects.

11. Next Meeting Date and Adjournment

The next Board meeting will Wednesday, October 7, 2026, at 6 PM in the Library Auditorium.

The Chair adjourned the meeting at 7:15 PM.

Bryan Ingram, Chair

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

Statement of Authority, Powers, and Duties of the Board

By-law Number: **BL-01**

Initial Policy Approval Date: **Mar. 2006**

Last Review/Revision Dates: **May 2021, Feb. 2023, 2024, 2026**

Year of Next Review: **2030**

The library board bears legal responsibility for the library by ensuring that it operates in accordance with the Public Libraries Act, R.S.O. 1990, chapter P.44. The purpose of this by-law is to define the legal authority of the board.

The library shall be known as the Port Colborne Public Library. Where the term “Board” is used, it is understood to mean “Port Colborne Public Library Board of Trustees.” Where the term “Act” is used, it is understood to mean the Public Libraries Act, R.S.O. 1990, chapter P.44.

1. In accordance with the Public Libraries Act, section 3 (1), the Council of the Corporation of the City of Port Colborne (the City) established the Port Colborne Public Library (the Library) by the adoption of Municipal By-law #1709/134/85. This document is the Establishing By-law for the Port Colborne Public Library.
2. In accordance with the Public Libraries Act, section 3 (3), the library “shall be under the management and control of the Port Colborne Public Library Board which is a corporation...” Together with the Establishing By-law (above), this section of the PLA provides evidence of incorporation under Canada Review Agency (CRA) rules for charitable organizations.
3. The Port Colborne Public Library will operate under the authority of the Public Libraries Act, R.S.O. 1990, chapter P44 and, as a charitable organization within the CRA framework, will be operated without purpose of gain for its members, and any profits or other assets of the organization will be used solely to promote its objectives. Should the library board dissolve, the directions provided under Section 42 of PLA will be followed, with assets distributed to other charitable organizations, including, for example, the municipality.
4. The powers and duties of the library board are prescribed in the Public Libraries Act, R.S.O. 1990, chapter P44, to which this by-law adheres. The role of the board is to

govern the affairs of the library. In accordance with the PLA, section 20, the library board:

- a) shall seek to provide, in co-operation with other boards, a comprehensive and efficient public library service that reflects the community's unique needs
- b) shall provide library services in the French language, where appropriate
- c) shall operate one or more libraries and ensure that they are conducted in accordance with this Act and the regulations
- d) may operate special services in connection with a library as it considers necessary
- e) shall fix the times and places for board meetings and the mode of calling and conducting them, and ensure that full and correct minutes are kept
- f) shall make an annual report to the Minister and make any other reports required by this Act and the regulations or requested by the Minister from time to time
- g) shall make provision for insuring the board's real and personal property
- h) shall take proper security for the treasurer
- i) may appoint such committees as it considers expedient

5. Under the Public Libraries Act, (Section 15(2)), the library board must appoint a Library Chief Executive Officer, and it is that person to whom the library board shall delegate authority for management of library operations.

Related Documents:

- Public Libraries Act, R.S.O. 1990, Chapter P44, Sections 3(1) and 3(3)
- Council of the City of Port Colborne. By-law #1709/134/85.
- Port Colborne Public Library. BL-02: Composition of the Board and Terms of Reference of Officers.
- Port Colborne Public Library. BL-03: Meetings of the Board.
- Port Colborne Public Library. BL-04: Amendments of By-laws.
- Port Colborne Public Library. GOV-01: Purpose of the Board.
- Port Colborne Public Library. GOV-08: Board-CEO Relationship.

Composition of the Board and Terms of Reference for Officers

By-law Number: **BL-02**

Initial Policy Approval Date: **2006**

Last Review/Revision Dates: **Dec. 2021, Feb. 2023, 2024, 2026**

Year of Next Review: **2030**

Unless exempt through special legislation, the library board adheres to the Public Libraries Act, R.S.O. 1990, c. P44 as it relates to the composition of the board and the election and appointment of officers. The purpose of this bylaw is twofold: to guide the council's appointment process for board members. In addition, this by-law outlines the responsibilities of each of these officers.

Where the term "Board" is used, it is understood to mean "Port Colborne Public Library Board of Trustees." Where the term "Act" is used, it is understood to mean the Public Libraries Act, R.S.O. 1990, chapter P.44.

Section 1: Composition of the Library Board

1. While the Act, section 9(1) prescribes a board of no fewer than five members, and gives the municipal council the power to make appointments, the library board endorses a board that consist of at least five, and no more than nine members.
2. In accordance with the Act section 10(4), municipal council will appoint all board members at the first regular meeting of council in each term.
3. In accordance with the Act, section 10 (2a), municipal council shall not appoint more of its own members to the board than the number that is one less than a majority of the board.
4. In accordance with the Act, section 10 (3), a board member shall hold office for a term concurrent with the term of the appointing municipal council, or until a successor is appointed.
5. A board member may be re-appointed for one or more terms.
6. A member seeking re-appointment must follow the same process of application for consideration as for new candidates to the board.

7. In accordance with the Act, section 13, if any member of the board is disqualified from holding office, the members will forthwith declare the seat vacant and notify the municipal council accordingly.
8. In accordance with the Act, section 12, when a vacancy arises in the membership of the board, the municipal council will promptly appoint a person to fill the vacancy and to hold the office for the unexpired term, except where the unexpired term is less than forty-five days.
9. Resignations should be presented in writing to council with a copy to the chair of the Port Colborne Public Library Board.

Section 2: Duties and Responsibilities of Library Board Trustees

1. The library board is established to provide progressive, collective leadership and direction to the library and to set the framework for the operating context. All appointed trustees are entrusted to direct the activities of the organization as a whole rather than in their own interest or that of any specific group.
2. Library board trustees will:
 - a) attend board meetings prepared to conduct the business at hand
 - b) determine the library's mission, vision and values
 - c) develop, implement and monitor a strategic plan
 - d) determine policy of the library
 - e) review and revise board policies
 - f) operate the board effectively
 - g) orient and engage board members
 - h) prepare the budget estimates with the assistance of the chief executive officer
 - i) monitor expenditures
 - j) identify risk
 - k) determine the future needs of the library
 - l) advocate and promote the interest of the library in the community
 - m) become familiar with the Public Libraries Act governing the Board, as well as the by-laws and policies of the library board
 - n) review the collective agreement and establish policies for union negotiation in collaboration with council and the negotiating team

Section 3: Officers of the Library Board

1. In accordance with the Act, section 14, at the first meeting of the new term, members of the library board will elect a chair from among the members.
2. At the first meeting of the new term, members of the library board will elect a vice-chair from among the members.
3. In accordance with the Act, section 15, the library board will appoint a Chief Executive Officer (CEO), who shall also be secretary and treasurer of the library board, as allowed by the Public Libraries Act, section 15(5).
4. If any of the officers retire, step down or are dismissed during the officer's term, the library board must immediately elect or appoint a new officer.

Section 4: Terms of Reference for the Board Chair

1. In accordance with the Act, section 14 (3), a board will elect one of its members as chair at its first meeting in a new term.
2. The term of office for the chair will be for the term of the library board.
3. The chair leads the library board, acts as an official representative of the library, ensures the proper functioning of the board and the proper conduct of board business, in accordance with appropriate legislation and prescribed rules of procedure adopted by the board.
4. The chair will:
 - a) preside at regular and special meetings of the library board, preserve order and decorum, and decide all questions of order
 - b) set the agenda with the assistance of the board secretary and approve the agenda for distribution to the board
 - c) ensure that business is dealt with expeditiously and help the library board work as a team
 - d) in accordance with the Act, section 16(6), vote on all questions
 - e) act as an authorized signing officer of all documents pertaining to board business
 - f) appoint committees and serve as ex-officio member of all board committees
 - g) coordinate the CEO evaluation process

- h) share with the CEO the responsibility for conducting board orientation;
- i) coordinate the library board's evaluation process
- j) represent the library board, alone or with other members of the library board, at any public or private meetings for the purpose of conducting, promoting or completing the business of the library board
- k) not commit the library board to any course of action in the absence of the specific authority of the library board.

Section 5: Terms of Reference of the Vice-Chair

1. The election of vice-chair will take place at the first meeting for the term of the library board.
2. The vice-chair will hold a term concurrent with the term of the appointing council.
3. In the absence of the board chair, the vice-chair will be vested with all the powers and will perform all the duties of the chair. The vice-chair will possess and may exercise such other powers and duties as may, from time to time, be assigned by the library board.
4. As permitted by the Act, section 14(4), in the absence of the chair and the vice-chair, the board may appoint one of its members as acting chair.

Section 6: Terms of Reference of the Secretary

1. As permitted by the Public Libraries Act, section 15(5), the Chief Executive Officer of the Port Colborne Public Library shall serve as the secretary of the library board.
2. The secretary acts as the record-keeper to the library board and will attend all meetings of the board.
3. As a non-voting member of the board, the secretary may not vote on board business.
4. The secretary acts as the record-keeper to the library board. In the absence of the secretary, the library board may appoint one of its members as the acting secretary.
5. In accordance with the Act, section 5(3), the secretary will:
 - a) conduct the board's official correspondence

- b) keep minutes of every meeting of the board
6. In addition, the secretary will:
- a) prepare the agenda prior to each board meeting, in cooperation with the chair
 - b) distribute the agenda, with all reports and enclosures, to all board members prior to the relevant board meeting
 - c) distribute the minutes to all board members not less than three days prior to the next board meeting

Section 7: Terms of Reference of the Treasurer

1. As permitted by the Public Libraries Act, section 15(5), the Chief Executive Officer of the Port Colborne Public Library shall serve as the treasurer of the library board.
2. The treasurer will monitor the financial activities of the library and will ensure that complete and accurate records are kept in accordance with generally accepted accounting practices.
3. In accordance with the Act, section 14(4), the treasurer will:
 - a) receive and account for all the library board's money
 - b) open an account or accounts in the name of the library board in a chartered bank, trust company, or credit union approved by the board
 - c) deposit all money received on the library board's behalf to the credit of that account or accounts
 - d) disburse the money as the library board directs
4. The treasurer will act as an authorized signing officer of all documents pertaining to the financial business of the library board.
5. The treasurer will provide the library board with a report of all financial transactions and of the financial position of the library, monthly or as otherwise required.

Section 8: Terms of Reference of the Chief Executive Officer (CEO)

1. In accordance with the Public Libraries Act, section 15(2), the library board appoints the chief executive officer who shall attend all board meetings.
2. The library board delegates the authority for management and operations of services to the chief executive officer.

3. The CEO acts as secretary and treasurer to the library board and will attend all meetings of the board and assist in the general conduct and management of all library operations and services.
4. As a non-voting officer of the library board, the CEO will:
 - a) sit ex-officio on all the committees of the library board
 - b) act as a resource person
 - c) ensure that board decisions are communicated to library staff
 - d) make recommendations as necessary
 - e) interpret and communicate the board's decisions to the staff

Related Documents:

- Public Libraries Act, R.S.O. 1990, chapter P44
- Port Colborne Public Library. BL-01: Statement of Authority of the Board
- Port Colborne Public Library. BL-03: Meetings of the Board
- Port Colborne Public Library. BL-04: Amendments of By-laws

Meetings of the Board

By-law Number: **BL-03**

Initial Policy Approval Date: **Apr. 2005**

Last Review/Revision Dates: **May 2021, Feb. 2023, Mar. 2023, 2024, 2026**

Year of Next Review: **2030**

Board members must meet regularly to ensure the proper governance of the library and to conduct the business of the board. Since the library board “as a whole” has the authority to act, and not individual members, the board meeting is the major opportunity for the library board to do its work to make decisions, solve problems, educate board members, plan for the future, and review monitoring or evaluation material submitted by employees. This policy sets procedures to follow for meetings and ensures compliance with the Public Libraries Act, R.S.O. chapter P.44 (the Act).

Section 1: Board Meeting Ground Rule

1. The library board values a diversity of opinions and strives to set an environment conducive to exploring ideas. The board members will, at the start of the term, set, and agree upon, ground rules to guide their deliberations

Section 2: Types of Meetings

1. In accordance with the Public Libraries Act, section 16.1 (2), board meetings will be open to the public unless the subject matter being considered falls within the parameters of the Public Libraries Act, section 16.1(4) as stated in point 6 of this section of this by-law.
2. In accordance with the Public Libraries Act. section 16(1), the library board shall at least seven regular meeting in a year and at such other times as it considers necessary. While a library board may have standing committees, the Port Colborne Public Library will meet “as a whole” and only use ad hoc committees, as necessary, for special purposes.
3. In accordance with the Public Libraries Act, section 14(1), the first meeting shall be called by the Chief Executive Officer (CEO) of the library board, in each new term, upon receipt of the confirmation of appointments from the municipal clerk. This inaugural meeting shall held as soon as possible after the appointments are made by

municipal council. At this first meeting, the CEO oversees the elections of the officers. The elections begin with the position of chair.

4. In accordance with the Public Libraries Act, section 16(2), the chair or any two members of the library board may summon a special meeting by giving each member reasonable notice in writing, specifying the purpose for which the meeting is called, which shall be the sole business transacted at the meeting.
5. In accordance with the Public Libraries Act, section 6.1(4), a meeting or part of a meeting may be closed to the public if the subject matter being considered is:
 - a) the security of the property of the board
 - b) personal matters about an identifiable individual
 - c) a proposed or pending acquisition or disposition of land by the board
 - d) labour relations or employee negotiations
 - e) litigation or potential litigation, including matters before administrative tribunals, affecting the board
 - f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose
 - g) a matter in respect of which a board or committee of a board may hold a closed meeting under another Act
6. In accordance with the Public Libraries Act, section 16.1 (5) and (6), a meeting will be closed to the public if the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, chapter M56, if the board or committee of the board is the head of an institution for the purposes of that Act. Before holding a meeting or part of a meeting that is to be closed to the public, the library board or committee of the board will state by resolution:
 - a) the fact of the holding of the closed meeting
 - b) the general nature of the matter to be considered at the closed meeting

Section 3: Meeting Location and Times

Regular board meetings will normally be held at the Port Colborne Public Library on the first Wednesday of each month from January to June, September to December, or at the call of the chair. Meetings will normally commence at 6:00 pm.

A schedule of all regular board meetings will be distributed to the board at the first regular meeting of each new year, in print or electronically.

Section 4: Time Limit for Meetings

When at any meeting of the Board, the hour of 8:00 p.m. will be reached, the chair will declare the meeting adjourned and leave the chair, unless the board by resolution unanimously determines otherwise.

Section 5: Inaugural Meeting Procedure

1. In accordance with the Act, section 14(1), the first meeting will be called by the Chief Executive Officer (CEO) of the library board, in each new term, upon receipt of the confirmation of appointments from the City Clerk. The inaugural meeting will be held as soon as possible after the appointments are made by Council. At this first meeting, the CEO oversees the elections of the officers.
2. The elections begin with the election of chair as follows:
 - a) Temporary chair – The CEO will chair the meeting pending the election of a chair.
 - b) The order of business at an inaugural meeting following a municipal election will be as follows:
 - i. CEO's remarks
 - ii. formal receipt of the names of the persons appointed to the board for that term
 - iii. election of a chair of the board
 - iv. election of a vice-chair of the board
 - v. regular meeting of the board
 - c) Election of chair – The CEO will conduct the election for the office of chair of the board, as follows:
 - i. The CEO will call for nominations, which will be made orally by being duly moved and seconded.
 - ii. The CEO will ask if there are any further nominations. If there are none, the CEO declare nominations closed.
 - iii. After nominations are closed, the CEO will ask each nominee whether the nominee consents or declines to stand for election.
 - iv. Where only one person is nominated and consents to stand for election, the CEO will declare that member duly elected by acclamation.

- v. Where more than one person is nominated and consents to stand for elections, a vote will be taken by ballot and the member receiving a simple majority of the votes cast by the members present will be deemed elected.
 - vi. In the event that more than two members stand for election to the position and none of the candidates receives a majority on the first ballot, the candidate (or candidates in the case of a tie) receiving the least number of votes will be dropped from the ballot and a second vote will be held for the remaining candidates. This procedure will be repeated, dropping the candidate receiving the least number of votes on each ballot, until one candidate receives a majority.
 - vii. In the case of an equality of votes on the final ballot, a second vote will be cast in an attempt to break the tie. If this second ballot is also a tie, the candidates will draw lots for the position.
- d) Election of vice-chair – The chair will then take the chair and will conduct the election for the office of vice-chair of the board, following the same order of procedure as that laid out for the election of chair.

Section 6: Closed Meeting Procedure

1. In accordance with the Public Libraries Act, section 16.1(6), when the Board determines that matters should be dealt with in the absence of the public, the request will be in the form of a motion “that the Board move into closed session to discuss [state the general nature of the matter to be discussed].”
2. In accordance with the Act, section 16.1(7)(8), a closed session will be ended by a resolution that the regular meeting be resumed and that the board rise with (or without) report. A motion to ratify any motion approved during closed session will then be made without further debate in the open meeting.
3. The proceedings of a closed session should not be entered in the minutes but the fact that the Board went into closed session and the general nature of the business discussed should be noted.
4. The rules governing the procedure of the board and conduct of members will be observed for closed sessions so far as they are applicable.

Section 7: Attending Meetings Remotely

1. Under the Public Libraries Act, board members may attend library board meetings remotely via teleconference or Internet video conferencing calls or software. Ontario public library boards operate under their own legislation, the Public Libraries Act administered by the Ministry of Sport, Culture and Gaming, and within this framework are allowed remote participation with participating board members counting for quorum and having a vote on any issue. Section 238(1) of the Municipal Act states that “local boards does not include police service boards or public library boards” as these local boards have their own legislation and different rules about their meetings.
2. As all board meetings are open to the public, these meetings must be conducted in such a way that all members participating can hear each other at the same time and that the public can also hear the deliberations.
3. A member of the library board or a committee may attend, participate and vote at an open or closed meeting remotely, if the member is prevented from physically attending because of:
 - a) personal illness or disability
 - b) employment purposes or the business of the public good
 - c) a family or other emergency
4. Members who wish to attend a meeting remotely must give notice two hours before the commencement of the meeting to the secretary so that the equipment can be made ready.
5. Meeting minutes will reflect that a member is participating remotely.
6. If the chair of the library board attends the meeting remotely, then the vice-chair chairs the in-person meeting.
7. Quorum applies to the members attending in person and remotely.
8. Technology used for a remote meeting must enable verification of the identity of each participating board member and allow for live, real-time board meeting participation.

9. The meeting must be advertised to the public ahead of time and provide instructions for the public how to join the meeting.
10. The public must be enabled to interact with board members and to ask questions in real-time, even in a moderated fashion such as through comments or chat function.
11. Closed session items should be left to the end of the meeting, giving public attendees notice at the outset that this will be occurring. Alternatively, the board may hold two meetings: one regular (with the public) and one closed (without the public).

Section 8: Order of Proceedings

1. Rules of Order/Parliamentary Authority

The rules of order to be observed at meetings of the board and its committees will be in accordance with Section 8 of this by-law. In all cases for which a by-law or policy statement does not exist, **Robert's Rules of Order New Revised (RONR)** will be the authority. Matters not governed by this policy or dealt with in **RONR** will be decided by a majority vote of the Board.

2. Call to Order

Meetings will be called to order by the chair on the hour fixed for the meeting. In the absence of the chair, the vice-chair will preside over the meeting.

3. Quorum

1. In accordance with the Public Libraries Act, section 16(5), the presence of a majority of the board is necessary for the transaction of business at a meeting.
2. The chair is included in the quorum.
3. When the number of voting members is disabled by conflict of interest from participating in the meeting such that the remaining members are not of sufficient numbers to constitute a quorum, the remaining number of members will be deemed to constitute a quorum providing they are not fewer than two. (Municipal Conflict of Interest Act, R.S.O. 1990, c. M. 50, s. 7(1))

4. If a quorum is not present within 15 minutes after the time appointed for the meeting to convene, or at any other time during a meeting, the secretary will record the names of the members then present, the meeting will be adjourned, and the chair will set a date for the meeting to reconvene.
5. Nothing in the foregoing will prohibit the members in attendance for a regular meeting, when no quorum is present, from constituting themselves as a committee dealing with such agenda items as they see fit. However, no decisions taken at such meeting may be executed until ratified by motion of a regular meeting of the board or by an electronic poll of all missing board members needed to obtain the necessary quorum.
6. If notified by a majority of board members of their anticipated absence from a meeting, the secretary will notify all members of the library board that the meeting is cancelled.

4. Attendance at Meetings

1. The names of the members in attendance at each meeting of the board will be recorded by the secretary.
2. The secretary will be notified by any board members in the event of any anticipated absence from a meeting as far in advance of the meeting as is possible. If so notified by a majority of the members, the secretary will notify all members that the meeting is cancelled.
3. In accordance with the Public Libraries Act, section 13, should a member be absent for three consecutive meetings, the board will consider the circumstances of the absence and either:
 - a) consider the member disqualified from the board and notify the appointing council that the seat is vacant; or,
 - b) consider the circumstances of the absence and pass a resolution authorizing that person to continue as a board member

5. Agenda

1. The agenda focuses the discussion in order to make good use of the library board's time. Meetings of the library board "as a whole" do not re-do the work of the employees or of the committees.

2. The chair prepares the meeting agenda with the assistance of the secretary of the board and approves the agenda for distribution to the board
3. Agendas will be delivered to board members electronically where possible and practical, together with the minutes of the previous meeting prior to the meeting.
4. The order of business for all regular meetings of the library board will be as follows:
 1. Call to order
 2. Land Acknowledgement
 3. Disclosures of Interest
 4. Approval of the agenda
 5. Minutes of the preceding meeting
 6. Business arising from the minutes
 7. Tabling of the board information package which shall include: Consent Items, correspondence, financial reports, Chief Executive Officer's report, Committee reports, monitoring of the library's strategic plan, policy review
 8. Motions
 9. Notice of Motions
 10. Roundtable Board Members' Items: report on advocacy activities
 11. Other business
 12. Confidential Items
 13. Date of the next meeting
 14. Adjournment

6. Minutes

1. Minutes will be recorded by the secretary of the board.
2. Once approved, minutes of meetings are the official record of decisions and provide direction for officers and employees in their subsequent actions.
3. Minutes are approved at the next meeting of the library board and signed by the chair.
4. Minutes (excluding closed session minutes) are public documents and will be made available to the public.

5. A copy of the approved minutes will be distributed to the municipal clerk and also posted on the library's website.
6. Minutes of closed meetings are kept separately and held to be confidential.

7. Voting

1. All motions at board meetings, except those approving or amending the by-laws, are decided by a majority of votes cast.
2. A motion to add, amend or remove a by-law shall require a majority vote of at least two thirds of the members to be carried.
3. In accordance with the Public Libraries Act, s. 16(6), the chair or acting chair of the board may vote with the other members of the board upon all questions. Any question on which there is an equality of votes shall be deemed to be negative.
4. Any member may require the question or motion under discussion to be read at any time during the debate.
5. In accordance with the Public Libraries Act, section 16.1 (6), any motion on which there is a tie vote will be deemed to be lost.
6. A member may request that a separate vote be taken upon each proposal contained in a question divided.
7. Voting will normally be by a show of hands.
8. Voting for elections will be by secret ballot.
9. Members refusing to vote are deemed to vote in the negative.
10. The yeas and nays will not be recorded upon any question except upon the request by any member, made before the matter is put to the vote.
11. Vote is taken when the chair decides.
12. In accordance with the Public Libraries Act, section 16.1(8), meetings will not be closed to the public during the taking of a vote.

8. Rules of Debate

1. Members should address the chair, not each other.
2. In accordance with the Public Libraries Act, section 16(1)(3), in directing the course of debate, the chair will:
 - a) preserve order and decide questions of order and procedure essential to calm deliberation and effective use of the available time
 - b) designate the member who has the floor when two or more members wish to speak
 - c) state all motions presented or require the Secretary to read the motion before permitting debate the questions
 - d) put the question to vote when all members wishing to speak to it have spoken once or when further debate will not serve to advance the business before the board
 - e) exclude any person from a meeting for improper conduct
3. In addressing the Board, no member will:
 - a) speak on any subject other than the subject in debate
 - b) use offensive language in or against the Board or against any member
 - c) criticize any decision of the Board except for the purpose of moving the question to be reconsidered
 - d) interrupt the member who has the floor except to raise a point of order
 - e) speak more than once to the same question except in explanation of a statement which may have been interpreted incorrectly, or with permission of the chair after all other members so desiring have spoken
 - f) speak to the same question, motion, or matter for a longer period than ten minutes except at the discretion of the chair

9. Motions

1. A motion must be seconded before it can be debated, put to vote, or recorded in the minutes.
2. After a motion has been properly moved and seconded, it can only be withdrawn by resolution approved by the board.
3. A motion properly before the board must receive disposition before any other motion can be made.

4. Only one motion to amend the main motion will be allowed.
5. Motions that do not carry are recorded.
6. Motion to Amend: An amendment is an effort to improve the wording of a motion without materially altering the basic intent of the same motion.
7. Motion to Refer: To direct a matter under discussion by the board to committee or staff to study and make a report before the board makes its decision.
8. Motion to Defer: To postpone all discussion on the matter until a future date which is established as part of the motion.
9. Motion to Table: To postpone without setting a definite date as to when the matter will be considered.

10. Notice of Motion

1. The purpose of giving notice is to permit the members of the board to prepare for the issue that will be placed before them for consideration.
2. A notice of motion may be introduced by any member at a regular meeting of the board for consideration at the next or a subsequent meeting and the same will then be placed on the agenda of the meeting at which it is to be considered at the discretion of the chair.
3. The notice is a statement of intention. It requires no seconder and is not at that time debatable.
4. Any business may be introduced and dealt with at a meeting of the board provided that it does not involve the appropriation of any money, substantive policy or procedural changes or the introduction of any new matter unless such matter appears in the agenda, or arises out of reports presented, except at the discretion of the chair or with the consent of the majority of the members present.

Section 9: Delegations

1. Delegations Wishing to Speak Regarding an Item Listed on the Agenda

Port Colborne Public Library

1. The library board meeting is open to the public. Individuals or groups may attend board meetings as observers without prior notification to the board chair.
2. Individuals or groups who wish to speak at a library board meeting must first register as a delegation.
3. Providing the delegation concerns a matter that is within the jurisdiction of the board, the chair may grant an appointment and include it on the meeting agenda.
4. Any person or group wishing to speak regarding a matter listed on the library board agenda is required to submit a written request to the chair prior to 12:00 pm on the day of the meeting, clearly stating the subject matter of their delegation. The following information must be delivered to the chair:
 - a) A form will be available at the library and on the library's website. The complete form may be mailed, faxed, or hand-delivered to the Port Colborne Public Library addressed to the attention of the Library Board Chair.

2. Delegations Wishing to Speak Regarding an Item Not Listed on the Agenda

1. All items considered at the library board meeting must be listed on the agenda. Delegations wishing to speak on items not listed on the current or upcoming agenda, must provide written correspondence to the library chair outlining the delegation's request ten days prior to the scheduled meeting. The following information must be delivered to the chair:
 - a) the name and contact information of the individual and/or organization
 - b) the agenda item as outlined on the agenda
2. A form will be available at the library and on the library's website. The completed form may be mailed, faxed, or hand-delivered to the Port Colborne Public Library addressed to the attention of the Chair.

3. Protocol

1. Presentations will be limited to five minutes each with five more minutes for questions from the board members. Extension of time limits may be granted at the discretion of the chair.

2. The matter addressed by the delegations may be discussed by the board as a regular part of the agenda under “New Business” or may be scheduled for discussion at a subsequent meeting.
3. Delegations may be added to the agenda at the meeting by amending the agenda at the pleasure of the chair.
4. A delegation will not be heard twice on the same matter unless the board specifically resolves otherwise.
5. Except in cases of extreme urgency, as determined by the chair, unionized library staff will be required to demonstrate that they have observed internal procedures for addressing concerns before being granted an appointment to address the board.
6. Any person present at a meeting who wishes to speak to an item on the agenda but who has not been previously granted an appointment may be allowed to do so at the discretion of the chair or by resolution of the board. The time limits for delegations will apply.

Section 10: Chairing the Meeting

1. The function of the chair is to act in a leadership role to the library board, ensuring that business is dealt with expeditiously, and also to help the library board work as a team. It is the duty of the chair to:
 - a) open meetings of the library board by calling the members to order
 - b) announce the business before the library board in the order in which it is to be acted upon
 - c) receive and submit, in the proper manner, all motions presented by the members of the library board
 - d) put to vote all motions which are moved and seconded in the course of proceedings, and announce the results
 - e) decline to put to vote motions which infringe the rules of procedure
 - f) restrain the members, when engaged in debate, within the rules of order
 - g) exclude any person from a meeting for improper conduct
 - h) enforce the observance of order and decorum among the members
 - i) authenticate by signing, all by-laws, resolutions, and minutes of the library board
 - j) instruct the library board on the rules of order

- k) represent and support the library board, declaring its will, and implicitly obeying its decisions in all things
- l) receive all messages and communications on behalf of, and announce them to, the library board
- m) ensure that the decisions of the library board are in conformity with the laws and by-laws governing the activities of the library board

Related Documents:

- Public Libraries Act, R.S.O. 1990, chapter P44, sections 3(1), 3(3), 14, 15(2), 16.1 and 20
- Council of the Corporation of the City of Port Colborne, By-law 1709/134/85
- Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M56
- Port Colborne Public Library. BL-01: Statement of Authority of the Board
- Port Colborne Public Library. BL-02: Composition of the Board and Terms of Reference of Officers
- Port Colborne Public Library. BL-04: Amendments of By-laws
- Port Colborne Public Library. GOV-01: Purpose and Duties of the Board
- Port Colborne Public Library. GOV-08: Board-CEO Partnership
- Robert's Rules of Order New Revised (RONR)

Amendments of By-laws

By-law Number: **BL-04**

Initial Policy Approval Date: **May 2019**

Last Review/Revision Dates: **May 2021, Feb. 2023, 2024, 2026**

Year of Next Review: **2030**

By-laws are the fundamental governing rules of the library board. The purpose of this by-law policy is to state the conditions under which by-laws are amended.

1. By-laws may be amended in response to legislation or when circumstances change.
2. Any member of the board can propose a review or an amendment of a by-law at a board meeting.
3. All members of the library board will receive notice and draft of proposed changes prior to the next board meeting at which a motion for amendment may be tabled.
4. A motion to add, amend, or remove a by-law will require a majority vote of at least two thirds of the members in order to be carried.
5. As the Port Colborne Public Library has charitable status under the Canada Revenue Agency (CRA), the Chief Executive Officer will ensure that the CRA receives a copy of the amended board by-laws.

Related Documents:

- Public Libraries Act, R.S.O. 1990, chapter P44
- Port Colborne Public Library. BL-01: Statement of Authority of the Board
- Port Colborne Public Library. BL-02: Composition of the Board and Terms of Reference of Officers
- Port Colborne Public Library. BL-03: Meetings of the Board

Date: October 7, 2026
To: Port Colborne Public Library Board
From: Jennifer Sider, Acting Librarian
Subject: Public Relations Report - September 2026

Recommendation:

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

Public Relations Report Items:

1. Art in the Atrium

September - Port Colborne Art Club Artists

Port Colborne Art Club (PCAC) was founded in 1947. Located in the Julia Yager Community Centre located in Bethel, the club provides community members valuable opportunities to learn new skills and develop their art.

2. Programming

- Adult Art Class

On September 15, four people tried their hand at the Don't Spill the Tea Scrabble Coaster

- Baby Block Party

With 4 occurrences during September, Baby Block Party had 5 people attending.

- Documentary Films

Our Documentary Film Program is presented in partnership with the National Film Board of Canada. On Monday, September 28, there was a screening and discussion of *The Stand*. On a misty morning in the fall of 1985, a small group of Haida people blockaded a muddy dirt road on Lyell Island, demanding the government work with Indigenous people to find a way to protect the land and the future (2024, 94 min).

- Port Colborne Public Library Book Club
In September, the PCPL Book Club discussed *The Love Song of Miss Queenie Hennessy* by Rachel Joyce. They checked out *The Burning Library* by Gilly MacMillan. The book club has eight members.
- Portal Village Book Club
In September, the Portal Village Book Club discussed *Everyone On The Train Is A Suspect* by Benjamin Stevenson. They checked out *The Women* by Kristin Hannah. The book club has 7 members.
- Read It Forward Book Discussion Club (New)
Thursday, September 10
Read It Forward is an opportunity for book lovers to discuss favourite titles and get new book recommendations, with a new theme each month. September's theme is Book Club.
- EarlyON - Play, Learn & Connect
Fridays, September 4 & 18, EarlyON conducted a fun playgroup, specifically designed for children ages 0-6. Caregivers were invited to explore, play, learn, and connect with a variety of play materials.
- Yarn & Yack
Yarn & Yack is held every Thursday afternoon, with 4 sessions in September, with 21 people attending for the month.
- Adult Chess
Adult Chess sessions run September 14 for 10 weeks and saw an average of 5 people attending.
- Children's Chess
Children's Chess sessions run September 15 for 6 weeks and saw an average of 12 people attending.
- Teen Bookmark Contest (New)
In September the theme was *Trick or Treat*.

- Design Our Bookmark Contest
In September the theme was *Pumpkins and Fall Leaves*.
- Spooky Story Contest
Tuesday, September 8 until Saturday, October 17
Participants are encouraged to submit an original "Spooky Story" to the library for a chance to win. Winning stories will be shared at our "Spooky Story" program on Thursday, October 29 at 6 p.m.
- Kid's Craft Cart
The Kid's Craft Cart was made available for four Wednesdays in September. Each week featured a new craft project, while still giving children the option to create their own unique pieces. Fourteen people used the Craft Cart.
- Lego Club
Every Monday after school in September 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. Ten people dropped in to play.
- Scavenger Hunts
Daily scavenger hunts are available daily in the Children's Room with a different theme each week. Children report how many scavenger hunt items they found to receive a small prize. In September, there were 5 scavenger hunts.

3. Community Connect

- PC Works Resume Refresh Get SET – September 3, 10, 17 & 24
- PFLAG Niagara Information – September 12
- Meals on Wheels – September 29
- Bridges Community Health Centre Services – September 29
- Bridges CHC Dental Services – September 16
- Birchway Niagara – September 14
- Niagara's Mobile Closet – September 21

CPC - Operating Statement by Cost Center

Book Operating

Operating Statement by Cost Center

Port Colborne Library Board, Cost Center: CC0905 Library

Period: 2026 - P10 Oct, for Current Period YTD

Ledger Account	Commitments	Obligations	Oct 2026		Budget	Variance
			Actual	Total		
Revenue			32,903.93	32,903.93	61,270.00	(28,366.07)
User Charges			8,710.36	8,710.36	7,700.00	1,010.36
Government Transfer			10,704.96	10,704.96	47,900.00	(37,195.04)
Investment Income			101.17	101.17		101.17
Other Revenue			13,387.44	13,387.44	5,670.00	7,717.44
Total Revenue			32,903.93	32,903.93	61,270.00	(28,366.07)
Expense						
Personnel			549,622.05	549,622.05	816,360.00	266,737.95
Salaries and Wages			419,341.31	419,341.31	619,500.00	200,158.69
Benefits			130,280.74	130,280.74	196,860.00	66,579.26
Non-Personnel			109,935.41	109,935.41	138,675.00	28,739.59
Materials			93,509.53	93,509.53	126,575.00	33,065.47
Contract Services			16,254.26	16,254.26	12,100.00	(4,154.26)
Rents and Financial Expenses			171.62	171.62		(171.62)
Total Expenses			659,557.46	659,557.46	955,035.00	295,477.54
Surplus/(Deficit) Before Allocation			(626,653.53)	(626,653.53)	(893,765.00)	267,111.47
Allocation						
Surplus (Deficit) After Allocation			(626,653.53)	(626,653.53)	(893,765.00)	267,111.47
Transfer					(893,765.00)	(893,765.00)
Transfer Between Companies					(893,765.00)	(893,765.00)
Surplus/(Deficit)			(626,653.53)	(626,653.53)		(626,653.53)

2-Oct.-2026 3:30 p.m.

August 2026

Printed:

<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	5966	4618	1348	39137	31654	33388	24%	17%
Periodicals	149	254	-105	2230	1946	1535	15%	45%
DVDs	1659	998	661	12078	9490	11778	27%	3%
CDs	39	22	17	252	257	230	-2%	10%
Audiobooks	66	60	6	434	616	550	-30%	-21%
Board Games	61	30	31	363	196	311	85%	17%
Seed Library	8	47	-39	716	1002	1159	-29%	-38%
Video Games	258	82	176	1592	764	917	108%	74%
Library of Things	34	135	-101	136	421	38	-68%	258%
Library of Things - Storage	10	2	8	78	36	19	117%	311%
Library of Things - Children	102	28	74	734	402	125	83%	487%
Toys and Puzzles	187	128	59	1148	829	1981	38%	-42%
Microfilm	24	22	2	182	204	213	-11%	-15%
TOTAL CIRCULATION	8563	6426	2137	59080	47817	52244	24%	13%
Materials Returned	8472	5790	2682	53381	41271	45546	29%	17%
TOTAL TRANSACTIONS	17035	12216	4819	112461	89088	97790	26%	15%
<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	594	314	280	4935	3851	1245	28%	296%
Downloadable Audiobooks	726	708	18	5447	5555	4951	-2%	10%
Downloadable eBooks	862	970	-108	6767	8347	8249	-19%	-18%
Downloadable Music	9	2	7	59	16	17	269%	247%
Downloadable Video	37	56	-19	344	453	314	-24%	10%
Downloadable Magazines	632	599	33	4658	4636	3624	0%	29%
TOTAL CIRCULATION	2860	2649	211	22210	22858	18400	-3%	21%
<u>ILLO & 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	7	11	-4	94	85	89	11%	6%
LINC Reciprocal IN	917	655	262	6228	6387	4917	-2%	27%
TOTAL RECEIVED	924	666	258	6322	6472	5006	-2%	26%
Interlibrary Loans --OUT	26	8	18	71	127	89	-44%	-20%
LINC Reciprocal OUT	689	847	-158	6526	5978	6733	9%	-3%
TOTAL SENT	715	855	-140	6597	6105	6822	8%	-3%
<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	44	47	-3	322	303	562	6%	-43%
Children	14	13	1	88	100	136	-12%	-35%
Non-Resident	11	5	6	93	84	72	11%	29%
Teen	3	2	1	24	11	21	118%	14%
TOTAL REGISTRATIONS	72	67	5	527	498	791	6%	-33%
<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	422.87	164.10	258.77	2070.34	1520.15	1454.28	36%	42%
Room Rental	30.00	20.27	9.73	530.00	840.27	553.70	-37%	-4%
General Donations	4.42	40.00	-35.58	1749.20	305.88	1063.00	472%	65%
Used Book Sales	126.30	105.40	20.90	1593.88	2223.95	2035.65	-28%	-22%
Photocopy/Print/Fax Fee	540.47	473.77	66.70	4029.33	4805.29	3585.75	-16%	12%
Sign Rental	0.00	0.00	0.00	250.00	190.57	113.00	31%	121%
Program Fee - Adult	0.00	1.55	-1.55	0.00	1.55	120.00	-100%	-100%
Other Revenue	164.34	0.00	164.34	10542.42	142.15	0.00	7316%	100%
SUBTOTAL	1288.40	805.09	483.31	20765.17	10029.81	8925.38	107%	133%
Capital Donations	<u>0.00</u>	<u>1040.00</u>	<u>-1040.00</u>	<u>240.00</u>	<u>2440.00</u>	<u>1874.00</u>	<u>-90%</u>	<u>-87%</u>
TOTAL RECEIPTS	1288.40	1845.09	-556.69	21005.17	12469.81	10799.38	68%	95%
<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	28	0	28	231	227	252	2%	-8%
Donations added to Collection	0	0	0	45	47	133	-4%	-66%
Used Books Sold	75	112	-37	1117	1232	1390	-9%	-20%

Capital Donations
(memorial) changed
to General Donations
2026

PROGRAMS AND EVENTS	2026	2025	+/-	2026 YTD	2025 YTD	2024 YTD	% Change 2026/2025	% Change 2026/2024
No. of Prog/Events							0%	0%
Teen Programs	1	8	-7	12	25	12	-52%	0%
Pop-Up Library Visits	2	2	0	28	21	13	33%	115%
Community Events	25	8	17	225	121	148	86%	52%
Children's Programmes	46	42	4	278	236	175	18%	59%
Class Visits	1	6	-5	23	34	23	-32%	0%
* Tech	118	70	48	845	446	301	89%	181%
* Seniors	1	1	0	12	15	19	-20%	-37%
TOTAL	194	137	57	1423	898	691	58%	106%
No. of Attendees								
Teen Programs	3	24	-21	100	62	60	61%	67%
Pop-Up Library Visits	58	74	-16	882	629	365	40%	142%
Community Events	269	226	43	2251	1514	1910	49%	18%
Children's Programmes	1371	1710	-339	4582	5210	4467	-12%	3%
Class Visits	17	104	-87	566	812	683	-30%	-17%
* Tech	118	70	48	846	446	301	90%	181%
* Seniors	1	2	-1	38	147	102	-74%	-63%
TOTAL	1837	2210	-373	9265	8820	7888	5%	17%
* Tech and Seniors previously categorized under Community Events								
No. of Rentals/Reservations								
Room Rentals	5	4	1	64	57	41	12%	56%
Bookable Spaces	14	13	1	143	159	66	-10%	117%
Sign Rentals	0	0	0	2	5	8	-60%	-75%
No. of Attendees								
Room Rentals	54	44	10	666	720	498	-8%	34%
Bookable Spaces	18	16	2	221	202	100	9%	121%
*Room Rentals previously categorized under Community Events								
ALL COMPUTER USERS	2026	2025	+/-	2026 YTD	2025 YTD	2024 YTD	% Change 2026/2025	% Change 2026/2024
Computer Workstation Users	362	254	108	2431	1789	2250	36%	8%
TOTAL	362	254	108	2431	1789	4846	36%	-50%
PATRON COUNT	2026	2025	+/-	2026 YTD	2025 YTD	2024 YTD	% Change 2026/2025	% Change 2026/2024
	4830	5126	-296	35344	33337	35822	6%	-1%
LIBRARY HOMEPAGE HITS	2026	2025	+/-	2026 YTD	2025 YTD	2024 YTD	% Change 2026/2025	% Change 2026/2024
	1821	1597	224	16090	14196	12940	13%	24%
ONLINE CATALOGUE HITS	2026	2025	+/-	2026 YTD	2025 YTD	2024 YTD	% Change 2026/2025	% Change 2026/2024
	2178	2484	-306	21750	20393	17328	7%	26%
SOCIAL MEDIA	2026	2025	+/-	2026 YTD	2025 YTD	2024 YTD	% Change 2026/2025	% Change 2026/2024
Facebook								
Page Likes/Followers	2043	1818	225	2043	1818	1681	12%	22%
Total Post Views	26445	28361	-1916	181925	167475	135894	9%	34%
Total Post Interactions	323	641	-318	2223	3988	2855	-44%	-22%
Total Posts	16	29	-13	250	372	274	-33%	-9%
Instagram								
Page Likes/Followers	1607	1440	167	1607	1440	1290	12%	25%
Total Post Views	8690	8422	268	70103	71502	31960	-2%	119%
Total Post Interactions	274	188	86	2065	2184	1391	-5%	48%
Total Posts	17	27	-10	241	373	312	-35%	-23%

eNEWSLETTER	2026	2025	+/-		2026 YTD	2025 YTD	2024 YTD	% Change 2026/2025	% Change 2026/2024
New Contacts	6	0	6		59	50	53	18%	11%
Total Contacts to Date	612	533	79		612	533	439	15%	39%
Email Opens	0	0	0		624	1282	1235	-51%	-49%
Clickthroughs	0	0	0		281	169	217	66%	29%
PRINTING & PHOTOCOPY	2026	2025	+/-		2026 YTD	2025 YTD	2024 YTD	% Change 2026/2025	% Change 2026/2024
Public Computers	262	135	127		1424	1085	1517	31%	-6%
Mobile Print	203	274	-71		2174	1269	586	71%	271%
Pages in Black and White	1606	1367	239		12187	16632	12572	-27%	-3%
Pages in Colour	146	138	8		1023	700	491	46%	108%
Total Print Jobs	465	409	56		3598	2354	2103	53%	71%
Total Number of Pages	1752	1505	247		13210	17332	13063	-24%	1%

AUG 2026

MONTHLY REPORT

INTERACTIONS

NEW
PATRONS

72

PATRON
VISITS

4,830

CATALOGUE
VISITS

2,178

WEB
VISITS

1,821

PHYSICAL CIRC

8,563

DIGITAL CIRC

2,860

ITEMS BORROWED
FROM LINC
LIBRARIES

917

ITEMS LOANED TO
LINC LIBRARIES

689

CIRCULATION

ELECTRONIC
DATABASE USE

594

PROGRAMS

TOTAL
PROGRAMS

194

PROGRAM
ATTENDANCE

1,837

OUTREACH / POP-UP
EVENTS

2

OUTREACH / POP-UP
INTERACTIONS

58

SOCIAL MEDIA
POSTS

33

eNEWSLETTER
SUBSCRIBERS

612

PAGES PRINTED
& COPIED

1,752

COMPUTER
USERS

362

ePRINTit
PRINT JOBS

203

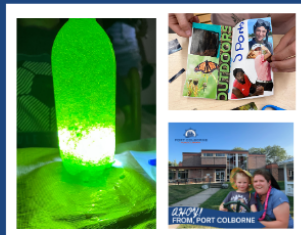
TECH HELP

118

LIBRARY TECH

HIGHLIGHTS

- Summer Reading Clubs
 - TDSRC: 145 registered
 - Adult: 325 ballots received
 - Teen: 66 ballots received
- Ahoy! From Port Colborne Postcards
 - 120 participants on 3 dates
- Capybara Scavenger Hunt
 - 496 total ballots received



Summer crafts and activities