

Port Colborne Public Library Board Meeting Agenda

Date: Wednesday, October 4, 2023
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

5.1	Minutes of the September 6, 2023 Library Board meeting	1
5.2	Minutes of the September 8, 2023 CEO Hiring and Transition Committee	6
5.3	Minutes of the September 15, 2023 CEO Hiring and Transition Committee	8

6. Confidential Items

Confidential reports will be distributed under separate cover. Items may require a closed meeting in accordance with the Public Libraries Act and the Municipal Act.

6.1 Staffing Update, Labour Relations or Employee Negotiations

Labour relations or employee negotiations, pursuant to Section 16.1(4)(d) of the *Public Libraries Act* as amended, and the Municipal Act, 2001, Subsection 239(2)(b) personal matters about an identifiable individual, including municipal and local board employees.

Note: Bryan Boles (City of Port Colborne Director of Corporate Services/Treasurer) and Mary Murray (City of Port Colborne Chief Human Resources Officer) will be in attendance.

7. Business Arising from the Minutes

8. Consent Items

The following items are considered to be routine and non-controversial by the Library board and will be approved at this time. There will be no separate discussion of any of these items unless a Board member requests it, in which case the item will not be consented to and will be considered in the normal sequence of the agenda.

8.1 Financial Report

Year-to-date financial report on revenue and expenditures.

- a. Financial Report, September 28, 2023 10

8.2 Public Relations Reports

Report on programming and outreach activities.

- a. Librarian's Report, October 2023 11

8.3 Media Items

Media and promotional items including the monthly newsletter.

- a. Off the Shelf Newsletter, October 2023 16

9. Discussion Items

9.1 2024 Operating and Capital Budgets

- a. 2024 Capital Budget

- a. 2024 Capital Budget Update 28

- b. Verbal Report - 2024 Operating Budget from the CEO

9.2 Committee Reports

- a. CEO Hiring and Transition Committee
- b. Policy Review and Development Committee
- c. Advocacy and Fundraising Committee

9.3 Verbal Report - Memorandum of Understanding from the CEO

10. Motions

11. Notice of Motions

12. Roundtable

13. Other Business

14. Next Meeting Date and Adjournment

Port Colborne Public Library Board Meeting Minutes

Date: Wednesday, September 6, 2023
Time: 6:00 pm
Location: Library Auditorium, Port Colborne Public Library
310 King St, Port Colborne

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

Staff Present: S. Therrien, Chief Executive Officer / Secretary-Treasurer

1. Call to Order

The Chair called the meeting to order at approximately 6:06 p.m.

2. Land Acknowledgement

Board Chair M. Cooper recited the Land Acknowledgement Statement.

3. Disclosures of Interest

Nil.

4. Adoption of Agenda

Moved by A. Desmarais

Seconded by B. Beck

That the agenda dated September 6, 2023 be confirmed, as amended.

Carried

5. Confidential Items

6. Approval of Minutes

The Board moved into closed session at approximately 6:09 p.m.

The Board reconvened into open session at approximately 6:12 p.m.

Moved by B. Ingram

Seconded by A. Desmarais

That the Board move into closed session to approve Item 6.1.

Carried

6.1 Minutes of the Closed Meeting of April 15, 2023

That the closed meeting minutes of April 15, 2023 be approved.

6.2 Minutes of the August 2, 2023 Regular Board Meeting

Moved by M. Booth

Seconded by B. Beck

That the minutes of the August 2, 2023 Board Meeting be approved, as circulated.

Carried

7. Business Arising from the Minutes

Nil.

8. Presentation

Saima Tufail, Interim City Clerk, provided a training session for the Board.

9. Consent Items

Moved by A. Desmarais

Seconded by B. Ingram

That Consent Items 9.1 to 9.3 be approved, as presented.

Carried

9.1 Financial Report

9.2 Public Relations Report

9.3 Media Items

10. Discussion Items

10.1 Verbal Memorandum of Understanding Report

The CEO presented an update on the progress of a Memorandum of Understanding between the Port Colborne Public Library Board and the City of Port Colborne.

10.2 Draft 2024 Library Board Budget

The Board reviewed the 2024 Budget Report, and directed the CEO to submit the report, as amended, including recommendations to Council.

a. Draft 2024 Budget Report

10.3 Committees Terms of Reference

a. Policy Review and Development Committee Terms of Reference

The Board discussed the terms of reference for the Policy Review and Development Committee. A. Desmarais and E. Tanini volunteered for the committee. Board Chair M. Cooper will sit ex officio, along with CEO S. Therrien who will serve as secretary and staff resource person.

Moved by B. Ingram
Seconded by B. Beck

That the Board approve the terms of reference for the Policy Review and Development Committee, as presented; and

That committee members A. Desmarais and E. Tanini be appointed to serve as committee members.

Carried

b. Advocacy and Fundraising Committee Terms of Reference

The Board discussed the terms of reference for the Advocacy and Fundraising Committee. M. Booth and H. Cooper volunteered for the committee. Board Chair M. Cooper will sit ex officio, along with CEO S. Therrien who will serve as secretary and staff resource person.

Moved by H. Cooper
Seconded by M. Booth

That the Board approve the terms of reference for the Advocacy and Fundraising Committee, as presented; and

That committee members M. Booth and H. Cooper be appointed to serve as committee members.

Carried

c. CEO Hiring and Transition Committee Terms of Reference

The Board discussed the terms of reference for the CEO Hiring and Transition Committee. B. Ingram and C. MacMillan volunteered for the committee. Board Chair M. Cooper will sit ex officio, along with CEO S. Therrien who will serve as secretary and staff resource person.

Moved by A. Desmarais
Seconded by B. Beck

That the Board approve the terms of reference for the CEO Hiring and Transition Committee, as presented; and

That committee members B. Ingram and C. MacMillan be appointed to serve as committee members.

Carried

11. Policies

11.1 GOV-13: CEO Succession Planning

Moved by A. Desmarais
Seconded by B. Ingram

That the Board approves policy GOV-13: CEO Succession Planning, as presented.

Carried

12. Confidential Items

13. Motions

14. Notice of Motions

15. Roundtable

15.1 Upcoming Events

S. Therrien reported on upcoming events planned for Canadian Library Month including local author events and a Trivia Night fundraiser.

16. Other Business

17. Next Meeting Date and Adjournment

The next meeting of the Board will be held October 4, 2023, in the auditorium at the Port Colborne Public Library.

The Chair adjourned the meeting at approximately 7:48 p.m.

Michael Cooper, Chair

Susan Therrien, Director of Library
Services / Board Secretary

MINUTES of the CEO Hiring and Transition Committee Meeting

Date: Wednesday, September 8, 2023
Time: 11:00 a.m.
Location: Auditorium, Port Colborne Public Library
310 King Street, Port Colborne

Members Present: M. Cooper, Board Chair (ex-officio)
B. Ingram, Board Vice-Chair
C. MacMillan

Staff Present: S. Therrien, Chief Executive Officer, Committee Secretary
(ex-officio)

1. Call to Order

Board Chair M. Cooper called the first meeting of the ad Hoc CEO Hiring and Transition Committee meeting to order at approximately 11:00 a.m.

2. Adoption of the Agenda

Moved by: B. Ingram
Seconded by: C. MacMillan

That the agenda be approved, as presented.

CARRIED

3. Declaration of Conflict of Interest

Nil.

4. Election of Chair and Vice-Chair

The Board Chair called for nominations for the position of Committee Chair.

Bryan Ingram volunteered. There being no other nominations, B. Ingram was

acclaimed as Committee Chair.

CARRIED.

The Committee Chair called for nominations for Vice-Chair. Cheryl MacMillan volunteered. There being no other nominations, C. MacMillan was acclaimed as Committee Vice-Chair.

CARRIED.

5. New Business

5.1. Terms of Reference

The Committee reviewed the Terms of Reference approved by the Library Board on September 6, 2023.

5.2. Meeting Schedule

Due to the timeline to hire a new CEO, the Committee will meet weekly on Fridays at 11:00, or more frequently as required.

5.3. CEO Job Description and Recruitment

The Committee reviewed the draft CEO job description and made recommendations for changes.

The Committee discussed creating a profile for the CEO position, and directed the CEO to reach out to City HR for a template.

The Committee discussed the timeline for recruitment and directed the CEO to reach out to Human Resources for advice.

6. Adjournment and Date of the Next Meeting

The next meeting will be held Friday, September 15, 2023, at 11:00 a.m. at the Port Colborne Public Library.

The meeting was adjourned at 12:15 p.m.

MINUTES of the CEO Hiring and Transition Committee Meeting

Date: Wednesday, September 15, 2023
Time: 11:00 a.m.
Location: Auditorium, Port Colborne Public Library
310 King Street, Port Colborne

Members Present: B. Ingram, Committee Chair
C. MacMillan, Committee Vice-Chair

Staff Present: S. Therrien, Chief Executive Officer, Committee Secretary
(ex-officio)

Regrets: M. Cooper, Board Chair (ex-officio)

1. Call to Order

Committee Chair (the Chair) B. Ingram called the meeting to order at approximately 11:07 a.m.

2. Adoption of Agenda

Moved by: B. Ingram
Seconded by: C. MacMillan

That the agenda be approved, as presented.

CARRIED

3. Declaration of Conflict of Interest

Nil.

4. Approval of Minutes

Moved by: C. MacMillan
Seconded by: B. Ingram

Port Colborne Public Library Board

That the minutes of the September 8, 2023 CEO Hiring and Transition Committee be approved, as presented.

CARRIED.

5. Staff Updates

5.1. Job Description and Job Profile

Members reviewed the updated job description and made revisions. The Committee will approve the final version at its next meeting when all members are present.

Members discussed the format and content of a job profile. The Committee will approve the final version at the next meeting when all members are present.

5.2. Recruitment Timeline

The CEO advised the Committee of the timeline recommended by HR to fill the position in January 2024. The position will be posted no later than September 25, 2023.

6. New Business

6.1. The Chair will send an email asking members to submit suggestions for interview questions. The Chair asked the CEO to investigate interview questions used by other Boards and to bring these to the next meeting.

6.2. The CEO will contact HR on behalf of the Committee to discuss the recruitment process further, and will provide a report at the next meeting.

7. Adjournment and Date of the Next Meeting

The next meeting was scheduled for Tuesday, September 19, 2023, at the Port Colborne Public Library. The meeting time will be determined.

The meeting was adjourned at 12:08 p.m.



City of Port Colborne Library

For the Nine Months Ending September 30, 2023

	YTD Sep ACTUAL	2023 BUDGET	VARIANCE	VAR %
Revenue				
Donations	\$5,271.52	\$4,600.00	\$671.52	14.60%
Rentals	460.00	300.00	160.00	53.33%
Other Revenue	84.65		84.65	0.00%
Fees	5,972.43	2,900.00	3,072.43	105.95%
Grants - Other	2,352.00		2,352.00	0.00%
Grant - Provincial		38,300.00	-38,300.00	(100.00%)
Sales	2,694.65		2,694.65	0.00%
Total Revenue	16,835.25	46,100.00	-29,264.75	(63.48%)
Expense				
Personnel Expense				
Salaries and Wages - Full Time	302,933.86	442,300.00	-139,366.14	(31.51%)
Salaries and Wages - Part Time	44,060.71	68,400.00	-24,339.29	(35.58%)
Overtime Pay	89.47		89.47	0.00%
Employee Benefits	128,140.99	192,300.00	-64,159.01	(33.36%)
Subtotal Personnel Expense	475,225.03	703,000.00	-227,774.97	(32.40%)
Operating Expense				
Association/Membership Fees	1,300.00	1,500.00	-200.00	(13.33%)
Library Collection	48,289.09	71,300.00	-23,010.91	(32.27%)
Comm and Public Relations		500.00	-500.00	(100.00%)
Computer Software	476.11	1,000.00	-523.89	(52.39%)
Contract Services	2,146.94	3,500.00	-1,353.06	(38.66%)
Equipment - Purchase	4,971.12	6,000.00	-1,028.88	(17.15%)
Hospitality Expense	394.11	500.00	-105.89	(21.18%)
Office Supplies	1,852.37	3,000.00	-1,147.63	(38.25%)
Postage & Courier	295.66	700.00	-404.34	(57.76%)
Program Supplies	3,808.14	3,000.00	808.14	26.94%
Protective & Uniform Clothing		1,200.00	-1,200.00	(100.00%)
Staff Training & Development	6,502.17	7,000.00	-497.83	(7.11%)
SME - Audit and Actuary	7,682.88	12,800.00	-5,117.12	(39.98%)
Telephone/Internet	12,240.37	16,660.00	-4,419.63	(26.53%)
Travel	76.32	2,600.00	-2,523.68	(97.06%)
Subtotal Operating Expense	90,035.28	131,260.00	-41,224.72	(31.41%)
Total Expense	565,260.31	834,260.00	-268,999.69	(32.24%)
Surplus/(Deficit) Before Allocation	-548,425.06	-788,160.00	239,734.94	(30.42%)
Surplus/(Deficit) After Allocation	-548,425.06	-788,160.00	239,734.94	(30.42%)
Transfer to/ (from) Reserves		-39,500.00	39,500.00	(100.00%)
Transfer Between Funds		-748,660.00	748,660.00	(100.00%)
Total Transfer		-788,160.00	788,160.00	(100.00%)
Surplus / (Deficit)	(\$548,425.06)		(\$548,425.06)	0.00%

Date: October 4, 2023
To: Port Colborne Public Library Board
From: Rachel Tkachuk, Librarian
Subject: Librarian's Report

Public Relations Report Items

1. Pop-Up Library and Outreach:

- City of Port Colborne's Volunteer BBQ – September 18, 2023
- City of Port Colborne's Touch-a-Truck – September 21, 2023



- **Northland Pointe**

For several years during the Covid-19 pandemic, in-person visits to Northland Pointe were suspended for safety. During this time, library service transitioned to a book delivery drop-off which occurred on the second Tuesday of each month. In October, in-person visits will return as a monthly Pop-Up Library event for Northland Pointe residents, who will be able to checkout material from a selection of library books delivered by a librarian.

2. Programming

Tot Time

Three Tot Time sessions were offered in September. Children enjoyed stories, activities, and a craft with their caregiver.

Baby Time

Three Baby Time sessions were offered in September. The sessions included songs, stories, and play time.

Story Time with Shelly

On four Saturdays in September, Story Time with Shelly ran in the Children's Room from 10:30

Mental Health Awareness: Have THAT Talk Series

The “Have THAT Talk” series was developed and presented by the Niagara Region to raise awareness about the importance of mental health. The series was scheduled for four consecutive Tuesdays starting in September and will continue into October. Presentation topics included: reducing stigma, learning safe ways to talk about mental health or illness, and how to support others sharing their mental health challenges.



Indigenous Author Book Talk: Valley of the Birdtail (Virtual)

On Monday, September 25, a virtual book talk hosted by Lincoln Pelham Public Library was offered to the community through a programming partnership.

Authors Andrew Stobo-Sniderman and Douglas Sanderson (Amo Binashii) discussed their award-winning book *Valley of the Birdtail: An Indian Reserve, a White Town, and the Road to Reconciliation*. This event was partially funded by the Niagara Community Foundation.



Adult Painting Class with Kyla

On Thursday, September 28, 2023, two sessions of an adult acrylic painting class called *Algonquin Sunset* were offered.



Documentary Films

On Monday, September 25, 2023, a screening was held for two documentary films: *The Way West: The War for the Black Hills* (2010, 90 min.) and *Park for All Seasons: Banff National Park* (2010, 25 min.). This program continues to gain popularity, and registration for this session sold out.

3. Passive Programming

- **Scavenger Hunts**

Scavenger Hunts were introduced as a summer activity and have continued into the fall due to popularity. The scavenger hunts are available daily and each week have a different theme. When children report how many scavenger hunt items they found, they receive a small prize. In September, there were five scavenger hunts with over 75 participants.

- **Take and Makes**

In September, one Ladybug on a Leaf Take and Make craft kit was available while supplies lasted. The activity sold out and 25 children participated.



- **Colouring Sheets**

Due to the popularity of the colouring sheets during the summer months, more were added to the Children's Room table as an ongoing passive program. In September, approximately 38 participated in the activity.

- **Design Our Bookmark Contest**

The August bookmark theme was: "Outer Space." The winning submission was drawn by Freya, who received a small prize package. During September, Freya's bookmark was handed out to all patrons at checkout. All bookmark submissions were on display in the Children's Room throughout the month. In October, the Bookmark Contest theme will be, "My (Dream) Pet."



4. City of Port Colborne’s Touch-a-Truck and Fire Prevention Kick-Off Open House

On September 21, 2023, The City of Port Colborne and Port Colborne Fire and Emergency Services hosted their annual Touch-a-Truck and Fire Prevention Kick-Off Open House. Library staff offered a colouring activity at the event. Children were asked to draw a picture of their favourite truck from the event and to write a sentence about what they enjoyed most. The drawings will be collected and bound into a book. This book will be added to the Port Colborne Public Library’s collection and patrons will be able to check out the book from the library. A digital version of the book will be shared with City departments and Port Fire.



5. Port Colborne Optimist Club Book Donation

On Saturday, September 9, 2023, the Port Colborne Public Library received a sizable donation of over 500 books from the Port Colborne Optimist Club. Donated books will be added to the library collection, used for children’s programming, and given away as prizes for contests and giveaways for the Port Colborne community.

6. Art in the Atrium Showcase: Port Colborne Proud and Port Colborne High School

From September 1 to 21, 2023, the Port Colborne Proud Photography Contest winning submissions were featured in the Art in the Atrium.

From September 21 until October 31, 2023, the Art in the Atrium showcase will be featuring the Visual Arts Students from Port Colborne High School to celebrate 100 years.



7. Truth and Reconciliation Week

During the week of September 25 – 29, 2023, Truth and Reconciliation Week 2023 Public Lunch and Learns were broadcast in the Atrium for the public. All library staff were invited to register for the sessions. This opportunity was offered by the National Centre for Truth and Reconciliation through the University of Manitoba.

Day 1 – Sept. 25: Indigenous peoples and the History of residential schools

Day 2 – Sept. 26: Unconscious bias and debunking stereotypes

Day 3 – Sept. 27: Intergenerational impacts and ongoing systemic discrimination

Day 4 – Sept. 28: Indigenous Peoples' rights and the UN Declaration on the Rights of Indigenous Peoples

Day 5 – Sept. 29: Taking action towards Reconciliation

On September 30, 2023, the library was closed to observe the National Day of Truth and Reconciliation. However, a screening of Orange Shirt Day was presented at the L.R. Wilson Archives thanks to an opportunity from The Orange Shirt Society, the Digital Human Library, and the International Indigenous Speakers Bureau. The film Orange Shirt Day recounts the personal story of Phyllis Webstad and how she created the national Orange Shirt Day Every Child Matters movement.

8. Community Connect

Partnerships with local community support agencies continued and expanded in September. On various dates throughout the month, community partners booked the library table to promote their programs and services:

- Sept. 5, 12, 19 & 26, 2023 - PC Works - Resume Refresh
- Sept. 12, 2023 - Service Canada – Programs and Services for Apprentices
- Sept. 20, 2023 - Birchway Niagara
- Sept. 7 & 28, 2023 - Bridges Community Health Centre

In October, Niagara Parents will start a monthly presentation series on a variety of parenting topics, such as infant sleep and breastfeeding.

On Saturday, November 4, PFLAG Niagara will join the Community Connect roster and will be onsite at the library with an information booth.





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

☎️ 905-834-6512

**EMPOWER.
ENRICH. EDUCATE.**

🌐 portcolbornelibrary.org

✉️ library@portcolborne.ca

📷 @PortColborneLib

📺 @PortColbornePublicLibrary

CANADIAN LIBRARY MONTH

October 1 - 31, 2023

2023 Theme: Libraries for Life

During the month of October, libraries and library partners across Canada are raising awareness of the valuable role libraries play in Canadians' lives. More than just a place to find books, libraries promote cultural awareness, engage in the community, provide educational programs, support freedom of expression, and so much more!



We are celebrating Canadian Library Month with three new contests for our Port Colborne community. Stop by the library to pick up a form. For full contest details, please contact the library.

TELL US WHY YOU LOVE YOUR LIBRARY

We are asking our community to tell us why you love your library! Pick up a form and submit your response before October 31, 2023 to be entered into a prize draw.

SIGN UP (YOUR FRIEND) FOR A LIBRARY CARD

Sign up for a library card during the month of October to be entered into a prize draw! Already have a library card? Have a friend sign up for a library card and you will both be entered into the prize draw!

SPOOKY STORY CONTEST *ALL AGES*

Submission due: **Mon. Oct. 23, 2023**

Age groups: children (5-11), teens (12-17), and adults (18+)

Submit an original spooky story to library@portcolborne.ca for a chance to win a prize. Entries must be between 1 - 3 pages in length. One story will be selected from each age group and will be shared on the library's website and social media accounts. Winners to be announced on Halloween! Forms also available at the library.

ADULT PAINTING: WALK OF THE WITCH

Thurs. Oct. 12, 2023,

1 - 2:30 p.m. & 5:30 - 7 p.m.

Create the silhouette of a witch and her black cat going for a spooky stroll in a whimsical forest. Learn perspective techniques, blending and shading tricks, all while having fun with the use of colour and playful brushstrokes! Cost: \$15 per person. Pre-register.



ART IN THE ATRIUM

Sept. 21 to Oct. 31, 2023

Celebrating 100 years of Port Colborne High School.

Welcome, Visual Arts students. Support these local artists by stopping by and signing our guestbook.



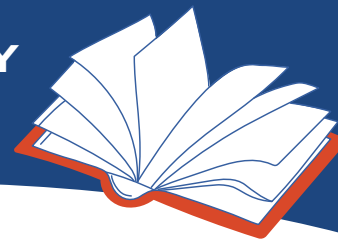
SUBSCRIBE

Subscribe to our monthly newsletter by visiting our website.

HOLIDAY HOURS

The library will be closed:

Monday, Oct. 9, 2023 (Thanksgiving)



Trick or treat! Stop by the library on Halloween (October 31) in your costume to receive a small trick or treat!

PROGRAMS

BABY TIME

Tuesdays, Oct. 3, 10, 17, 24 & 31, 2023, 10:15 - 10:45 a.m.
Songs, stories, and rhymes with your little one. For ages 0 to 2. Pre-register. Free.

TOT TIME

Thursdays, Oct. 5, 12, 19 & 26, 2023, 10:15 - 11 a.m.
Enjoy stories, crafts, and a circle-time. For ages 2 to 5 with a parent or caregiver. Pre-register. Free.

LOCAL AUTHOR: BRENDA LANIGAN

Wed. Oct. 11, 2023, 6:30 - 7:30 p.m.
Join local author Brenda Lanigan as she discusses her book *What If...365 Positive Possibilities for Life*. The event is free. Pre-register at the library to save your spot.

DOCUMENTARY FILMS

Mon. Oct. 30, 2023, 1:30 - 3:30 p.m.
Join us for a screening and discussion of *The Poisoner's Handbook: Killer Chemistry* (2014, 120 min.). Pre-register. Free.

BOOK CLUB SETS

There are more ways than ever to borrow a set of book club books! Free with your Port Colborne Public Library card.

Port Colborne Public Library Book Club Sets

Your library has 18 book club sets!



LINC Book Club Sets

There are over 250 different sets of book club books available through LINC.

HooplaDigital Book Club Hub

Start a digital book club with your friends. Find discussion guides, author Q&As, further recommended reading, meeting planners, and more! www.theclub.hoopladigital.com

STORY TIME WITH SHELLY

Saturdays, Oct. 7, 14, 21 & 28
10:30 - 11:30 a.m. Meet us in the Children's Room for a fun, family story time. All ages. Drop-in. Free.

BOOKMARK CONTEST

Submit a bookmark design by Oct. 31, 2023 for a chance to be our featured artist for November. The theme is "Your (Dream) Pet." Available in the Children's Room. Free. Congratulations to our September bookmark winner, Freya!



SCAVENGER HUNTS

Find all of the scavenger hunt items and win a small prize. This program runs in the Children's Room every day with a new theme each week. Drop-in.

Sept. 25-30	Orange Shirt Day
Oct. 2-7	Turkeys
Oct. 9-14	Cats
Oct. 16-21	Musical Instruments
Oct. 23-29	Spooky Things
Oct. 31-Nov. 4	Pumpkins

PD DAY ACTIVITY: PIXEL ART CHALLENGE

Fri. Oct. 6, 2023, 10 - 11 a.m.
Join us for a pixel art challenge! There will be timed challenges and a chance to create your own designs. Plus, you get a special book to keep! Limited spaces. Pre-register. Free. Thanks to the Port Colborne Optimist Club.



Learn more about services and programs offered by local community support groups.

COMMUNITY CONNECT

Resume Refresh with PC Works

Tues. Oct. 3, 10, 17, 24 & 31,

10 a.m. – 12 p.m. Bring in a copy of your resume (paper/digital) and get tips to improve it. PC Works will help refresh and optimize your resume to highlight your skills to match your employment goals. Don't have a resume? PC Works can help get you started. Drop-in. Free.



Ontario Senior's Dental Care Program

Wed. Oct. 4, 10 – 11:30 a.m.

For any low-income seniors without dental care, the government of Ontario has developed The Ontario Seniors Dental Care Program (OSDCP) for free dental care for seniors who are 65 and older. Bridges Community Health Centre's Dental Health Community Worker Valerie Wehlann will be available to provide more information on eligibility and enrollment. Valerie can also be reached at 905-871-7621 ext. 2245 for any questions about the Ontario Senior's Dental Care Program or other dental assistance related questions. Drop-in. Free.



Service Canada

Wed. Oct. 18, 10 a.m. – 1 p.m.

Service Canada can help you apply for programs and services: Old Age Security (OAS), Canada Pension Plan (CPP), Employment Insurance (EI), Social Insurance Number (SIN), and My Service Canada Account (MSCA). Pre-register. Free.



Birchway Niagara (Formerly Women's Place)

Fri. Oct. 20, 10 a.m. – 12 p.m. 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.



Niagara Parents: Ask a Nurse

Fri. Oct. 13, 10 – 11 a.m.

Chat with a Niagara Region Public Health Nurse from the Family Health division. Learn about pregnancy, adjusting to parenthood, your well-being as a parent, parenting tips, your child's growth and development, and more! They can link you with services and programs in the Region. Drop-in. Free.



Infant Sleep Workshop

Fri. Oct. 27, 2023,

10 a.m. – 12 p.m.



Niagara Region Public Health nurses will be discussing healthy sleep for infants ages 6-12 months. Support for creating individualized sleep plan for your baby will be available. Pre-register. Free.

Have THAT Talk Series

Tuesdays, Oct 3 & 10, 2023,

10:30 a.m. – 12 p.m.



Learn about safe ways to talk about mental health or illness and how to support others sharing their challenges with you. Pre-register. Free.

Speak with a Registered Dietician

Mon. Oct. 30, 1 – 3 p.m.

Have questions about nutrition and diet? Speak with a registered dietician from Bridges Community Health Centre. Drop-in. Free.



PFLAG Niagara

Sat. Nov. 4, 2023,

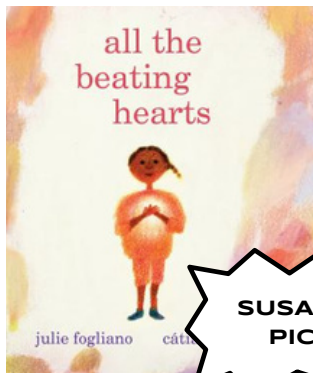
11:30 a.m. – 1:30 p.m.



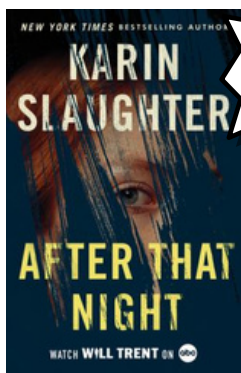
In communities across the country, the Pflag Canada network provides peer support, education and advocacy for a Canada that affirms respects and values all sexualities, genders and gender expressions.

PFLAG Niagara offers local, practical, and emotional peer-to-peer family support for individuals and their loved ones in the 2SLGBTQIA+ community. Drop-in. Free.

CHECK OUT OUR OCTOBER STAFF PICKS



SUSAN'S PICK

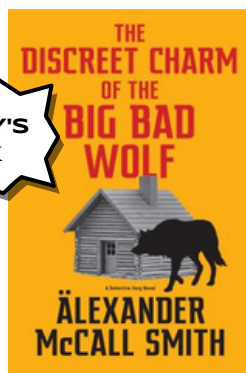


AMANDA'S PICK

CHRISTINE'S PICK

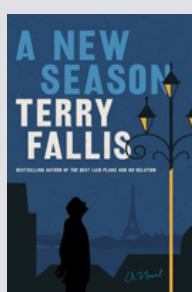
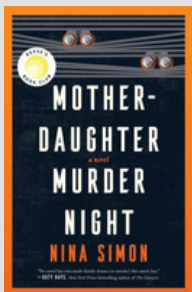
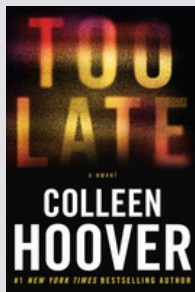
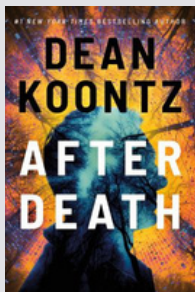


GARRY'S PICK

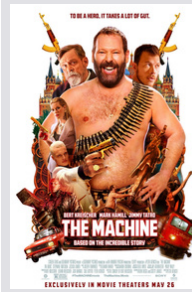


NEW LIBRARY MATERIALS

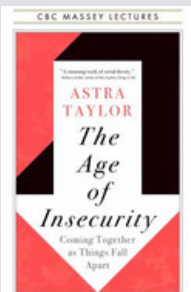
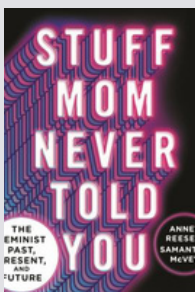
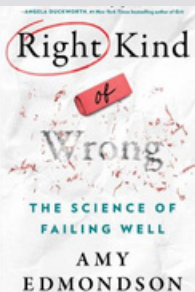
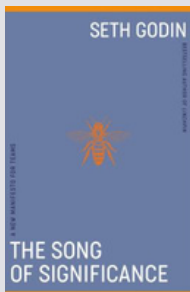
ADULT FICTION BOOKS



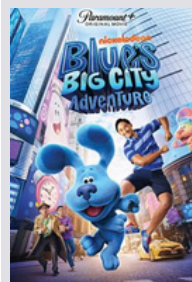
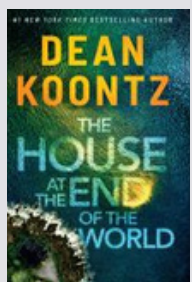
DVDS



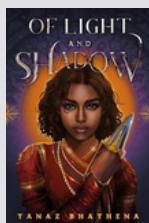
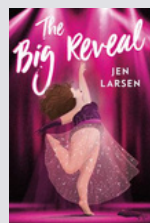
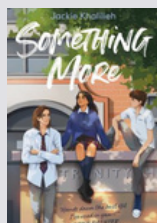
ADULT NON-FICTION BOOKS



LARGE PRINT BOOKS

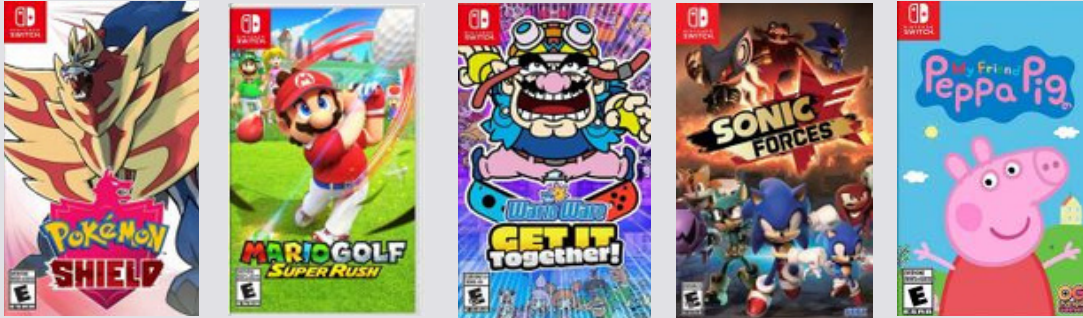


YOUNG ADULT FICTION BOOKS



COLLECTION SPOTLIGHT

NINTENDO SWITCH GAMES



BOARD GAMES



GRAPHIC NOVELS



LIBRARY OF THINGS: AVAILABLE SELECT FRIDAYS IN-LIBRARY



MECCANO

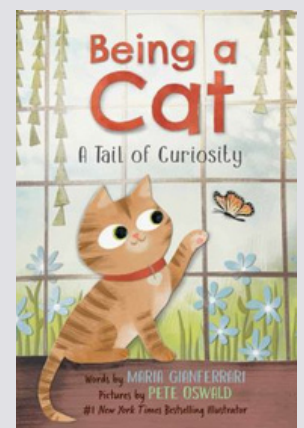
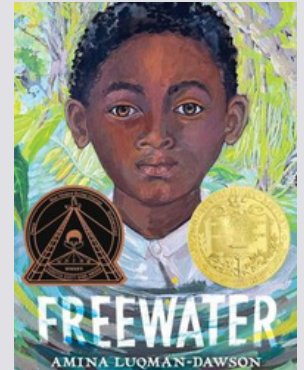


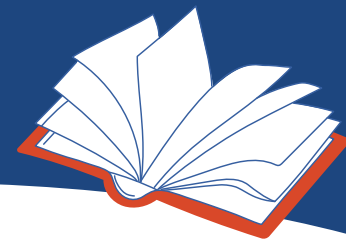
LITE-BRITE



ELECTRONIC
SNAP CIRCUITS

IN THE CHILDREN'S ROOM





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

OUR DIGITAL WORLD

ODW provides open access to heritage collections from public and academic libraries, archives, museums, historical societies, women's institutes, newspaper publishers, and community organizations.



OurDigitalWorld

THE CANADIAN ENCYCLOPEDIA

A bilingual encyclopedia managed by the non-profit Historica Foundation.



THE CANADIAN
ENCYCLOPEDIA

TORONTO PUBLIC LIBRARY: DIGITAL ARCHIVE



Photos, maps, manuscripts, digitized books and more from the Toronto Public Library collections.

CBC CORNER

Discover the best Canadian shows, stories and more.



TVO TODAY

TVO Today is the immersive home for quality current affairs journalism, award-winning documentaries and podcasts.



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.



LIBBY, BY OVERDRIVE

Libby is a free app for borrowing ebooks, digital audiobooks, and magazine. Stream titles or download them for offline use to read anytime, anywhere. Use your computer, ereader, and iOS & Android devices.



ANCESTRY LIBRARY EDITION

Start searching billions of records and discover your family's story.



Made available by ProQuest. Accessible while in the Library.

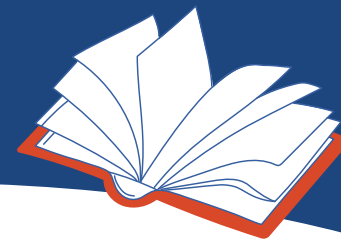
UNIVERSAL CLASS

Learn at your own pace with Universal Class's 500 free online continuing education courses. This resource offers the ability to learn at your own pace and to print certificates of achievement upon completion.



HOOPLA DIGITAL

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



SKAÍHWA'T - Mohawk - the concept of consensus on one matter, standing together

DGOGAABWI - Anishinaabemowin - stand with others, participate with others

STANDING TOGETHER - English

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.

Canada Helps: Secure online donations can be made through the Canada Helps website: www.canadahelps.org.

Library Book Sale: Gently used books, magazines, DVDs, music CDs, and more. Prices start at 50¢. Find a treasure, buy a gift, and support your library.

A charitable tax receipt will be issued for monetary gifts of \$10.00 or more.

SEED LIBRARY

Did you check out seeds from the Seed Library this spring? Now that the cool weather is coming - it is time to start collecting seeds from your plants to return to the library. We have lots of great books about seed saving. Please let us know if you have any questions!



BOARD GAMES

We have over 60 board games that you can check out. Fun for all ages. Free one-week loans on a teen or adult library card.

VIDEO GAMES

Do you like to play video games? We have games for PS3, PS4, PS5, Xbox One, Xbox Series X, Wii, and Nintendo Switch. Free one-week loans on a teen or adult library card.

LIBRARY BOARD

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

LIBRARY MANAGEMENT

Susan Therrien, Chief Executive Officer

VISITING LIBRARY SERVICE

The delivery of library materials to patrons unable to visit the library due to illness, physical disability, or age.

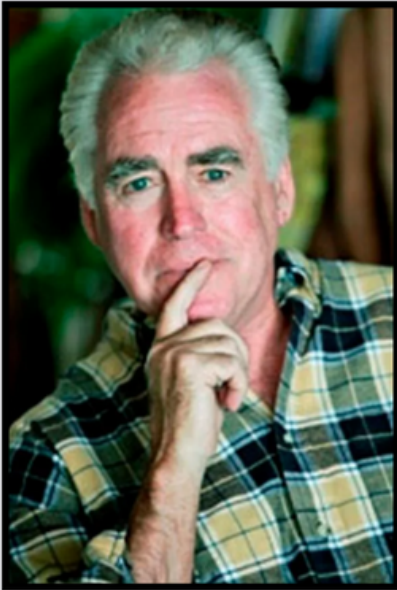
Contact us for more details.
905-834-6512.

HOURS OF SERVICE

Monday, Tuesday, Thursday:
10 a.m. to 8 p.m.
Wednesday: 10 a.m. to 5 p.m.
Friday, Saturday: 9 a.m. to 5 p.m.

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

AN AFTERNOON WITH WILLIAM THOMAS



**Saturday, October 28, 2023
3-5 p.m.**

The Port Colborne Public Library is proud to present bestselling author, scriptwriter, and nationally syndicated humour columnist William Thomas for a special event.

The program features:

- ✦ **The launch of Bill's Best Reads Book Club!**
- ✦ **A guided tour** of the collection of photographs of great Canadian authors who came to the "Readings at the Roselawn" author series.
- ✦ **An intimate book signing** of William Thomas' brand new book *And That's Why I Love Small Town Living*.

Call 905-834-6512 to pre-register for this free event.

ADAM SHOALTS

Lake Erie to
the Arctic

FINISH

Labrador
Sea

Sunday, November 12, 2023

6 p.m

Tickets \$10

Drinks are available for purchase.

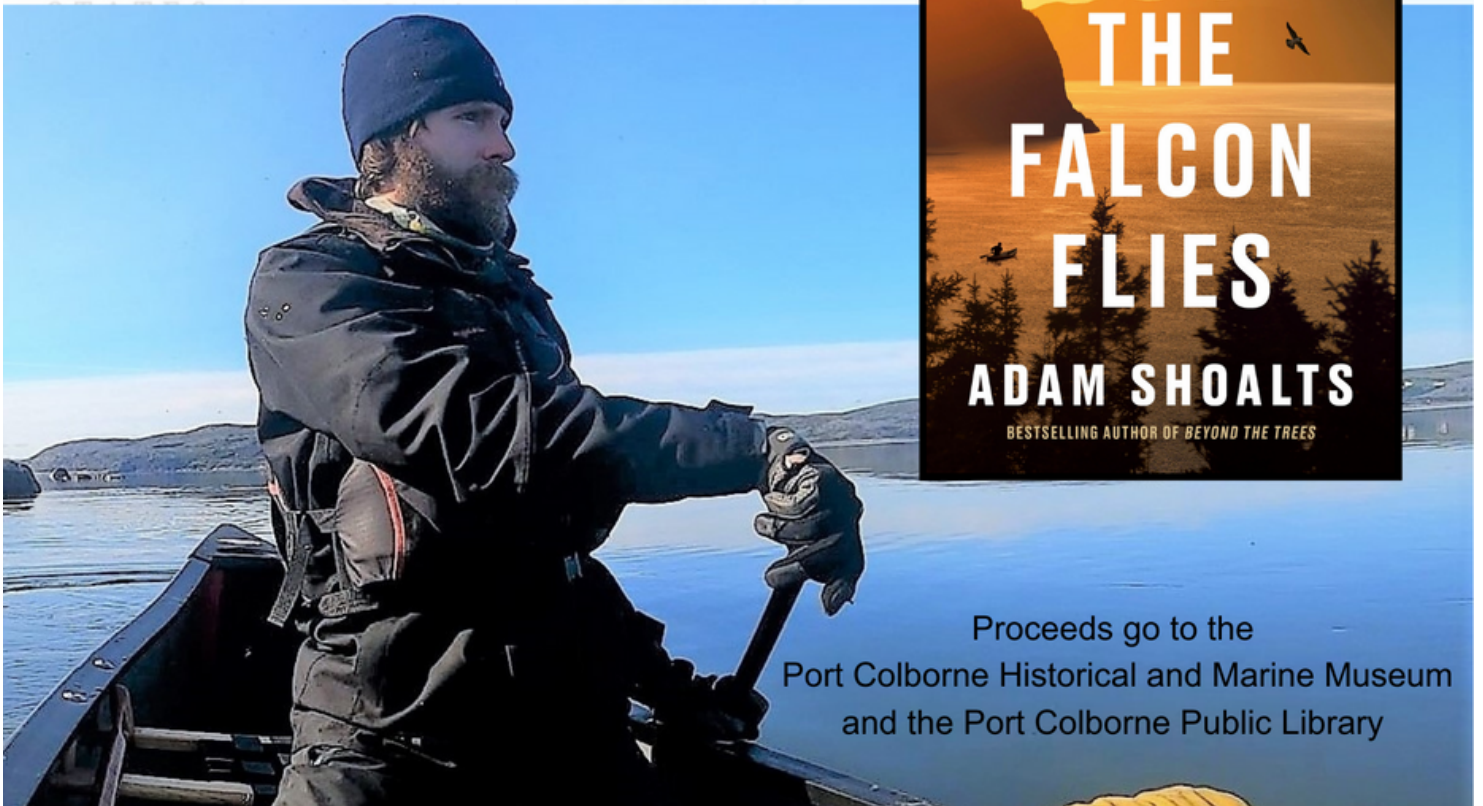
**Book Launch
+ Talk**

Books available for purchase

Lighthouse Theatre, Roselawn Centre
296 Fielden Ave, Port Colborne

Call the box office (905) 834-0833
to purchase tickets.



START



Proceeds go to the
Port Colborne Historical and Marine Museum
and the Port Colborne Public Library



OCTOBER 2023

		SUN.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
<p>310 King Street Port Colborne, ON L3K 4H1 905-834-6512 library@portcolborne.ca www.portcolbornelibrary.org</p> <p> Like us on Facebook! /PortColbornePublicLibrary</p> <p> Follow us on Twitter! @PortColborneLib</p> <p> Follow us on Instagram! @PortColborneLib</p>		1	2	3 10-12 Resume Refresh 10:15-10:45 Baby Time 10:30-12 Have <i>THAT</i> Talk Series	4 10-11:30 Ontario Senior's Dental Care Program	5 10:15-11 Tot Time	6 10-11 PD Day Activity: Pixel Art Challenge	7 10:30 Story Time	
		8	9 CLOSED FOR THANKSGIVING	10 10-12 Resume Refresh 10:15-10:45 Baby Time 10:30-12 Have <i>THAT</i> Talk Series	11 6:30-7:30 Author Talk: Brenda Lanigan	12 10:15-11 Tot Time 1-2:30 & 5:30-7 Painting with Kyla: Walk of the Witch	13 10-11 Ask a Family Nurse	14 10:30 Story Time	
		15	16	17 10-12 Resume Refresh 10:15-10:45 Baby Time	18 10-1 Service Canada	19 10:15-11 Tot Time	20 10-12 Birchway Niagara	21 10:30 Story Time	
		22	23	24 10-12 Resume Refresh 10:15-10:45 Baby Time	25 6-8 Trivia Night	26 10:15-11 Tot Time	27 10-12 Infant Sleep Workshop	28 10:30 Story Time 3-5 An Afternoon with William Thomas	
		29	30 1-3 Speak with a Registered Dietician 1:30-3:30 Documentary Films	31 10-12 Resume Refresh 10:15-10:45 Baby Time <i>Trick or treat!</i>	Help us celebrate Canadian Library Month by participating in our 3 contests! 1. Stop by and fill out a ballot - tell us why you love your library. 2. Sign up for a library card, or have a friend sign up. 3. Stop by and see details on our Spooky Story contest.				



LIBRARIES FOR LIFE

BIBLIOS POUR LA VIE



#LIBRARIESFORLIFE #BIBLIOSPOURLAVIE | OCTOBER 16-20, 2023 | DU 16 AU 20 OCTOBRE 2023 | OPLW.CA

ONTARIO PUBLIC LIBRARY WEEK : LA SEMAINE DES BIBLIOTHÈQUES
 PUBLIQUES DE L'ONTARIO



FIRST NATION PUBLIC LIBRARY WEEK

SKAÍHWA'T | DGOGAABWI | STANDING TOGETHER

October 2 - 6, 2023 | olservice.ca/fnplw



First Nation Public Library Week was initiated in 2000 by those working in First Nation community libraries. There are currently 39 public libraries spread across Ontario's First Nation communities.

ONTARIO LIBRARY SERVICE

/ o l a
 :: ontario library association

ARTWORK BY
 MYA WARNER, GROUP OF SIX
 SIX NATIONS OF THE GRAND RIVER





TRIVIA NIGHT

LIBRARY AND MUSEUM FUNDRAISER

Wednesday, October 25, 2023, 6 - 8 p.m.

Tickets: \$10

Roselawn Centre

296 Fielden Avenue, Port Colborne

Test your spooky trivia skills in this event hosted by legendary trivia masters:

Port Colborne Public Library

Port Colborne Historical and Marine Museum

Are you up to the challenge? Come dressed as your favourite historical or literary character for a chance to win a special prize package filled with... what else? Books! Individuals can join a team at the event, or sign up as a team with a maximum of 8. Pizza and beverages available for purchase.

Call 905-834-6512 for more information.

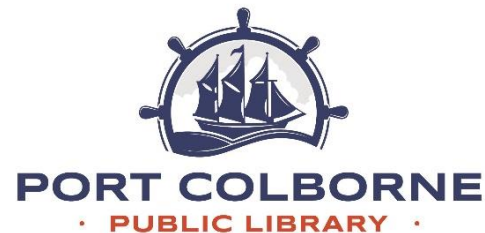
All proceeds go to the Library and Museum.



2024 Capital Budget Update

September 29, 2023

Presentation to the Port Colborne Public Library Board



The Library Board

Legislation

Public Libraries Act

- Management and control of the library
- Duty to provide comprehensive and efficient library service
- Submit to Council annual budget estimates
- Oversight of Library's finances
- Most services must be offered free of charge for residents
- Employer obligations

Budget Priorities

Strategic Planning

Priorities for growth

- Staffing
- Growth and sustainability to support an energized City
- Accessibility, inclusion, welcoming spaces
- Community hub and satellite location for local agencies
- Programming and outreach
- Modernization and innovation
- Building maintenance

2024 Capital Projects

**ACCESSIBILITY
IMPROVEMENTS**

Interior Stairwells

\$32,500

**FACILITY
IMPROVEMENTS**

Skylight Repairs

\$20,000

**FACILITY
IMPROVEMENTS**

Exterior Doors

\$8,000

**FACILITY
IMPROVEMENTS**

UV Window Coating

\$5,000

**FACILITY
IMPROVEMENTS**

Auditorium Flooring

\$5,000

Funding Level

Modeling Base Funding

To be allocated based on Asset Management Plan
(Linear Complete, Non-linear June 2024, & GIS Optimization Project)

in millions	2024	2025	2026	2027	2028
Levy					
Facility Renewal, excluding Library and Museum	636	745	894	1,073	1,288
Fleet	498	598	718	861	1,033
IT Evergreening	800	800	665	485	509
Parks Renewal	400	435	522	626	752
Cemetary (Renewal, including Headstone)	128	135	141	148	156
Roads (Base and Resurfacing Renewal)	1,348	1,852	2,223	2,668	3,201
Other Roads Renewal (i.e. Street lights, culverts, rail crossings, signage)	646	599	719	863	1,036
Sidewalk Renewal	600	720	864	1,037	1,244
Museum & Roselawn	258	284	312	343	378
Library	168	176	185	195	204
Planning & Efficiency Projects	110	62	303	352	445
	\$5,592	\$6,407	\$7,547	\$8,651	\$10,245
Rate					
Storm	910	1,546	1,839	2,169	2,541
Wastewater	1,336	1,695	2,055	2,461	2,915
Water	1,262	1,795	2,427	2,913	3,444
	\$ 3,508	\$ 5,036	\$ 6,321	\$ 7,543	\$ 8,900

Combo base levy and base grants →

Project Summary

Item	Project Title	Capital Funding									
		2024 Non-Debt Funding				1x Grants (Current Year)	Grants (Prior Year)	Reserves	Internally Financed	Other	Total
		Levy	Rate	Recurring Grants	Total						
	Total Capital Requests - Facilities	656,000	-	-	656,000	155,000	-	-	-	-	811,000
	Total Capital Requests - Fleet and Equipment	498,316	500,000	-	998,316	-	-	-	-	196,684	1,195,000
	Total Capital Requests - Information Technology	675,000	80,000	-	755,000	-	-	60,000	-	1,250,000	2,065,000
	Total Capital Requests - Land Development	-	-	-	-	-	-	-	300,000	-	300,000
	Total Capital Requests - Parks	440,000	-	-	440,000	-	-	-	-	-	440,000
	Total Capital Requests - Cemetery	128,100	-	-	128,100	-	-	-	-	-	128,100
	Total Capital Requests - Planning	175,000	50,000	-	225,000	-	-	50,000	-	225,000	500,000
	Total Capital Requests - Roads	827,093	-	1,766,772	2,593,865	-	294,815	-	-	-	2,888,680
	Total Capital Requests - Storm Sewer	-	884,000	-	884,000	-	-	-	-	-	884,000
	Total Capital Requests - Wastewater	-	10,384,000	-	10,384,000	-	-	-	-	-	10,384,000
	Total Capital Requests - Water	-	960,000	-	960,000	-	-	-	-	-	960,000
	Total Capital Requests - Library	168,000	-	-	168,000	-	-	-	-	-	168,000
	Total Capital Requests - Roselawn & Museum	258,000	-	-	258,000	-	-	26,500	-	-	284,500
	Total Capital Requests	3,825,509	12,858,000	1,766,772	18,450,281	155,000	294,815	136,500	300,000	1,671,684	21,008,280
	Less: Net Debt Financed		- 9,350,000		- 9,350,000						- 9,350,000
	Total Capital Requests and Transfers to Reserve	3,825,509	3,508,000	1,766,772	9,100,281	155,000	294,815	136,500	300,000	1,671,684	11,658,280

Proposed Projects: Library

\$168,000

- K.1 – Existing Stairway Replacement
- K.2 – Exterior Double-door Replacement
- K.3 – Skylight above Atrium Replacement
- K.4 – UV Coating for the staff office windows
- K.5 – Auditorium Floor Repairing
- Reserve Transfer \$97,500

Funding

2024 Capital Levy \$ 168,000



Going forward the Library capital reserve and capital and related projects related to the Library building will remain assets of the City for financial purposes in recognition of the Library building being owned directly by the City.

Reserves

	2023 Forecasted Year-End Reserve Balance	2024 Proposed Capital Budget (transfer in)	2024 Proposed Repayment (2004 Operating Budget)	2024 Proposed Capital Budget (transfer out)	2024 Forecasted Year-End Balance	
Museum Bequest Reserve	229,382				229,382	
Museum Capital	312				312	
Roselawn	515,799			(26,500)	489,299	
Marina Internal Financing	(719,464)		100,000		(619,464)	
Cemetery Reserve	-	53,100			53,100	← Headstones and consolidation costs
Building Department Reserve (RF)	136,045			(110,000)	26,045	
Eco Dev Internal Financing Reserve (W)	(1,420,813)			(300,000)	(1,720,813)	
Development Charges (RF)	980,350				980,350	← 2/3 Parks related - Waterfront
City Facilities Reserve	131,386	306,000			437,386	← Future reports will come to council based on Building Condition Assessments that are currently on-going
City Facilities Reserve (Library Building)	67,018	97,500			164,518	
Fleet and Equipment Reserve	-				-	
General TCA Reserve	1,632,462				1,632,462	
Storm Sewer Reserve	155,348	884,000			1,039,348	← DMAF Grant
Wastewater Reserve	2,420,906	384,000			2,804,906	← DMAF Grant
Water Reserve	832,456	693,300			1,525,756	← Looking Forward: Project
Total Capital Reserves	4,961,187	2,417,900	100,000	(436,500)	7,042,587	

Reserves

Port Colborne Public Library: Notes to the Financial Statements

For the Year Ended December 31, 2022

Reserves and reserve funds

Reserves set aside by the Library for specific purposes:

	2022	2021
• Future liabilities	70,384	54,129
• Capital	106,519	135,519
• Bequests	4,188	4,188
• Stabilization	<u>58,400</u>	<u>45,416</u>
	239,491	239,252
Allocated capital and related projects	<u>62,171</u>	<u>8,959</u>
Total reserves and reserve funds	\$ 301,662	\$ 248,211

Capital Reserve

Purpose:

The purpose of the Capital Reserve is for substantial maintenance, upgrading or replacement of capital items including but not limited to: HVAC, roof, windows, IT infrastructure, equipment, floor coverings, interior finishes, alterations, additions, and renovations as well as providing for condition assessment reports and feasibility studies.

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

See: GOV-12: Library Reserves and Reserves Fund Policy

Capital Reserve

Funding Sources (Revenues)

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

Funding Sources (Expenditures)

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

Targeted Balance

- Basis: Discounted life cycle costs of the library's tangible capital assets, including the library building which is owned by the City.
- To be reviewed annually. Once the target balance is achieved, no further budget contributions will be made to the reserve until either the targets are amended or the balance drops below the target balance.

Stabilization Reserve

Purpose:

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

See: GOV-12: Library Reserves and Reserves Fund Policy

Stabilization Reserve

Funding Sources (Revenues)

- Contributions from the annual operating budget
- Funding from the annual operating budget surpluses

Funding Sources (Expenditures)

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

Targeted Balance

- Basis: 10% of the annual operating budget
- To be reviewed annually. Once the target balance is achieved, no further budget contributions will be made to the reserve until either the targets are amended or the balance drops below the target balance.

Bequest Reserve

Purpose:

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

See: GOV-12: Library Reserves and Reserves Fund Policy

Bequest Reserve

Funding Sources (Revenues)

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

Funding Uses (Expenditures)

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

Basis for Targeted Balance

- No targeted balance.

Target Balance

- To be reviewed annually.

Development Charges

Port Colborne Public Library: Notes to the Financial Statements

For the Year Ended December 31, 2022

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

	2022	2021
Balance, beginning of year	\$ 2,721	\$ 1,464
Add: contributions during the year	974	1,236
Add: interest income	<u>121</u>	<u>21</u>
Balance, end of year	\$ 3,816	\$ 2,721

Library Reserves and Reserves Funds Policy

Policy Number: **GOV-12**

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

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

Year of Next Review: **2026**

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

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

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

This policy outlines:

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

Section 1: Definitions

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

Section 2: Reserves

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

- Stabilization Reserve
- Bequests Reserve
- Future Liabilities

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

1. Capital Reserve

a. Purpose

The purpose of the Capital Reserve is for substantial maintenance, upgrading or replacement of capital items including but not limited to: HVAC, roof, windows, IT infrastructure, equipment, floor coverings, interior finishes, alterations, additions, and renovations as well as providing for condition assessment reports and feasibility studies.

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

b. Funding Sources (Revenues)

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

c. Funding Uses (Expenditures)

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

d. Basis for Targeted Balance

Discounted life cycle costs of the library's tangible capital assets, including the library building which is owned by the City.

e. Target Balance

To be reviewed annually. Once the target balance is achieved, no further budget

contributions will be made to the reserve until either the targets are amended or the balance drops below the target balance.

2. Stabilization Reserve

a. Purpose

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

b. Funding Sources (Revenues)

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

c. Funding Uses (Expenditures)

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

d. Basis for Targeted Balance

10% of the Annual Operating Budget

e. Target Balance

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

3. Bequest Reserve

a. Purpose

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

b. Funding Sources (Revenues)

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

c. Funding Uses (Expenditures)

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

d. Basis for Targeted Balance

No targeted balance.

e. Target Balance

To be reviewed annually.

4. Future Liabilities

a. Purpose

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

b. Funding Sources (Revenues)

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

c. Funding Uses (Expenditures)

To pay for employee future benefits, including WSIB.

d. Basis for Targeted Balance

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

e. Target Balance

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

Section 4: Allocation and Approval

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

Section 5: Reporting

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

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

Section 6: Implementation and Review

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