

## Port Colborne Public Library Board Meeting Agenda

**Date:** Wednesday, June 5, 2024  
**Time:** 6:00 pm  
**Location:** L.R. Wilson Heritage Research Archives  
286 King St, Port Colborne, ON L3K 4H2

**Pages**

**1. Call to Order**

**2. Land Acknowledgement**

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

**3. Disclosures of Interest**

**4. Adoption of Agenda**

**5. Approval of Minutes**

1

**6. Business Arising from the Minutes**

**7. Financial Presentation (B. Boles)**

7.1 2023 Year End Financial Statements

7

7.2 Memorandum of Understanding

7.3 Development Charges

7.4 2025 Budget

7.5 Work Day Accounting and HR Software

## **8. Policies**

8.1	GOV-06: Financial Control and Oversight	54
8.2	GOV-12: Library Reserves and Reserves Funds	57
8.3	OP-02: Tangible Capital Asset Policy	62
8.4	OP-19: King Street Sign	69

## **9. 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.

9.1	Financial Reports	
	a. 2024 Operating Budget (as of May 31, 2024)	71
	b. 2024 Facilities Budget (as of May 31, 2024)	73
9.2	Circulation Report	
	a. Circulation Report, April 2024	74
	b. Circulation Snapshot, April 2024	77
9.3	Public Relations Report	
	a. Librarian's Report, May 2024	78
9.4	Correspondence	
	a. Festival of the Arts	84
	b. Steele St. Class Visits	86

## **10. Discussion and Decision Items**

10.1	Board Evaluation (M. Cooper)	
10.2	Draft Resolution - Public Libraries and Older Adults (R. Tkachuk)	90

	a. Township of Wainfleet Resolution	91
10.3	St. Catharines Public Library Reciprocal Borrowing Agreement (R. Tkachuk)	97
10.4	Memorandum from Acting CEO Rachel Tkachuk - Erwin Taylor Charitable Foundation Donation Transfer	98
10.5	Acting CEO Report - Verbal (R. Tkachuk)	
<b>11.</b>	<b>Confidential Items</b>	
	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.	
11.1	Minutes of the closed session of the May 22, 2024 closed meeting	
11.2	Confidential Human Resources Matter- pursuant to Public Libraries Act, Section 16.1(4)(b) of the personal matters about an identifiable individual	
<b>12.</b>	<b>Motions</b>	
<b>13.</b>	<b>Notice of Motions</b>	
<b>14.</b>	<b>Roundtable</b>	
<b>15.</b>	<b>Other Business</b>	
<b>16.</b>	<b>Next Meeting Date and Adjournment</b>	



## Port Colborne Public Library Board Meeting Minutes

**Date:** Wednesday, May 8, 2024  
**Time:** 6:00 pm  
**Location:** Library Auditorium, Port Colborne Public Library  
310 King St, Port Colborne

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

**Member(s) Absent:** A. Desmarais  
H. Cooper

**Staff Present:** R. Tkachuk, Library Services Manager/Acting Chief Executive Officer

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

The Chair called the meeting to order at 6:12 p.m.

### 2. **Land Acknowledgement**

The Chair recited the Land Acknowledgement Statement.

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

There were no disclosures of interest.

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

Moved by C. MacMillan  
Seconded by B. Ingram

That the agenda dated May 8, 2024 be adopted, as circulated.

Carried



**5. Approval of Minutes**

Moved by Councillor M. Bagu

Seconded by M. Booth

That the minutes dated April 3, 2024 be approved, as circulated.

Carried

**6. Business Arising from the Minutes**

Nil.

**7. Consent Items**

Moved by C. MacMillan

Seconded by B. Ingram

That consent items 7.1 to 7.5 be received, as presented.

Carried

**7.1 Financial Report**

a. **2024 Operating Budget (as of May 3, 2024)**

b. **2024 Facilities Budget (as of May 3, 2024)**

**7.2 Circulation Report**

a. **March 2024 Circulation Report**

b. **March 2024 Circulation Snapshot**

c. **1st Quarter 2024 Circulation Report**

d. **1st Quarter 2024 Circulation Snapshot**

**7.3 Public Relations Report**

a. **Librarian's Report - April 2024**

**7.4 Media Items**

a. **Off-the-Shelf Newsletter - May/June 2024**

b. **One Book, One Niagara Article**

**7.5 Correspondence**

- a. **Township of Wainfleet Resolution - Public Libraries and Older Adults**

## **8. Discussion Items**

### **8.1 Shared Services (M. Cooper)**

The Chair reported that shared services between Port Colborne and Wainfleet Public Libraries will not be pursued at this time.

### **8.2 Township of Wainfleet Resolution - Public Libraries and Older Adults (R. Tkachuk)**

Moved by B. Ingram

Seconded by E. Tanini

That the Board draft a resolution in support of the Public Libraries and Older Adults resolution that was passed at the April 30, 2024 Council of the Corporation of the Township of Wainfleet meeting.

Carried

### **8.3 Board Evaluation (M. Cooper)**

The Chair requested that board evaluation forms are forwarded prior to the next regular meeting.

### **8.4 Financial Items**

The Acting CEO reported that the Director of Corporate Services/City Treasurer will be attending the next meeting and requested that items 8.4 (a) to 8.4 (d) items be deferred to the next regular meeting.

- a. **Erwin Taylor Charitable Foundation (R. Tkachuk)**
- b. **Memorandum of Understanding - Verbal Report (R. Tkachuk)**
- c. **Development Charges - Verbal Report (R. Tkachuk)**
- d. **2025 Budget - Verbal Report (R. Tkachuk)**

### **8.5 Verbal Report - Acting CEO's Report (R. Tkachuk)**

Moved by B. Ingram

Seconded by B. Beck

That the Acting CEO's Report be received, as presented.

**a. Capital Projects**

The Board reviewed the progress of the 2024 capital projects.

**b. Facility Update**

The Acting CEO provided a facility update, including roof repair work.

**c. Port Fire and Emergency Services**

The Acting CEO provided updates on projects and partnerships with Port Colborne Fire and Emergency Services.

**d. Community Agency and Committee Partnerships**

The Acting CEO reported on new opportunities and partnerships that are being explored to offer new programs for the community.

**e. Programming**

The Acting CEO reported on new library programming and opportunities.

**f. Meetings and Committees**

The Acting CEO reported on meetings and committees attended.

**g. Annual Survey**

The Acting CEO confirmed submission of the mandatory Annual Survey of Public Libraries report to the Ministry.

**h. Grants and Funding**

The Acting CEO reported that a donation from Port Colborne Lions Clubs will be used to expand the children's Wonderbooks collection.

**i. Fundraising Software**

The Acting CEO presented an opportunity for new fundraising software.

**j. InterLibrary Loan Agreement**

The Acting CEO confirmed that the updated InterLibrary Loan agreement has been signed for the Ontario Library Service.

**k. Reciprocal Borrowing Agreement**

The Acting CEO presented a reciprocal borrowing opportunity.

**l. Canadian Children's Author Program**

The Acting CEO provided an update on the Canadian Children's Author project.

**m. Library Social Impact / Bridge Toolkit**

The Acting CEO reported that the staff technology survey has been completed, and that the patron technology survey is underway.

**9. Policies**

Moved by B. Ingram

Seconded by B. Beck

That the Board approve the policies listed in items 9.1 to 9.8, as presented.

**9.1 FR-01 General Gift Acceptance**

**9.2 FR-02 Fundraising**

**9.3 FR-03 Partnership and Sponsorship**

**9.4 OP-03 Code of Conduct (Patron)**

**9.5 OP-10 Children in the Library**

**9.6 OP-11 Teens in the Library**

**9.7 OP-25 Bed Bug Policy**

**9.8 VOL-01 Volunteers in the Library**

**10. Confidential Items**

Moved by Councillor M. Bagu

Seconded by B. Ingram

That the Board do now proceed into closed session in order to address the following matters at approximately 7:58 p.m.

Moved by B. Ingram

Seconded by C. MacMillan

That the Board have a special, closed meeting on May 22, 2024 to discuss the following matter.

Carried

Moved by B. Ingram  
Seconded by B. Beck

That the Board do now rise from closed session at approximately 8:47 p.m.

Carried

**10.1 Confidential Human Resources Matter- pursuant to Public Libraries Act, Section 16.1(4)(b) of the personal matters about an identifiable individual**

**11. Motions**

Nil.

**12. Notice of Motions**

Nil.

**13. Roundtable**

Nil.

**14. Other Business**

Nil.

**15. Next Meeting Date and Adjournment**

A special meeting will be held May 22, 2024 at 6:30 p.m. at the L.R. Heritage Wilson Archives. The next regular meeting of the Board will be held June 5, 2024 at the L.R. Heritage Wilson Archives.

The Chair adjourned the meeting at approximately 8:48 p.m.

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Michael Cooper, Chair

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Rachel Tkachuk, Library  
Services Manager/Acting CEO  
(Board Secretary – Treasurer)

Date: June 5, 2024  
To: Port Colborne Public Library Board  
From: Bryan Boles, Treasurer  
Subject: 2023 Year End Financial Statements

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The purpose of this report is to:

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

### **Auditors Audit Findings Report (Appendix A)**

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

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

### **Reserve Transfers**

In 2023, there was an operating surplus of \$90,018. This was primarily the result of receiving more revenue than budgeted, spending less than budgeted on number of different operating expenditures, as well as spending less than budgeted on salaries and benefits.

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

- Transfer \$30,111 of surplus salaries, wages and benefits expenses to the future liabilities reserve from the 2022 operating budget.
- Transfer \$59,907 (the balance of the operating surplus) to the stabilization reserve from the 2022 operating budget.

Reserve balances are highlighted Appendix B, Financial Statement Note 6. The

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reserve transfers above increase the future liabilities reserve to the reserve target, which is 75% of the identified liability and the stabilization reserve to approximately 100% of the reserve target, which is 5% of the operating budget.

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

The financial statements attached as Appendix B outline the financial activity of the Library during 2023. This report seeks to approve these financial statements.

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

The Statement of Operations saw revenue higher than budget by \$29,113 or 2.6%. This is primarily related to the donations being \$12,974 more than budget (\$10,000 of this amount being from the Erwin Taylor Charitable Foundation), investment income on reserve balances being \$4,688 more than budget, and book sales being \$3,591 more than budget. The most significant expense budget to actual differences in dollar terms are as follows:

- Salaries, wages and benefits which were \$77,786 or 10.9% lower than budget. In 2023, this budget line is lower as the result unfilled positions during the year and funding for future liabilities which are not recognized as an expense in the financial statements.
- Repairs and maintenance costs were \$2,304 or 3.1% higher than budget. The repair and maintenance expenses are allocated costs to maintain the Library facility.
- Electronic resources, periodicals and newspapers were \$2,104 or 6.2% below budget.



# Port Colborne Public Library

For the year ended December 31, 2023

Report to the Board  
Audit strategy and results

June 5, 2024

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# Contents

Executive summary	
Audit risks and results	
Adjustments and uncorrected misstatements	
Other reportable matters	
Technical updates – highlights	

# Appendices

1	Appendix A – Overview and approach
2	Appendix B – Draft independent auditor's report
4	Appendix C – Draft management representation letter
5	Appendix D – PSAS accounting developments
6	Appendix E – Auditing developments

# Executive summary

## Purpose of report and scope

The purpose of this report is to engage in an open dialogue with you regarding our audit of the financial statements of Port Colborne Public Library (the "Library") for the year ended December 31, 2023. This communication will assist the Board in understanding our overall audit strategy and results of audit procedures and includes comments on misstatements, significant accounting policies, sensitive estimates and other matters.

The information in this document is intended solely for the information and use of the Board of Directors, Members of Council and management of the City of Port Colborne. It is not intended to be distributed or used by anyone other than these specified parties.

We have obtained our engagement letter dated June 14, 2021, which outlines our responsibilities and the responsibilities of management.

We were engaged to provide the following deliverables:

Deliverable	Timing
Report on the December 31, 2023 financial statements	June, 2024
Communication of audit strategy and results	June, 2024

## Status of our audit

We have substantially completed our audit of the financial statements of the Library and the results of that audit are included in this report.

We will finalize our report upon resolution of the following items that were outstanding as at June 5, 2024:

- Receipt of signed management representation letter (a draft has been attached in the **Appendix C**)
- Approval of the financial statements by the Board of Directors
- Procedures regarding subsequent events

## Approach

Our audit approach requires that we establish an overall strategy that focuses on risk areas. We identify and assess risks of material misstatement of the financial statements, whether due to fraud or error. The greater the risk of material misstatement associated with an area of the financial statements, including disclosures, the greater the audit emphasis placed on it in terms of audit verification and analysis. Where the nature of a risk of material misstatement is such that it requires special audit consideration, it is classified as a significant risk.

# Audit risks and results

We have executed our audit in accordance with our approach summarized in Appendix A. We highlight our significant findings in respect of audit risks and responses, accounting practices and other areas of focus.

## Significant risks

Area of focus	Why there is a risk	Our response and findings
Fraud risk from revenue recognition	There is a presumed risk of fraud in revenue.	<ul style="list-style-type: none"><li>• Analytics used to identify unusual or unexpected relationships and any variances corroborated with appropriate personnel</li><li>• Subsequent receipt testing on accounts receivable as at December 31, 2023 (judgemental sample, primarily focused on significant balances and unusual characteristics of accounts)</li><li>• Performed test of details on a sample of revenue transactions throughout the period to determine if revenue recognition was appropriate</li></ul> No findings noted.
Fraud risk from management override	This is a presumed fraud risk.	<ul style="list-style-type: none"><li>• Tested the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements</li><li>• Reviewed accounting estimates for biases</li><li>• Evaluated the business rationale for significant transactions that are or appear to be outside the normal course of business</li></ul> No findings noted.

## Accounting practices

Area of focus	Matter	Our response and findings								
Accounting estimate – Useful lives of tangible capital assets	<p>The estimated useful lives assigned to tangible capital assets are as follows:</p> <table><tr><td>Computer and equipment</td><td>5 -10 years</td></tr><tr><td>Furniture and fixtures</td><td>7 years</td></tr><tr><td>Library collection</td><td>7 years</td></tr><tr><td>Leasehold improvements</td><td>20 - 50 years</td></tr></table>	Computer and equipment	5 -10 years	Furniture and fixtures	7 years	Library collection	7 years	Leasehold improvements	20 - 50 years	<ul style="list-style-type: none"><li>It has been determined that the estimate is reasonable in the context of the financial statements as a whole</li></ul>
Computer and equipment	5 -10 years									
Furniture and fixtures	7 years									
Library collection	7 years									
Leasehold improvements	20 - 50 years									
Accounting estimate – Post-employment benefits	<p>The provision for post-employment benefits of approximately \$ 135,300 calculated by the Municipality's actuary. The actuary's valuation was performed in accordance with the standards of the Canadian Institute of Actuaries</p>	<ul style="list-style-type: none"><li>It has been determined that the estimate is reasonable in the context of the financial statements as a whole</li></ul>								

## Other areas of focus

Area of focus	Matter	Our response and findings
<b>Financial instruments</b>	The financial statement disclosure relating to financial instruments are not complete and accurate	<ul style="list-style-type: none"> <li>Verifying the accuracy and reasonableness of disclosures, with reference to PS3450 financial instruments</li> </ul>
<b>Provision for asset retirement obligation</b>	Provision and tangible capital assets and/or related expenses may be understated.	<ul style="list-style-type: none"> <li>Reviewing process and assumptions used by management to develop the estimate</li> <li>Testing supporting calculations relating to the various amounts and disclosures</li> </ul>

# Adjustments and uncorrected misstatements

## Adjustments

Misstatements identified and adjusted in the financial statements by the Library as a result of our audit procedures are as follows:

Description	Increase (Decrease)	Statement of financial position			Surplus	
		Assets	Liabilities	Accumulated Surplus	Annual Surplus	
To balance surplus accounts		\$ 40,483	\$ -	\$ 40,483	\$	-
Total adjusted misstatements		\$ 40,483	\$ -	\$ 40,483	\$	-

## Uncorrected misstatements

We have no non-trivial unadjusted misstatements to report.

## Summary of disclosure matters

Our audit did not identify any unadjusted non-trivial misstatements of disclosure matters.

# Other reportable matters

## Internal control

The audit is designed to express an opinion on the financial statements. We obtain an understanding of internal control over financial reporting to the extent necessary to plan the audit and to determine the nature, timing and extent of our work. Accordingly, we do not express an opinion on the effectiveness of internal control.

If we become aware of a deficiency in your internal control over financial reporting, the auditing standards require us to communicate to the Board those deficiencies we consider significant. However, a financial statement audit is not designed to provide assurance on internal control.

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

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

## Fees

The following is a schedule of our current year fees and prior year fees.

Service	Current year fees	Prior year fees
Annual audit and assistance in the preparation of the financial statements	\$ 7,950	\$ 7,550
Total	\$ 7,950	\$ 7,550

\*before administrative costs, disbursements and applicable taxes

## Independence

We have a rigorous process where we continually monitor and maintain our independence. The process of maintaining our independence includes, but is not limited to:

- Identification of threats to our independence and putting into place safeguards to mitigate those threats. For example, we evaluate the independence threat of any non-audit services provided to the Library
- Confirming the independence of our engagement team members

We have determined that the following information regarding our independence should be brought to your attention:

- We will provide assistance in the preparation of the financial statements for the year ended December 31, 2023. The threat to independence is a self-review threat – this threat is reduced to an acceptable level by reviewing the financial statements with management and management taking responsibility for these statements. There is also our internal file review process, whereby the work completed by one person is subject to review by a person at a higher level. As well, the process is “compliance” in nature and in no circumstances will we make any decisions on behalf of management.

# Technical updates – highlights

## Accounting

Accounting standards issued by the Accounting Standards Board that may affect the Library in future years include:

- 2022-2023 Annual Improvements to PSAS
- Section PS 1202 Financial Statement Presentation
- Conceptual Framework for Financial Reporting in the Public Sector
- Section PS 3160 Public Private Partnerships
- Section PS 1000 Financial statement concepts, Section 1201 Financial Statement Presentation, and PSG-8 Purchased intangibles
- Section PS 3400 *Revenues*

Further details of the changes to accounting standards, including management's preliminary comments on their applicability to the Library, are included in Appendix D. If you have any questions about these changes, we will be pleased to address your concerns.

## Assurance

In addition, assurance standards issued by the AASB that may change the nature, timing and extent of our audit procedures on the Library and our communication with the Board include:

- Issuance of CSQM 1 Quality Management for Firms that Perform Audits or Reviews of Financial Statements, or Other Assurance or Related Services Engagements, CSQM 2 Engagement Quality Reviews and revised CAS 220 Quality Management for an Audit of Financial Statements

- Revisions to CAS 600 Special Considerations – Audits of Group Financial Statements (Including the Work of Component Auditors)
- Potential revisions to CAS 500 Audit Evidence
- Potential revisions to CAS 570 *Going Concern*
- Proposed Canadian Standard on Sustainability Assurance (CSSA) 5000, *General Requirements for Sustainability Assurance Engagements*

Further details of the changes to assurance standards, including management's preliminary comments on their applicability to the Library, are included in Appendix E. If you have any questions about these changes, we will be pleased to address your concerns.

# Appendix A – Overview and approach

Our audit is planned with the objective of obtaining reasonable assurance about whether the financial statements as a whole are free from material misstatement, so that we are able to express an opinion on whether the financial statements are prepared, in all material respects, in accordance with Public Sector Accounting Standards. The following outlines key concepts that are applicable to the audit

## Roles and responsibilities

- |                                       |   |
|---------------------------------------|---|
| <b>Role of the board of directors</b> | <ul style="list-style-type: none"><li>• Help set the tone for the organization by emphasizing honesty, ethical behaviour and fraud prevention</li><li>• Oversee management, including ensuring that management establishes and maintains internal controls to provide reasonable assurance regarding reliability of financial reporting</li><li>• Oversee the work of the external auditors including reviewing and discussing the audit plan</li></ul> |
|---------------------------------------|---|

- |                           |  |
|---------------------------|--|
| <b>Role of management</b> | <ul style="list-style-type: none"><li>• Prepare financial statements in accordance with Public Sector Accounting Standards</li><li>• Design, implement and maintain effective internal controls over financial reporting processes, including controls to prevent and detect fraud</li><li>• Exercise sound judgment in selecting and applying accounting policies</li><li>• Prevent, detect and correct errors, including those caused by fraud</li><li>• Provide representations to external auditors</li><li>• Assess quantitative and qualitative impact of misstatements discovered during the audit on fair presentation of the financial statements</li></ul> |
|---------------------------|--|

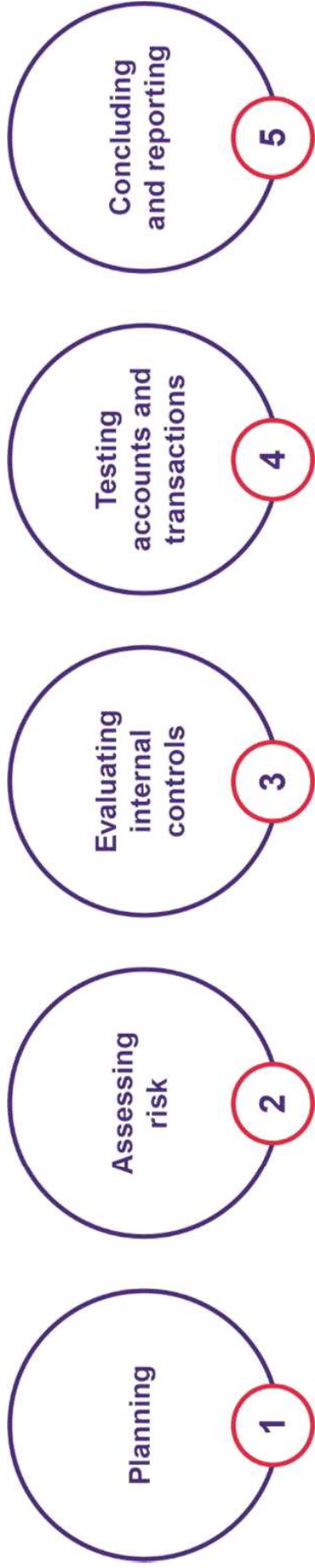
- |                                   |  |
|-----------------------------------|--|
| <b>Role of Grant Thornton LLP</b> | <ul style="list-style-type: none"><li>• Provide an audit opinion that the financial statements are in accordance with Public Sector Accounting Standards</li><li>• Conduct our audit in accordance with Canadian Generally Accepted Auditing Standards (GAAS)</li><li>• Maintain independence and objectivity</li><li>• Be a resource to management and to those charged with governance</li><li>• Communicate matters of interest to those charged with governance</li><li>• Establish an effective two-way communication with those charged with governance, to report matters of interest to them and obtain their comments on audit risk matters</li></ul> |
|-----------------------------------|--|

## Audit approach

Our understanding of the Library and its operations drives our audit approach, which is risk based and specifically tailored to Port Colborne Public Library.



## The five key phases of our audit approach



Phase	Our approach
<b>1. Planning</b>	<ul style="list-style-type: none"> <li>• We obtain our understanding of your operations, internal controls and information systems</li> <li>• We plan the audit timetable together</li> </ul>
<b>2. Assessing risk</b>	<ul style="list-style-type: none"> <li>• We use our knowledge gained from the planning phase to assess financial reporting risks</li> <li>• We customize our audit approach to focus our efforts on key areas</li> </ul>
<b>3. Evaluating internal controls</b>	<ul style="list-style-type: none"> <li>• We evaluate the design of controls you have implemented over financial reporting risks</li> <li>• We identify areas where our audit could be more effective or efficient by taking an approach that includes testing the controls</li> <li>• We provide you with information about the areas where you could potentially improve your controls</li> </ul>
<b>4. Testing accounts and transactions</b>	<ul style="list-style-type: none"> <li>• We perform tests of balances and transactions</li> <li>• We use technology and tools, including data interrogation tools, to perform this process in a way that enhances effectiveness and efficiency</li> </ul>
<b>5. Concluding and reporting</b>	<ul style="list-style-type: none"> <li>• We conclude on the sufficiency and appropriateness of our testing</li> <li>• We finalize our report and provide you with our observations and recommendations</li> </ul>

Our tailored audit approach results in procedures designed to respond to an identified risk. The greater the risk of material misstatement associated with the account, class of transactions or balance, the greater the audit emphasis placed on it in terms of audit verification and analysis.

Throughout the execution of our audit approach, we maintained our professional skepticism, recognizing the possibility that a material misstatement due to fraud could exist notwithstanding our past experiences with the entity and our beliefs about management's honesty and integrity.

# Materiality

The purpose of our audit is to provide an opinion as to whether the financial statements are prepared, in all material respects, in accordance with Public Sector Accounting Standards as at December 31, 2023. Therefore, materiality is a critical auditing concept and as such we apply it in all stages of our engagement.

The concept of materiality recognizes that an auditor cannot verify every balance, transaction or judgment made in the financial reporting process. During audit planning, we made a preliminary assessment of materiality for the purpose of developing our audit strategy, including the determination of the extent of our audit procedures. During the completion stage, we consider not only the quantitative assessment of materiality, but also qualitative factors, in assessing the impact on the financial statements, our audit opinion and whether the matters should be brought to your attention.

## Fraud risk factor considerations

We are responsible for planning and performing the audit to obtain reasonable assurance as to whether the financial statements are free of material misstatement caused by error or by fraud. Our responsibility includes:

- The identification and assessment of the risks of material misstatement of the financial statements due to fraud through procedures including discussions amongst the audit team and specific inquiries of management
- Obtaining sufficient appropriate audit evidence to respond to the fraud risks noted
- Responding appropriately to any fraud or suspected fraud identified during the audit

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

We are required to communicate with you on fraud-related matters, including:

- Obtaining an understanding of how you exercise oversight of management's processes for identifying and responding to the risks of fraud in the entity and the internal control that management has established to mitigate these risks
- Inquiring as to whether you have knowledge of any actual, suspected or alleged fraud affecting the entity

The following provides a summary of some of the fraud related procedures that are performed during the audit:

- Testing the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements
- Reviewing accounting estimates for biases
- Evaluating the business rationale (or the lack thereof) for significant transactions that are or appear to be outside the normal course of operations

## Quality management

We have a robust system of quality management that forms a core part of our client service and is designed to ensure the firm is meeting its quality objectives by designing responses to address identified quality risks. We combine numerous specific responses including the application of our internationally developed audit methodology, advanced audit technology, rigorous review procedures, mandatory professional development requirements, and the use of specialists to consistently deliver high quality audit services to our clients. We also monitor the design, implementation and operating effectiveness of each element of our system of quality management to ensure that we are appropriately addressing the quality risks and to identify deficiencies and required remedial actions in the system of quality management. In addition to our internal processes, we are subject to inspection and oversight by standard setting and regulatory bodies. We are proud of our firm's approach to quality management and would be pleased to discuss any aspect with you at your convenience.

## Data analysis software

We apply our audit methodology using advanced software tools. Grant Thornton continues to invest in developing industry-leading advanced audit data analytics tools.

### IDEA

IDEA Data Analysis Software is a powerful analysis tool that allows audit teams to read, display, analyze, manipulate, sample and extract data from almost any electronic source. The tool has the advantages of enabling the audit team to perform data analytics on very large data sets in a very short space of time, while providing the checks, balances and audit trail necessary to ensure that the data is not corrupted and that the work can be easily reviewed. SmartAnalyzer, an add-on to IDEA, further improves the efficiency and effectiveness of the audit by providing automated routines for certain common analytical tasks, such as identifying unusual and potentially fraudulent journal entries.

# **Appendix B – Draft Independent Auditor’s Report**

## Independent auditor's report

To the Board, Members of Council, Inhabitants and Taxpayers of the Corporation of the City of Port Colborne

### Qualified Opinion

We have audited the financial statements of the Port Colborne Public Library ("the Entity"), which comprise the statement of financial position as at December 31, 2023, and the statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Port Colborne Public Library as at December 31, 2023, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Qualified Opinion

The Entity derives revenue from donations and cash sales, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Port Colborne Public Library. Therefore, we were not able to determine whether any adjustments might be necessary to donations and other revenue and annual surplus for the years ended December 31, 2023 and 2022, net financial assets as at December 31, 2023 and 2022, and accumulated surplus as at January 1 and December 31 for both the 2023 and 2022 years. Our audit opinion on the financial statements for the year ended December 31, 2022 was modified accordingly because of the possible effects of this limitation in scope.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

## **Responsibilities of Management and Those Charged with Governance for the Financial Statement**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for public sector organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

## **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Port Colborne, Canada

Chartered Professional Accountants  
Licensed Public Accountants

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# **Appendix C – Draft Management Representation Letter**



## **PORT COLBORNE PUBLIC LIBRARY**

### **Management Representation Letter**

June , 2024

#### **Grant Thornton LLP**

Chartered Professional Accountants  
PO Box 336  
Port Colborne, ON  
L3K 5W1

Dear Sirs:

We are providing this letter in connection with your audit of the financial statements of the Port Colborne Public Library ("Library") as of December 31, 2023 and for the year then ended, for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows of the Port Colborne Public Library in accordance with Canadian public sector accounting standards.

We acknowledge that we have fulfilled our responsibilities for the preparation of the financial statements in accordance with Canadian public sector accounting standards and for the design and implementation of internal controls to prevent and detect fraud and error. We have assessed the risk that the financial statements may be materially misstated as a result of fraud, and have determined such risk to be low. Further, we acknowledge that your examination was planned and conducted in accordance with Canadian generally accepted auditing standards (GAAS) so as to enable you to express an opinion on the financial statements. We understand that while your work includes an examination of the accounting system, internal controls and related data to the extent you considered necessary in the circumstances, it is not designed to identify, nor can it necessarily be expected to disclose, fraud, shortages, errors and other irregularities, should any exist.

Certain representations in this letter are described as being limited to matters that are material. An item is considered material, regardless of its monetary value, if it is probable that its omission from or misstatement in the financial statements would influence the decision of a reasonable person relying on the financial statements.

We confirm, to the best of our knowledge and belief, as of June , 2024, the following representations made to you during your audit.

#### **Financial statements**

- 1 The financial statements referred to above present fairly, in all material respects, the financial position of the Library as at December 31, 2023 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards, as agreed to in the terms of the audit engagement.

### **Completeness of information**

- 2 We have made available to you all financial records and related data and all minutes of the meetings of the Board, as agreed in the terms of the audit engagement. Summaries of actions of recent meetings for which minutes have not yet been prepared have been provided to you. All significant Board actions are included in the summaries.
- 3 We have provided you with unrestricted access to persons within the Library from whom you determined it necessary to obtain audit evidence.
- 4 There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements. The adjusting journal entries which have been proposed by you are approved by us and will be recorded on the books of the Library.
- 5 We are unaware of any known or probable instances of non-compliance with the requirements of regulatory or governmental authorities, including their financial reporting requirements.
- 6 There were no restatements made to correct a material misstatement in the prior period financial statements that affect the comparative information.
- 7 We are unaware of any violations or possible violations of laws or regulations the effects of which should be considered for disclosure in the financial statements or as the basis of recording a contingent loss.
- 8 We have disclosed to you all known deficiencies in the design or operation of internal control over financial reporting of which we are aware.
- 9 We have identified to you all known related parties and related party transactions, including sales, purchases, loans, transfers of assets, liabilities and services, leasing arrangements guarantees, non-monetary transactions and transactions for no consideration.
- 10 You provided a non-attest service by assisting us with drafting the financial statements and related notes. In connection with this non-attest service, we confirm that we have made all management decisions and performed all management functions, have the knowledge to evaluate the accuracy and completeness of the financial statements, and accept responsibility for such financial statements.

### **Fraud and error**

- 11 We have no knowledge of fraud or suspected fraud affecting the Library involving management; employees who have significant roles in internal control; or others, where the fraud could have a non-trivial effect on the financial statements.
- 12 We have no knowledge of any allegations of fraud or suspected fraud affecting the Library's financial statements communicated by employees, former employees, analysts, regulators or others.
- 13 We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.

### **Recognition, measurement and disclosure**

- 14 We believe that the significant assumptions used by us in making accounting estimates, including those used in arriving at the fair values of financial instruments as measured and disclosed in the financial statements, are reasonable and appropriate in the circumstances.
- 15 We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities, both financial and non-financial, reflected in the financial statements.
- 16 All related party transactions have been appropriately measured and disclosed in the financial statements.
- 17 The nature of all material measurement uncertainties has been appropriately disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.
- 18 All outstanding and possible claims, whether or not they have been discussed with legal counsel, have been disclosed to you and are appropriately reflected in the financial statements.
- 19 All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
- 20 With respect to environmental matters:
  - a) at year end, there were no liabilities or contingencies that have not already been disclosed to you;
  - b) liabilities or contingencies have been recognized, measured and disclosed, as appropriate, in the financial statements; and
  - c) commitments have been measured and disclosed, as appropriate, in the financial statements.
- 21 The Library has satisfactory title to (or lease interest in) all assets, and there are no liens or encumbrances on the Library's assets nor has any been pledged as collateral.
- 22 We have disclosed to you, and the Library has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.
- 23 The Harmonized Sales Tax (HST) transactions recorded by the Library are in accordance with the federal and provincial regulations. The HST liability/receivable amounts recorded by the Library are considered complete.
- 24 Employee future benefit costs, assets, and obligations have been determined, accounted for and disclosed in accordance with the requirements of Section 3255 *Post-Employment Benefits, Compensated Absences and Terminations Benefits* of the Canadian Institute of Chartered Accountants (CICA) Public Sector – Accounting.

- 25 Events subsequent to the statement of financial position date up to the date hereof have been recognized or disclosed in the financial statements. Further, there have been no events subsequent to the date of the comparative financial statements that would require adjustment of those financial statements and related notes.

**Other**

- 26 We have considered whether or not events have occurred or conditions exist which may cast significant doubt on the Library's ability to continue as a going concern and have concluded that no such events or conditions are evident.

Yours very truly,

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**Rachel Tkachuk – Library Services Manager/Acting Chief Executive Officer  
(Secretary-Treasurer)  
Port Colborne Public Library**

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**Bryan Boles, CPA, CA, MBA - Director of Corporate Services/Treasurer  
City of Port Colborne**

# Appendix D – PSAS

## Accounting developments

Public Sector Accounting Standards [updated December 31, 2023]	Effective date
<p><b>Section PS 1202 Financial Statement Presentation</b></p> <p>New Section PS 1202 <i>Financial Statement Presentation</i> replaces Section PS 1201 <i>Financial Statement Presentation</i>.</p> <p>The main features of the new Section include:</p> <ul style="list-style-type: none"> <li>• Changes to the statement of financial position to present financial assets, non-financial assets, total assets, financial liabilities, non-financial liabilities total liabilities and net assets/net liabilities</li> <li>• Separate statement of changes in net assets or net liabilities (formerly known as accumulated surplus) by required categories</li> <li>• The addition of a statement of net financial assets or net financial liabilities that presents a revised net financial assets or net financial liabilities (formerly known as "net debt") calculation</li> <li>• The option to present the change in net financial assets or net financial liabilities on the statement of net financial assets or net financial liabilities</li> <li>• Ability to present an amended budget when there is an election or the majority of the governing body of a government organization is newly elected or appointed</li> <li>• The requirement to provide a subtotal prior to financing activities in the statement of cash flow</li> <li>• Guidance on assessing the going concern assumption</li> </ul> <p>As a result of the issuance of the new Section, various Sections and Guidelines of the Handbook have been amended to include references to the Section. The impacted Sections and Guidelines include:</p>	<p>Fiscal years beginning on or after April 1, 2026.</p> <p>Earlier adoption is permitted <u>only if</u> the Conceptual Framework is also adopted at the same time.</p> <p>Prior period amounts would need to be restated to conform to the presentation requirements for comparative financial information in Section PS 1202.</p>
<ul style="list-style-type: none"> <li>• PS 1300 Government Reporting Entity</li> <li>• PS 2120 Accounting Changes</li> <li>• PS 2500 Basic Principles of Consolidation</li> <li>• PS 2510 Additional Areas of Consolidation</li> <li>• PS 2601 Foreign Currency Translation</li> <li>• PS 3041 Portfolio Investments</li> <li>• PS 3060 Interest in Partnerships</li> <li>• PS 3070 Investments in Government Business Enterprises</li> <li>• PS 3100 Restricted Assets and Revenues</li> <li>• PS 3160 Public Private Partnerships</li> <li>• PS 3230 Long-Term Debt</li> <li>• PS 3250 Retirement Benefits</li> <li>• PS 3255 Post-Employment Benefits, Compensated Absences and Termination Benefits</li> </ul>	<ul style="list-style-type: none"> <li>• PS 3260 Liability for Contaminated Sites</li> <li>• PS 3280 Asset Retirement Obligations</li> <li>• PS 3300 Contingent Liabilities</li> <li>• PS 3310 Loan Guarantees</li> <li>• PS 3400 Revenue</li> <li>• PS 3410 Government Transfers</li> <li>• PS 3430 Restructuring Transactions</li> <li>• PS 3450 Financial Instruments</li> <li>• PS 4200 Financial Statement Presentation by Not-for-Profit Organizations</li> <li>• PSG-2 Leased Tangible Capital Assets</li> <li>• PSG-4 Funds and Reserves</li> <li>• PSG-5 Sale-Leaseback Transactions</li> </ul>

Public Sector Accounting Standards [updated December 31, 2023]	Effective date
<p><b>Conceptual Framework for Financial Reporting in the Public Sector</b></p> <p>PSAB's Conceptual Framework for Financial Reporting in the Public Sector replaces Sections PS 1000 <i>Financial Statement Concepts</i> and PS 1100 <i>Financial Statement Objectives</i>.</p> <p>The new Conceptual Framework includes:</p> <ul style="list-style-type: none"> <li>• Characteristics of public sector entities</li> <li>• Objectives of financial reporting</li> <li>• Primary users of financial reporting and their expectations</li> <li>• Role of financial statements</li> <li>• Foundations and objectives of financial statements</li> <li>• Qualitative characteristics of information in financial statements</li> <li>• Qualitative characteristics of information in financial statements and related considerations</li> <li>• Definitions of elements</li> <li>• Criteria of general recognition and derecognition; and,</li> <li>• Concepts of general measurement and presentation</li> </ul> <p>As a result of the issuance of the Conceptual Framework, various Sections and Guidelines of the Handbook have been amended to include references to the new Conceptual Framework, add/clarify key definitions that are consistent with the Conceptual Framework, and/or remove references to qualitative characteristics that are no longer qualitative characteristics in the new Conceptual Framework. These Sections include:</p> <ul style="list-style-type: none"> <li>• Introduction to the Public Sector Accounting Handbook (formerly the Introduction to the Public Sector Accounting Standards)</li> <li>• PS 1150 <i>Generally accepted Accounting Principles</i></li> <li>• PS 1201 <i>Financial Statement Presentation</i></li> <li>• PS 1300 <i>Government Reporting Entity</i></li> <li>• PS 2100 <i>Disclosure of Accounting Policies</i></li> <li>• PS 2120 <i>Accounting Changes</i></li> <li>• PS 2130 <i>Measurement Uncertainty</i></li> <li>• PS 2200 <i>Related Party Transactions</i></li> <li>• PS 3150 <i>Tangible Capital Assets</i></li> <li>• PS 3200 <i>Liabilities</i></li> <li>• PS 3210 <i>Assets</i></li> <li>• PS 3400 <i>Revenue</i></li> <li>• PS 3430 <i>Restructuring Transactions</i></li> <li>• PS 3450 <i>Financial Instruments; and</i></li> <li>• PS 4230 <i>Capital Assets Held by Not-for-Profit Organizations</i></li> </ul> <p>The Conceptual Framework will be applied prospectively.</p>	<p>Fiscal years beginning on or after April 1, 2026. Earlier adoption is permitted.</p>
<p><b>Section PS 3160 Public Private Partnerships</b></p> <p>New Section PS 3160 <i>Public Private Partnerships</i> establishes standards on how to account for public private partnerships between public and private sector entities where infrastructure is procured by a public sector entity using a private sector partner that is obligated to design, build, acquire or better infrastructure; finance the infrastructure past the point where the infrastructure is ready for use and operate and/or maintain the infrastructure. Infrastructure typically includes items such as tangible capital assets (i.e., complex network systems), but may also include items that are intangible in nature. The main features of the new Section are:</p> <ul style="list-style-type: none"> <li>• The infrastructure is recognized as an asset when the public sector entity acquires control of the infrastructure. A liability is also recognized when the public sector entity recognizes an asset</li> <li>• The infrastructure asset and corresponding liability are initially measured at the cost of the infrastructure asset</li> <li>• Subsequent measurement of the infrastructure asset is based on the asset cost amortized in a rational and systematic manner over the useful life of the asset</li> <li>• Subsequent measurement of the financial liability is at amortized cost using the effective interest method. When all or a portion of the liability represents a performance obligation, revenue is recognized, and the liability reduced in accordance with the substance of the public private partnership agreement (as performance is achieved)</li> </ul> <p>Retrospective or prospective application is permitted.</p>	<p>Fiscal years beginning on or after April 1, 2023. Earlier adoption is permitted.</p>

**Section PS 1000 *Financial statement concepts*, Section 1201 *Financial Statement Presentation*, and PSG-8 *Purchased intangibles***

Fiscal years beginning on or after April 1, 2023.

Earlier adoption is permitted.

Section PS 1000 has been amended to remove the prohibition of recognition of purchased intangibles in public sector financial statements. Consequently, Section PS 1201 has also been amended to remove disclosure requirements for unrecognized purchased intangibles since entities can now recognize purchased intangibles in their financial statements. Entities still reporting in accordance with Section PS 1200 *Financial Statement Presentation* can also adopt the amendments and recognize purchased intangible assets. New Public Sector Guideline, *PSG-8 Purchased intangibles*, has been issued to explain the scope of the intangibles that are allowed to be recognized in the financial statements given this amendment to Section PS 1000. However, it is important to note that no further recognition, measurement, disclosure and presentation guidance has been provided.

The main features of PSG-8 include:

- A definition of purchased intangibles (which does not include those received through a government transfer, contribution or inter-entity transaction)
- Examples of items that are not purchased intangibles
- References to other guidance in the Handbook on intangibles
- Reference to the asset definition, general recognition criteria and the GAAP hierarchy for accounting for purchased intangibles

Retrospective or prospective application is permitted.

**Section PS 3400 *Revenues***

Fiscal years beginning on or after April 1, 2023.

Earlier adoption is permitted.

New Section PS 3400 *Revenue* establishes standards on how to account for and report on revenue. It does not apply to revenues for which specific standards already exist, such as government transfers, tax revenue or restricted revenues. The Section distinguishes between revenue that arises from transactions that include performance obligations (i.e., exchange transactions) and transactions that do not have performance obligations (i.e., non-exchange transactions). The main features of the new Section are:

- Performance obligations are defined as enforceable promises to provide specific goods or services to a specific payer
- Revenue from transactions with performance obligations will be recognized when (or as) the performance obligation is satisfied by providing the promised goods or services to the payer
- Revenue from transactions with no performance obligations will be recognized when a public sector entity has the authority to claim or retain the revenue and identifies a past transaction or event that gives rise to an asset

# Appendix E – Auditing developments

Canadian Auditing Standards (CASS) and other Canadian Standards issued by the AASB	Effective date
<p data-bbox="467 701 537 1850"><b>Issuance of CSQM 1 <i>Quality Management for Firms that Perform Audits or Reviews of Financial Statements, or Other Assurance or Related Services Engagements</i>, CSQM 2 <i>Engagement Quality Reviews and revised CAS 220 Quality Management for an Audit of Financial Statements</i></b></p> <p data-bbox="548 701 618 1850">Auditors must effectively manage audit quality, both at the firm level and the engagement level. The IAASB recognised a need to strengthen standards addressing quality control and the AASB implemented similar changes to those made at the international level. In January 2021, the AASB unanimously approved the suite of quality management standards.</p> <p data-bbox="630 701 732 1850">CSQM 1 introduces a new approach to “managing quality”. Quality management is intended to be proactive in nature and to be a continuous process. Implementing the new standard requires firms to analyse and enhance many of their internal processes to achieve effective quality management. This standard replaces the extant standard, CSQC 1 Quality Control for Firms that Perform Audits and Reviews of Financial Statements, and Other Assurance Engagements</p> <p data-bbox="743 701 889 1850">CSQM 2 deals specifically with the topic of engagement quality reviews (EQRs), which are performed by firms to obtain an objective evaluation of the significant judgments made by the engagement team and the conclusions reached. The standards setters recognized the importance of EQRs and noted that many stakeholders (including oversight bodies) were concerned that the requirements of CSQM 1 with respect to EQRs were not sufficiently robust. As a result, CSQM 2 was issued. CSQM 1 deals with the topic of when an EQR should be performed, while CSQM 2 covers the appointment and eligibility considerations related to the person performing the EQR and the performance and documentation requirements. CAS 220 was revised to clarify and strengthen the key elements of quality management at the engagement level by:</p> <ul data-bbox="932 701 1068 1850" style="list-style-type: none"> <li>• emphasizing that the engagement partner is responsible for managing and achieving quality at the engagement level</li> <li>• clarifying the engagement partner’s responsibilities, and acknowledging the engagement partner can assign certain tasks/procedures to members of the engagement team who are appropriately skilled or suitably experienced in managing and achieving quality</li> <li>• modernizing the standard for the evolving environment</li> </ul>	<p data-bbox="467 319 613 653">CSQM 1 is effective for audits or reviews of financial statements or other assurance engagements as of December 15, 2022 and related services engagements as of December 15, 2023.</p> <p data-bbox="625 319 836 653">CSQM 2 is effective for audits or reviews of financial statements with periods beginning on or after December 15, 2022, other assurance engagements beginning on or after December 15, 2022 and related services engagements beginning on or after December 15, 2023.</p> <p data-bbox="847 319 943 653">CAS 220 is effective for audits of financial statements for periods beginning on or after December 15, 2022.</p>



<b>Canadian Auditing Standards (CASs) and other Canadian Standards issued by the AASB</b>		<b>Effective date</b>
<b>Revisions to CAS 600 <i>Special Considerations – Audits of Group Financial Statements (Including the Work of Component Auditors)</i></b>		Periods beginning on or after December 15, 2023.
<p>Many audits today are of group financial statements, also known as group audits, and these types of engagements can be very challenging. In April 2020, the International Auditing and Assurance Standards Board (IAASB) issued an Exposure Draft proposing changes to ISA 600 and related ISAs with the goals of strengthening the auditor's approach to planning and performing group audits and clarifying the interaction of ISA 600 with other ISAs and issued the final standard in 2022. The AASB issued the equivalent Canadian standard, which included the same revisions as the ISA with no Canada-specific amendments. The changes made to the standard were designed to:</p> <ul style="list-style-type: none"> <li>• Clarify the scope and applicability of the standard</li> <li>• Emphasise the importance of exercising professional skepticism throughout the group audit</li> <li>• Clarify and reinforce that all CASs need to be applied in a group audit situation</li> <li>• Focus the group engagement team's attention on identifying and assessing the risks of material misstatement of the group financial statements and emphasise the importance of designing procedures to respond to those risks</li> <li>• Reinforce the need for robust communication between the group engagement team and component auditors</li> <li>• Include new guidance and considerations relating to testing common controls, addressing access restrictions, establishing materiality and documenting group audits.</li> </ul>		
<b>Canadian Auditing Standards (CASs) and other Canadian Standards approved by the AASB but not issued</b>		<b>Effective date</b>
None.		
<b>Canadian Exposure Drafts issued by the AASB</b>		<b>Effective date</b>
<b>Potential revisions to CAS 500 <i>Audit Evidence</i></b>		The comment period for the Exposure Draft ended on March 15, 2023. It is expected that the effective date for the revised standard will be for periods beginning in 2025, but the exact effective date will depend on when the standard is approved.
<p>The current audit evidence standard was issued many years ago. Since then, developments in technology have affected how entities operate and process information and how audits are performed. In December 2020, the IAASB initiated a project to revise the current standard to respond to changes in the business environment. The Exposure Draft proposes several key changes:</p> <ul style="list-style-type: none"> <li>• To respond to changes in the information auditors use, including the nature and source of the information, a set of attributes has been developed to enhance the auditor's principle-based judgments related to audit evidence in a wide variety of circumstances. Enhancements and clarifications have also been made regarding the auditor's role when using information prepared by management's expert</li> <li>• To modernise the standard and support a principles-based approach that recognises the evolution in technology, new application material has been added, including explanations of how automated tools may affect auditor bias and examples that recognise the use of technology by the entity or the auditor</li> <li>• To foster professional skepticism when making judgments about information to be used as audit evidence and sufficient appropriate audit evidence, language has been added to emphasise the importance of maintaining professional skepticism at various stages, such as when attempting to ensure that audit procedures are being designed and performed in an unbiased manner.</li> </ul>		

Canadian Auditing Standards (CASs) and other Canadian Standards issued by the AASB	Effective date
<p><b>Potential revisions to CAS 570 Going Concern</b></p> <p>Auditors are required to obtain sufficient appropriate audit evidence on the appropriateness of management's use of the going concern basis of accounting and conclude on whether a material uncertainty exists in relation to going concern. Financial statement users have raised questions about how much auditors should be able to detect from their audit procedures in this area, and what is communicated to users about the entity's ability to continue as a going concern. This led the IAASB to initiate a project to revise the standard. In April 2023, the IAASB issued its Exposure Draft and the AASB has issued a corresponding Exposure Draft. The Exposure Draft proposes several key changes, which include:</p> <ul style="list-style-type: none"> <li>• Defining material uncertainty related to going concern</li> <li>• Enhancing the risk identification and assessment requirements so they are consistent with those set out in CAS 315 (Revised) <i>Identifying and Assessing the Risks of Material Misstatement</i></li> <li>• Enhancing the auditor's evaluation of management's going concern assessment, including requirements to support the auditor's application of professional skepticism</li> <li>• Adding a requirement for the auditor to request management to extend its going concern assessment of the entity to cover at least 12 months from the date of approval of the financial statements if management has not already done so</li> <li>• Enhancing the auditor's consideration of information related to management's going concern assessment that becomes available to the auditor after the date of the auditor's report but before the date the financial statements are issued</li> <li>• Adding requirements to enhance communications about going concern in the auditor's report.</li> </ul>	<p>The comment period for the Exposure Draft ended on July 31, 2023. It is expected that the effective date for the revised standard will be for periods beginning in 2026, but the exact effective date will depend on when the standard is approved.</p>
Canadian Exposure Drafts issued by the AASB	Effective date
<p><b>Proposed Canadian Standard on Sustainability Assurance (CSSA) 5000, General Requirements for Sustainability Assurance Engagements</b></p> <p>In September 2022, the IAASB approved a project proposal to develop a new overarching standard for sustainability assurance engagements. In January 2023, the AASB approved a project proposal to concurrently adopt this international standard with any potential additional Canadian amendments, as a first of its kind Canadian Standard on Sustainability Assurance (CSSA).</p> <p>CSSA 5000 will not be a financial statement audit standard, but rather will serve as a comprehensive, standalone standard suitable for sustainability assurance engagements. It will apply to sustainability information reported across any appropriate sustainability topic, prepared according to any suitable framework, including the recently released IFRS Sustainability Disclosure Standards S1 and S2. The proposed standard is profession agnostic, supporting its use by both professional accountant and non-accountant assurance practitioners who meet the relevant ethical and quality management requirements, and will apply to both limited and reasonable assurance engagements.</p>	<p>The comment period for the Exposure Draft ended on November 6, 2023. It is expected that the effective date will be for periods beginning in 2026, but the exact effective date will depend on when the standard is approved.</p>

Financial Report

Port Colborne Public Library

December 31, 2023

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# Contents

	Page
Independent Auditor's Report	1-3
Statement of Financial Position	4
Statement of Operations	5
Statement of Changes in Net Financial Assets	6
Statement of Cash Flows	7
Notes to the Financial Statements	8-16
Schedule of Tangible Capital Assets	17-18

# Port Colborne Public Library

## Statement of Financial Position

As at December 31, 2023

	<u>2023</u>	<u>2022</u>
<b>Financial assets</b>		
Cash	\$ 200	\$ 200
Receivables	11,496	10,432
Due from City of Port Colborne	<u>563,506</u>	<u>346,187</u>
	<u>575,202</u>	<u>356,819</u>
<b>Liabilities</b>		
Payables and accruals	68,168	55,157
Employee benefit obligations (Note 4)	135,300	150,100
	<u>203,468</u>	<u>205,257</u>
<b>Net financial assets</b>	<u>371,734</u>	<u>151,562</u>
<b>Non-financial assets</b>		
Tangible capital assets (Pages 18 and 19)	<u>641,315</u>	<u>646,216</u>
<b>Accumulated surplus</b> (Note 5)	<u>\$ 1,013,049</u>	<u>\$ 797,778</u>

Approved by

See accompanying notes to the financial statements

# Port Colborne Public Library

## Statement of Operations

For the Year Ended December 31, 2023

	Budget <u>2023</u> (Note 14)	Actual <u>2023</u>	Actual <u>2022</u>
<b>Revenues</b>			
Municipal contribution	\$ 1,075,860	\$ 1,075,860	\$ 917,000
Municipal contribution - Trillium	-	-	79,366
Government transfers (Note 9)	38,300	40,680	38,620
Other (Note 10)	7,800	34,533	11,206
	<u>1,121,960</u>	<u>1,151,073</u>	<u>1,046,192</u>
<b>Expenses</b>			
Salaries, wages and benefits (Notes 11 and 12)	715,203	637,417	641,037
Amortization	93,507	93,507	87,053
Repairs and maintenance	74,057	76,361	75,238
Administration	75,740	75,337	58,006
Utilities	16,660	16,895	11,119
Electronic resources, periodicals and newspapers	33,900	31,796	14,090
Programming	3,000	4,489	3,694
Interest on capital lease	-	-	23
	<u>1,012,067</u>	<u>935,802</u>	<u>890,260</u>
<b>Annual surplus</b>	109,893	215,271	155,932
<b>Accumulated surplus (Note 5)</b>			
Beginning of year	<u>797,778</u>	<u>797,778</u>	<u>641,846</u>
End of year	<u>\$ 907,671</u>	<u>\$ 1,013,049</u>	<u>\$ 797,778</u>

See accompanying notes to the financial statements.

## Port Colborne Public Library

### Statement of Changes in Net Financial Assets

For the Year Ended December 31, 2023

	Budget <u>2023</u> (Note 14)	Actual <u>2023</u>	Actual <u>2022</u>
Annual surplus	\$ 109,893	\$ <b>215,271</b>	\$ 155,932
Amortization of tangible capital assets	93,507	<b>93,507</b>	87,053
Acquisition of tangible capital assets	(242,900)	<b>(88,842)</b>	(176,880)
Proceeds on sale of tangible capital assets	-	<b>100</b>	-
Loss on disposal of tangible capital assets	-	<b>136</b>	-
<b>Increase (decrease) in net financial assets</b>	<b>(39,500)</b>	<b>220,172</b>	66,105
<b>Net financial assets</b>			
Beginning of year	<u>151,562</u>	<u><b>151,562</b></u>	<u>85,457</u>
End of year	<u>\$ 112,062</u>	<u><b>\$ 371,734</b></u>	<u>\$ 151,562</u>

See accompanying notes to the financial statements.

# Port Colborne Public Library

## Statement of Cash Flows

For the Year Ended December 31, 2023

	<u>2023</u>	<u>2022</u>
<b>Increase (decrease) in cash and cash equivalents</b>		
<b>Operating activities</b>		
Annual surplus	\$ 215,271	\$ 155,932
Non-cash items:		
Amortization of tangible capital assets	93,507	87,053
Loss on disposal of tangible capital assets	136	-
Changes in:		
Receivables	(1,064)	5,851
Due from City of Port Colborne	(217,319)	117,348
Payables and accruals	13,011	(176,665)
Employee benefit obligations	(14,800)	(10,400)
	<u>88,742</u>	<u>179,119</u>
<b>Capital activities</b>		
Proceeds from disposal of tangible capital assets	100	-
Acquisition of tangible capital assets	(88,842)	(176,880)
	<u>(88,742)</u>	<u>(176,880)</u>
<b>Financing activities</b>		
Repayment of capital lease obligation	-	(2,254)
<b>Net decrease in cash</b>	-	(15)
<b>Cash</b>		
Beginning of year	<u>200</u>	<u>215</u>
End of year	<u>\$ 200</u>	<u>\$ 200</u>

See accompanying notes to the financial statements.



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# Port Colborne Public Library

## Notes to the Financial Statements

For the Year Ended December 31, 2023

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### 1. Purpose of the Library

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

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### 2. Significant accounting policies

#### Management responsibility

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

The significant accounting policies used are as follows:

#### (a) Reporting entity

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

#### (b) Basis of accounting

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

#### (c) Cash and cash equivalents

Cash and temporary investments include cash on hand, balances with banks and guaranteed investment certificates that mature within three months.

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## Port Colborne Public Library

### Notes to the Financial Statements

For the Year Ended December 31, 2023

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#### 2. Significant accounting policies (continued)

##### (d) Tangible capital assets

Tangible capital assets are recorded at cost. Cost includes all directly attributable expenses in the acquisition, construction, development and/or betterment of the asset required to install the asset at the location and in the condition necessary for its intended use. Contributed tangible capital assets are capitalized at their estimated fair value upon acquisition. The Library does not capitalize interest as part of the costs of its capital assets.

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

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

Amortization is based on the following classifications and useful lives:

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

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

##### (e) Deferred revenue

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

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## Port Colborne Public Library

### Notes to the Financial Statements

For the Year Ended December 31, 2023

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#### 2. Significant accounting policies (continued)

##### (f) Employee future benefits

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

##### (g) Revenue recognition

###### i) User charges

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

###### ii) Government transfers

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

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

###### iii) Other

Other revenue is recorded when it is earned and collection is reasonably assured.

##### (h) Reserves for future expenses

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

##### (i) Financial instruments

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

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## **Port Colborne Public Library**

### **Notes to the Financial Statements**

For the Year Ended December 31, 2023

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#### **2. Significant accounting policies (continued)**

##### **(j) Use of estimates**

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

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#### **3. Adoption of new guidance**

Effective January 1, 2023, the Library adopted new public sector accounting standards sections PS 3450 Financial Instruments, PS 3041 Portfolio Investments, PS 2601 Foreign Currency Translation and Section 1201 Financial Statement Presentation along with the related amendments. PS 3450 Financial Instruments requires the fair value measurement of derivatives and portfolio investments in equities quoted in an active market. All other financial assets and liabilities are measured at cost or amortized cost (using the effective interest method), or, by policy choice, at fair value when the entity defines and implements a risk management or investment strategy to manage and evaluate the performance of a group of financial assets, financial liabilities or both on a fair value basis.

The measurement requirements were applied prospectively. The recognition, derecognition, and measurement policies followed in the comparative period were not reversed and the comparative figures have not been restated. The Library elected to account for embedded derivatives required to be reported in accordance with the Section on a prospective basis.

There were no adjustments required and there are no remeasurement gains or losses or embedded derivatives requiring the presentation of a Statement of Remeasurement Gains or Losses.

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## Port Colborne Public Library

### Notes to the Financial Statements

For the Year Ended December 31, 2023

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#### 4. Employee benefit obligations

	<u>2023</u>	<u>2022</u>
Post-employment benefits	<u>\$ 135,300</u>	<u>\$ 150,100</u>

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

The accrued benefit obligation at December 31, 2023 of \$ 135,300 (2022 - \$ 150,100) was determined by actuarial valuation using a discount rate of 4.60% (2022 - 4.60%). The Library's obligation will be funded out of current revenue. During the year, benefit payments of \$ 21,300 (2022 - \$ 20,200) were paid to retirees.

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

The most recent actuarial valuation was prepared at December 31, 2023. The main actuarial assumptions employed for the valuation are as follows:

Interest (discount) rate - the obligations as at December 31, 2023 of the present value of future liabilities were determined using a discount rate of 4.60%.

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

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

Drug costs - drug costs were assumed to be 8.18% for 2023 grading down 0.18% per year until 2043 when the rate will be 4.50% and continue thereafter.

# Port Colborne Public Library

## Notes to the Financial Statements

For the Year Ended December 31, 2023

<b>4. Employee benefit obligations</b> (continued)	<b><u>2023</u></b>	<b><u>2022</u></b>
Accrued benefit obligation		
Beginning of year	\$ 150,100	\$ 160,500
Current service cost	7,600	10,500
Interest cost	6,000	4,600
Benefits paid	(21,300)	(20,200)
Amortization of actuarial gain	<u>(7,100)</u>	<u>(5,300)</u>
	<b>\$ 135,300</b>	<b>\$ 150,100</b>
Funded status		
Deficit	\$ 126,200	\$ 133,900
Unamortized actuarial gain	<u>9,100</u>	<u>16,200</u>
	<b>\$ 135,300</b>	<b>\$ 150,100</b>
The net benefit expense for the employee benefit plan is as follows:		
Current service cost	\$ 7,600	\$ 10,500
Interest cost	6,000	4,600
Amortization of actuarial gain	<u>(7,100)</u>	<u>(5,300)</u>
	<b>\$ 6,500</b>	<b>\$ 9,800</b>
<b>5. Accumulated surplus</b>	<b><u>2023</u></b>	<b><u>2022</u></b>
Operating surplus	\$ -	\$ -
Investment in tangible capital assets	641,315	646,216
Reserves and reserve funds (Note 6)	507,034	301,661
Unfunded liabilities (Note 7)	<u>(135,300)</u>	<u>(150,100)</u>
	<b>\$ 1,013,049</b>	<b>\$ 797,777</b>

# Port Colborne Public Library

## Notes to the Financial Statements

For the Year Ended December 31, 2023

<b>6. Reserves and reserve funds</b>	<b><u>2023</u></b>	<b><u>2022</u></b>
Reserves set aside by the Library for specific purposes:		
Future liabilities	\$ 105,183	\$ 70,384
Capital	70,864	106,519
Bequests	4,188	4,188
Stabilization	<u>118,307</u>	<u>58,399</u>
	<b>298,542</b>	239,490
Allocated capital and related projects	<u>208,492</u>	62,171
Total reserves and reserve funds	<b><u>\$ 507,034</u></b>	<b><u>\$ 301,661</u></b>

<b>7. Unfunded liabilities</b>	<b><u>2023</u></b>	<b><u>2022</u></b>
Employee benefit obligation	<b><u>\$ 135,300</u></b>	<b><u>\$ 150,100</u></b>

### **8. Development charges**

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

	<b><u>2023</u></b>	<b><u>2022</u></b>
Balance, beginning of year	\$ 3,816	\$ 2,721
Add: contributions during the year	1,467	974
Add: interest income	<u>249</u>	<u>121</u>
Balance, end of year	<b><u>\$ 5,532</u></b>	<b><u>\$ 3,816</u></b>

# Port Colborne Public Library

## Notes to the Financial Statements

For the Year Ended December 31, 2023

<b>9. Government transfers</b>	<b>Budget 2023</b>	<b>Actual 2023</b>	<b>Actual 2022</b>
<b>Operating</b>			
Province of Ontario			
Unconditional	\$ 38,300	\$ 38,328	\$ 38,328
SOLS - Capacity Building grant	-	2,352	292
	<u>\$ 38,300</u>	<u>\$ 40,680</u>	<u>\$ 38,620</u>
<b>10. Other revenues</b>	<b>Budget 2023</b>	<b>Actual 2023</b>	<b>Actual 2022</b>
<b>Operating</b>			
Donations	\$ 4,600	\$ 17,574	\$ 5,753
Fines and fees	500	1,445	965
Interest - reserves	-	4,688	-
Miscellaneous	-	230	191
Photocopier	500	923	273
Printing	1,300	2,432	2,156
Programming	600	2,999	608
Room rentals	150	730	140
Sale of books	-	3,591	1,021
Sign rentals	150	57	99
	<u>7,800</u>	<u>34,669</u>	<u>11,206</u>
<b>Capital</b>			
Loss on disposal of tangible capital assets	-	(136)	-
	<u>\$ 7,800</u>	<u>\$ 34,533</u>	<u>\$ 11,206</u>
<b>11. Salaries, wages and benefits</b>	<b>Budget 2023</b>	<b>Actual 2023</b>	<b>Actual 2022</b>
Salaries and wages	\$ 522,903	\$ 487,989	\$ 485,974
Benefits	192,300	149,428	155,063
	<u>\$ 715,203</u>	<u>\$ 637,417</u>	<u>\$ 641,037</u>



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## Port Colborne Public Library

### Notes to the Financial Statements

For the Year Ended December 31, 2023

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#### 12. Pension agreements

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

Since OMERS is a multi-employer pension plan, the Library does not recognize any share of the pension plan deficit of \$ 7.6 billion (2022 - \$ 6.1 billion deficit) based on the fair market value of the plan's assets, as this is a joint responsibility of all Ontario municipal entities and their employees. Contributions were made in the 2023 calendar year at rates ranging from 9.0% to 15.8% depending on the member's designated retirement age and level of earnings. Employer contributions for current and past service are included as an expense in the Statement of Operations. Employer contributions to OMERS for 2023 current and past service was \$ 47,816 (2022 - \$ 41,964) and were matched by employee contributions in a similar amount.

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#### 13. Budget

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

Budgeted annual surplus	\$ -
Add:	
Acquisition of tangible capital assets	242,900
Less:	
Transfers to/from reserves, net	(39,500)
Amortization of tangible capital assets	<u>(93,507)</u>
Budgeted surplus per Statement of Operations	<u>\$ 109,893</u>

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## Port Colborne Public Library

### Notes to the Financial Statements

For the Year Ended December 31, 2023

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#### 14. Financial instruments

The Library is exposed to various risks through its financial instruments. The following analysis provides a measure of the Library's risk exposures as at December 31, 2023:

##### Credit risk

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

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

2023						
	Current	31-60 Days	61-90 Days	91-120 Days	Over 120 Days	Total
Government receivables	\$ 574,974	\$ -	\$ -	\$ -	\$ -	\$ 574,974
Other receivables	-	-	-	-	-	-
Total	574,974	-	-	-	-	574,974

2022						
	Current	31-60 Days	61-90 Days	91-120 Days	Over 120 Days	Total
Government receivables	\$ 356,601	\$ -	\$ -	\$ -	\$ -	\$ 356,601
Other receivables	-	-	-	-	-	-
Total	356,601	-	-	-	-	356,601

##### Liquidity risk

Liquidity risk is the risk that the Library will not be able to meet all cash outflow obligations as they come due. The Library mitigates this risk by monitoring cash activities and expected outflows through extensive budgeting and maintaining cash and cash equivalents if unexpected cash outflows arise. The following undiscounted cash-flows are required to settle the Library's financial liabilities within one year \$ 68,168 (2022 - \$ 55,157).

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

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#### 15. Comparative figures

Certain of the comparative figures have been reclassified to conform with the consolidated financial statement presentation adopted for the current year.

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# **Port Colborne Public Library** **Schedule of Tangible Capital Assets**

For the Year Ended December 31, 2023

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

# **Port Colborne Public Library** **Schedule of Tangible Capital Assets**

For the Year Ended December 31, 2022

	Computers and Office Equipment	Furniture and Fixtures	Library Collection	Building Improvements	Construction in Process	2022
<b>Cost</b>						
Beginning of year	\$ 117,119	\$ 169,917	\$ 271,336	\$ 464,677	\$ -	\$ 1,023,049
Additions	10,190	19,053	46,472	94,571	6,594	176,880
Disposals	(4,856)	-	(38,876)	-	-	(43,732)
End of year	122,453	188,970	278,932	559,248	6,594	1,156,197
<b>Accumulated amortization</b>						
Beginning of year	101,602	48,342	137,094	179,622	-	466,660
Amortization	8,472	13,298	39,305	25,978	-	87,053
Amortization on disposals	(4,856)	-	(38,876)	-	-	(43,732)
End of year	105,218	61,640	137,523	205,600	-	509,981
<b>Net book value</b>	\$ 17,235	\$ 127,330	\$ 141,409	\$ 353,648	\$ 6,594	\$ 646,216

## Financial Oversight

Policy Number: **GOV-06**

Initial Policy Approval Date: **Jan. 2013**

Last Review/Revision Date: **Apr. 2019, Feb. 2022, Feb. 2024, June 2024**

Year of Next Review: **2028**

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The Board is accountable to the community for the Library's financial affairs. The Board must ensure adequate controls are in place to manage finances and ensure that the Library has adequate resources to deliver service and fulfill its mission. This policy sets out the Board's financial practices.

The Treasurer of the Board shall be the Chief Executive Officer.

### Section 1: Accountability

#### 1. Financial year

The financial year of the Port Colborne Public Library will terminate on the 31<sup>st</sup> day of December in each year.

#### 2. Bank accounts

In accordance with the Public Libraries Act (the Act), R.S.O. 1990, c. P44 s. 15(4b), the Treasurer will open an account or accounts in the name of the Board in a chartered bank, trust company or credit union approved by the Board.

#### 3. Signing officers

Signing authority for the bank account in the name of the Port Colborne Public Library will be granted to the Chair and Vice Chair of the Board, and to the **Treasurer** of the Board. All cheques or other orders for the payment of money in the name of the Port Colborne Public Library will be signed by two officers, one of whom must be the Chair or Vice Chair and the second must be the **Treasurer**.

#### 4. Electronic transfers

The Library will authorize the Province of Ontario to make all payments by direct deposit into the Library's bank account. Public Library Operating Grants, Pay Equity Grants and any other funds from government sources will be deposited directly into the Library Board bank account via Electronic Funds Transfer.

## 5. Transfer of Funds to a Municipality

At any time, by a motion of the Board, the Treasurer may transfer funds from the Library bank account to a municipality bank account to pay public library board bills.

The Board will authorize the bank to transfer non-budgeted funds from the Library Board bank account to the City of Port Colborne account or at any time there is a credit balance in the Library Board account. This authorization will take the form of a letter signed by all **three** signatories.

Transfers approved by the Board in the annual budget are considered authorized by the Board.

## 6. Budget

- a) In accordance with the Act, s. 24(1), the Board will submit to council, annually on or before the date and in the form specified by council, estimates of all sums required during the year.
- b) The Board prepares, for council approval, annual estimates of a long-term capital budget which supports the library's approved long-term goals.
- c) The Board will provide sufficient information to support the estimates.

## Section 2: Financial Responsibilities of Chief Executive Officer (CEO)

1. The Chief Executive Officer (CEO) will submit a copy of the financial statement to the provincial Ministry responsible for libraries as part of the requirements to complete the Public Library Operating Grant application.
2. The CEO is authorized to operate the library within the approved budget.

## Section 3: Financial Monitoring

1. The Board monitors the finances to ensure that the ongoing financial position of the library is consistent with the priorities approved by the Board. The Board shall monitor the monthly financial report as prepared by the Treasurer at each meeting. The Board may enter into a service agreement with the municipality for the municipal staff to handle financial services such as for any or all of accounts payable, accounts receivable, payroll, bookkeeping or other accounting services.

Where the municipality handles financial services, financial authority rests with the Library Board. Service relationships with the municipality shall be documented in a Memorandum of Understanding (MOU).

2. In accordance with the Act, s. 24(7), the accounts of the Board will be audited by a person appointed under section 296 of the Municipal Act, S.O. 2001, c. 25 and submitted to the Council annually on or before the date specified by the Council.
3. An audit may also be undertaken, upon the death, resignation, dismissal or other termination of the Treasurer of the Board, and at such other times as the Board shall direct.

**Related Documents:**

- BL-02: Composition of the Board and Officer's Terms of Reference
- Municipal Act, S.O. 2001, c. 25
- Public Libraries Act, R.S.O. 1990, c. P44

## 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**

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

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

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

This policy outlines:

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

### Section 1: Definitions

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

### Section 2: Reserves

1. The Library shall hold the following reserves:

- Capital Reserve



- Stabilization Reserve
- Bequests Reserve
- Future Liabilities

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

### **1. Capital Reserve**

#### **a. Purpose**

The purpose of the Capital Reserve is for 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.



<b>Administrative Policy No:</b>	FIN - 03
<b>Policy:</b>	TANGIBLE CAPITAL ASSET POLICY
<b>Effective:</b>	September 28, 2020 (NEW)
<b>Revised:</b>	
<b>Current Legislation:</b>	
<b>Applicable to:</b>	Capital Asset Transactions
<b>Policy Owner:</b>	Director of Corporate Services / Treasurer

## Policy Statement

The Corporation of the City of Port Colborne (the "City") purchases tangible capital assets to support the operations of the City. This policy is intended to be complimentary to the City's Capital Asset Management Policy that is subject to Ontario Regulation 588/17.

The purpose of this Capital Asset Policy is to ensure the stewardship of the City's tangible capital assets and the corresponding accounting practices.

All tangible capital assets purchased by the City regardless of funding source or account are the property of the City unless expressed in writing otherwise. Tangible capital assets purchased must be for the benefit of the City.

### **1) Delegated Authority**

Financial Services is responsible for the financial accounting of tangible capital assets. Tangible capital assets are to be accounted for in accordance with Canadian public sector accounting standards and this policy.

Departments purchasing tangible capital asset purchases must do so in accordance with the City's Purchasing Policy subject to budgetary approval.

Departments carry responsibility for certain record keeping responsibilities as outlined in this policy.

### **2) Record Keeping**

The responsibility for maintaining capital asset records resides with the following departments:

<b>Tangible capital asset</b>	<b>Department</b>
Buildings	Public Works: Facilities
Furniture and fixtures	Public Works: Facilities

Information Technology	Corporate Services: Information Technology
Infrastructure [Linear (roads, water, wastewater, storm sewer) and Bridges and Culverts assets]	Public Works: Engineering
Land	Planning and Development: Planning
Land improvements	Public Works and Community Services
Machinery and equipment	Unit purchasing and maintaining the tangible capital asset
Vehicles	Public Works: Fleet
Works of Art	Museum and other departments as required
Library Assets	Library

The level of detail required to be maintained in a capital asset inventory is a balance between the cost of data collection, tracking and analysis and the beneficial use of the information gathered. At a minimum, the identified department with responsibility for maintaining the capital asset records are expected to maintain the following information:

- A capital asset continuity schedule identifying tangible capital assets in use at the beginning of the fiscal year, tangible capital assets purchased and disposed of during the year, and tangible capital assets in use at the end of the fiscal year
- The date of each capital asset purchase
- Projected date of replacement and forecasted replacement cost, if applicable
- The individual with carriage of the capital asset
- The location of the capital asset
- The date of disposal, proceeds on disposal and how the asset was disposed (e.g. redeployed, donated, sold, scrapped)

These records are to be filed with Financial Services tri-annually no later than the second Friday of January, May and September of each year.

### **3) Accounting at Acquisition**

Tangible capital assets are recorded at cost. Cost includes all the directly attributable expenses other than interest costs and labour of City employees in the acquisition, construction, development and/or betterment of the asset required to install the asset at the location and in the condition necessary for its intended use. Contributed tangible capital assets are capitalized at their estimated fair market value at the date of contribution. Construction costs are capitalized at cost as work progresses.

### **4) Accounting for Capital Leases**

A lease can result in a tangible capital asset when the contractual terms result in the transfer of substantially all the benefits and risks inherent in ownership of the property to the City. A corresponding liability will be setup to offset the tangible capital asset. The value will equal the present value of the minimum lease payments, excluding the portion

related to executory costs (costs relating to the operation of the leased tangible capital asset – e.g. insurance, maintenance costs and taxes).

### **5) Accounting for Pooled Tangible Capital Assets**

Pooling is the combination of similar tangible capital assets within an asset classification. For the purpose of maintaining a general ledger amortization schedule, tangible capital assets other than building, infrastructure, land improvements, specifically identified machinery and equipment by a department and vehicles are pooled by classification type and by year for the purpose of creating a capital asset. Pooled assets are amortized and later removed from the general ledger amortization schedule once fully amortize unless notification of disposal is received prior to the pooled assets being fully amortized.

### **6) Accounting for Componentization**

Building and infrastructure assets (roads, water, wastewater and storm sewer) are recorded on a componentized basis.

<b>Category</b>	<b>Component</b>
Building	Structure, Enclosure, Electrical, Mechanical, Fire Safety, Elevator, Finishes, Sitework and Other
Roads	Base (Paved), Surface (Paved), Gravel Roads, Sidewalks, Curb and Gutter, Guiderails, Street Lights, Traffic Signals, Road Signs
Water Distribution System	Mains, Hydrants, Water Chambers, Service Lines, Stations, Bulk Water Depot, Water Meters
Wastewater Network	Gravity Mains, Manholes, Pumping Station, Sewer Laterals
Storm Sewer Network	Mains, Chambers, Manhole, Inlets, Outlets, Storm Retention Ponds

### **7) Amortization**

Amortization is a cost allocation method to recognize the purchase cost of tangible capital assets over the period of time that the tangible capital asset will be used. It is not intended to represent fair or market value of a capital asset.

Tangible capital assets purchased or constructed are amortized based on the date the

asset is placed in service or the constructed asset being substantially completed. Tangible capital assets are amortized on a straight-line basis (1/2 year recorded in year of purchase, construction or disposal) as identified in Schedule A.

## **8) Additional considerations**

### ***Subdivisions***

Assets that meet the definition of Primary Services and Secondary Services of the Subdivision Agreement are effectively controlled by the City once the Plan of Subdivision is registered. These assets will be recorded by the City at the cost provided by the Developer's Consulting Engineer in the Completion Certificate(s).

### ***Municipal Drains***

Municipal drains will not be considered a land improvement and therefore will not be considered a tangible capital asset.

### ***Works of Art***

Works of Art for display in or on municipal buildings and property are not included as tangible capital assets. Works of art are held for exhibition, education and historical interest. They are deemed worth of preservation because of the social rather than financial benefits they provide to the community.

## **9) Disposals of Tangible Capital Assets**

Those assigned with carriage of a tangible capital asset are responsible for communicating a request for disposition with the department responsible for the recording keeping once it has been determined that:

- There are no other potential users within the department with carriage of the tangible capital asset;
- Consultation has occurred with other departments that may also use the tangible capital asset and may want the tangible capital asset.

In the event a tangible capital asset cannot be redeployed the department responsible for record keeping will facilitate either a donation, sale or other form of disposal. The decision and process used for sale (e.g. trade-in, public auction, negotiation, etc.) must be made to maximize the benefit to the City.

The disposition of land, building and/or infrastructure requires Council approval. In the event such a disposition is to occur, Financial Services is to be notified.

Proceeds less any costs associated with the sale of a capital asset other than Fleet



trade-ins will be credited to a global capital asset account to support future tangible capital budgets unless restricted by an external funding agency. Fleet trade-ins will be used to offset other fleet purchases.

A decision to donate or sell a capital asset to an employee (except if the tangible capital asset is purchased through a public auction or other means) requires the approval of the Director of Corporate Services / Treasurer.

If a tangible capital asset is purchased by an employee other than through a public auction or other public means and the proceeds are less than the fair market value, a taxable benefit will be assessed to the employee. In this situation Human Resources will be notified to complete the necessary tax filings.

## **10) Definitions**

**Tangible Capital Asset:** a tangible item and/or betterment to a tangible item used on a continuing basis with a useful life greater than one year. A tangible capital asset has an individual or pooled value greater than \$5,000 unless otherwise identified.

**Betterment:** subsequent expenditure on tangible capital assets that increase output or service capacity, lower associated operating costs, extend the useful life or improve the quality of the output.

**Carriage of tangible capital asset:** the person who purchased the tangible capital asset and/or is using the tangible capital asset. If no one person can be identified, responsibility is with the department Director unless otherwise delegated.

**Includes:** used herein means "includes without limitation".

**Land:** real property, real estate, or immovable property and any interest therein and includes any subset of land that has been legally defined and the improvements to it made by human efforts including but not limited to buildings, machinery, and roads.

## **Schedule A**

The amortization period by category and component are as follows:

<b>ASSET TYPE</b>	<b>ESTIMATED USEFUL LIFE</b>
<b>Bridges and Culverts</b>	
Bridges	50 years
Culvert (Diameter no less than 3 meters)	50 years
<b>Buildings</b>	
Structure	50 years
Enclosure (Envelope)	20 - 30 years
Electrical	20 - 30 years
Mechanical	10 - 25 years
Fire Safety	15 years
Elevators	25 years
Finishes	10 - 30 years
Sitework	20 years
Other	10 - 50 years
<b>Information Technology</b>	
Computer Hardware	3 years
Computer Software (Do not include annual service and license fee)	3 - 10 years
Office Equipment	3 - 10 years
<b>Land Improvements</b>	
Fences	35 years
Marina	15 - 100 years
Parking Lots	
- Surface	20 - 30 years
- Substructure/Base	50 years
Park Infrastructure (Playground, Splash Pad, Sports Field, Pedestrian Infrastructure)	10 - 25 years
Pedestrian Bridges	50 years
Trails and Pathways	
- Surface	20 - 30 years
- Substructure/Base	50 years
<b>Library</b>	
Leasehold Improvements (Refer to Building Components)	10 - 50 years
Library Books and Video Collection (Pooled)	7 years
<b>Machinery and Equipment</b>	
Fire Equipment	5 - 15 years

Machinery and Equipment	10 - 30 years
Small Equipment (pooled)	5 - 10 years
<b>Road Network</b>	
Curb and Gutter	30 years
Gravel Roads	10 years
Guiderails	30 years
Paved Roads - Base	50 years
Paved Roads - Surface	10 - 20 years
Sidewalks	30 years
Signs (pooled)	10 years
Street Lights	20 - 30 years
Traffic Signals	20 years
<b>Storm Sewer Network</b>	
Storm Mains	50 - 75 years
Storm Culvert	30 years
Manhole	50 years
Storm Chambers and Retention Pond	75 - 100 years
<b>Water Distribution Network</b>	
Distribution Pipe	50 - 75 years
Service Lateral	50 - 75 years
Chambers	50 - 75 years
Hydrants, Water Stations, Bulk Water Depot	30 years
Manhole	50 years
Water Meters	20 years
<b>Wastewater Network</b>	
Gravity Mains	50 - 75 years
Sewer Lateral	50 - 75 years
Manhole	50 years
<b>Vehicles</b>	
Cars and Trucks	10 - 15 years
Fire Trucks	20 years
<b>Land</b>	<b>N/A</b>
<b>Work In Progress</b>	<b>N/A</b>

## King Street Sign

Policy Number: **OP-19**

Initial Policy Approval Date: **May 2008**

Last Review/Revision Date: **Sept. 2021, July 2023**

Year of Next Review: **2027**

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1. The Port Colborne Public Library generates revenue through the rental of its illuminated King Street sign.
  2. The rental rate shall be reviewed as necessary, with changes effective immediately.
  3. The rental rate shall be two-tiered for profit and for not-for-profit users to promote community and City events (See Appendix A).
  4. The sign will not be used for solely commercial use.
  5. Rental dates will be reserved on a first-come, first-served basis, except in the case of standing reservations for Library and City events. Reservations may be made up to one year in advance.
  6. Priority will be given to Port Colborne agencies and groups serving the residents of Port Colborne.
  7. Messages will be changed each Monday evening.
  8. Messages posted on the sign do not necessarily reflect the views and opinions of the Port Colborne Public Library Board. Nor does the presence of a message on the sign imply the Board's approval or endorsement of its content.
  9. The Library will not post any message that, in the opinion of the CEO or designate, may reasonably be construed as offensive. The CEO or designate reserve the right to approve or deny any message thereto.

## Appendix A: Sign Rental Fees

\$40.00 + HST per side per week	Profit	Small businesses or groups <b>promoting events in Port Colborne or at the Library</b>
\$25.00 + HST per side per week	Not-for-Profit	Community groups and organizations
No charge		City of Port Colborne Departments



**City of Port Colborne**  
**Library**  
**For the Five Months Ending May 31, 2024**

	YTD May ACTUAL	2024 BUDGET	VARIANCE	VAR %
<b>Revenue</b>				
Donations	\$2,240.32	\$4,800.00	(\$2,559.68)	(53.33%)
Rentals	470.00	650.00	-180.00	(27.69%)
Other Revenue	-9.96		-9.96	0.00%
Fees	2,540.10	3,500.00	-959.90	(27.43%)
Grants - Other	1,113.00		1,113.00	0.00%
Grant - Provincial	9,600.00	38,300.00	-28,700.00	(74.93%)
Sales	1,127.90		1,127.90	0.00%
<b>Total Revenue</b>	<b>17,081.36</b>	<b>47,250.00</b>	<b>-30,168.64</b>	<b>(63.85%)</b>
<b>Expense</b>				
<b>Personnel Expense</b>				
Salaries and Wages - Full Time	158,228.09	451,200.00	-292,971.91	(64.93%)
Salaries and Wages - Part Time	27,725.14	69,900.00	-42,174.86	(60.34%)
Overtime Pay	5,205.22		5,205.22	0.00%
Employee Benefits	62,195.61	187,900.00	-125,704.39	(66.90%)
<b>Subtotal Personnel Expense</b>	<b>253,354.06</b>	<b>709,000.00</b>	<b>-455,645.94</b>	<b>(64.27%)</b>
<b>Operating Expense</b>				
Association/Membership Fees	1,050.00	1,500.00	-450.00	(30.00%)
Library Collection	9,182.72	44,800.00	-35,617.28	(79.50%)
Library Digital Resources	10,963.27	30,000.00	-19,036.73	(63.46%)
Comm and Public Relations		500.00	-500.00	(100.00%)
Computer Software		1,000.00	-1,000.00	(100.00%)
Contract Services	315.46	4,000.00	-3,684.54	(92.11%)
Equipment - Purchase	1,057.25	7,000.00	-5,942.75	(84.90%)
Financial Expenses	18.30		18.30	0.00%
Hospitality Expense	301.89	750.00	-448.11	(59.75%)
Office Supplies	1,589.59	3,000.00	-1,410.41	(47.01%)
Postage & Courier	83.25	700.00	-616.75	(88.11%)
Program Supplies	474.87	3,500.00	-3,025.13	(86.43%)
Protective & Uniform Clothing		1,300.00	-1,300.00	(100.00%)
Staff Training & Development	797.71	7,000.00	-6,202.29	(88.60%)
SME - Audit and Actuary	-2,493.12	7,200.00	-9,693.12	(134.63%)
Telephone/Internet	7,479.36	17,100.00	-9,620.64	(56.26%)
Travel	68.58	500.00	-431.42	(86.28%)
<b>Subtotal Operating Expense</b>	<b>30,889.13</b>	<b>129,850.00</b>	<b>-98,960.87</b>	<b>(76.21%)</b>
<b>Total Expense</b>	<b>284,243.19</b>	<b>838,850.00</b>	<b>-554,606.81</b>	<b>(66.12%)</b>
<b>Surplus/(Deficit) Before Allocation</b>	<b>-267,161.83</b>	<b>-791,600.00</b>	<b>524,438.17</b>	<b>(66.25%)</b>
<b>Surplus/(Deficit) After Allocation</b>	<b>-267,161.83</b>	<b>-791,600.00</b>	<b>524,438.17</b>	<b>(66.25%)</b>
Transfer Between Funds		-791,600.00	791,600.00	(100.00%)

**PORT COLBORNE**

	YTD May ACTUAL	2024 BUDGET	VARIANCE	VAR %
Total Transfer		-791,600.00	791,600.00	(100.00%)
Surplus / (Deficit)	(\$267,161.83)		(\$267,161.83)	0.00%

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City of Port Colborne  
2024 Facilities  
For the Five Months Ending May 31, 2024

Facilities	Gas		Hydro		Water		Repair & Mtnc		Contract Services		Equipment		Land Lease		Total		
	YTD	2024	YTD	2024	YTD	2024	YTD	2024	YTD	2024	YTD	2024	YTD	2024			
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Variance
Library Facility:																	
0-070-90020-8330-1211 Facilities - Contract Services - Library Facility									0-070-90020-8330-1211 Facilities - Contract Services - Library Facility	13,727.30	43,700.00				13,727.30	43,700.00	29,972.70
0-070-90020-8480-1211 Facilities - R & M-Con & Parts - Library Facility							805.79	5,000.00	0-070-90020-8480-1211 Facilities - R & M-Con & Parts - Library Facility						805.79	5,000.00	4,194.21
0-070-90020-8540-1211 Facilities - Utilities-Gas - Library Facility	4,961.96	12,480.00							0-070-90020-8540-1211 Facilities - Utilities-Gas - Library Facility						4,961.96	12,480.00	7,518.04
0-070-90020-8545-1211 Facilities - Utilities-Hydro - Library Facility			5,043.02	14,600.00					0-070-90020-8545-1211 Facilities - Utilities-Hydro - Library Facility						5,043.02	14,600.00	9,556.98
0-070-90020-8550-1211 Facilities - Utilities-Water - Library Facility					862.31	2,090.00			0-070-90020-8550-1211 Facilities - Utilities-Water - Library Facility						862.31	2,090.00	1,227.69
Total Library Facility	4,961.96	12,480.00	5,043.02	14,600.00	862.31	2,090.00	805.79	5,000.00	Total Library Facility	13,727.30	43,700.00				25,400.38	77,870.00	52,469.62
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April 2024

Printed:

<u>CIRCULATION (PHYSICAL)</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>		<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
Books	4174	3962	212		16490	15651	9953	5%	66%
Periodicals	157	83	74		711	243	251	193%	183%
DVDs	1669	1107	562		6384	4857	2731	31%	134%
CDs	35	37	-2		112	412	31	-73%	261%
Audiobooks	63	90	-27		268	307	201	-13%	33%
Board Games	30	46	-16		148	146	65	1%	128%
Seed Library	450	83	367		562	286	315	97%	78%
Video Games	137	152	-15		564	611	175	-8%	222%
Lendable Non-Traditional	5	4	1		12	6	8	100%	50%
Lendable Technology	2	2	0		11	7	0	57%	100%
Library of Things	17	18	-1		91	93	28	-2%	225%
Toys and Puzzles	253	157	96		1127	589	24	91%	4596%
Microfilm	19	28	-9		109	131	36	-17%	203%
<b>TOTAL CIRCULATION</b>	<b>7011</b>	<b>5769</b>	<b>1242</b>		<b>26589</b>	<b>23339</b>	<b>13818</b>	<b>14%</b>	<b>92%</b>
Materials Returned	6190	5087	1103		22925	20610	12958	11%	77%
<b>TOTAL TRANSACTIONS</b>	<b>13201</b>	<b>10856</b>	<b>2345</b>		<b>49514</b>	<b>43949</b>	<b>26776</b>	<b>13%</b>	<b>85%</b>
<u>CIRCULATION (DIGITAL)</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>		<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
Electronic Databases	121	233	-112		417	1313	1797	-68%	-77%
Downloadable Audiobooks	584	464	120		2464	1944	1770	27%	39%
Downloadable eBooks	989	885	104		4301	3786	4042	14%	6%
Downloadable Music	3	0	3		14	3	11	367%	27%
Downloadable Video	32	25	7		156	144	322	8%	-52%
Downloadable Magazines	334	165	169		1979	675	434	193%	356%
<b>TOTAL CIRCULATION</b>	<b>2063</b>	<b>1772</b>	<b>291</b>		<b>9331</b>	<b>7865</b>	<b>8376</b>	<b>19%</b>	<b>11%</b>
<u>ILLO &amp; RECIP. BORROWING</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>		<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
Interlibrary Loans --IN	17	12	5		48	47	0	2%	100%
LINC Reciprocal IN	716	549	167		2460	2383	2059	3%	19%
<b>TOTAL RECEIVED</b>	<b>733</b>	<b>561</b>	<b>172</b>		<b>2508</b>	<b>2430</b>	<b>2059</b>	<b>3%</b>	<b>22%</b>
Interlibrary Loans --OUT	14	26	-12		62	86	0	-28%	100%
LINC Reciprocal OUT	835	692	143		3419	3041	3041	12%	12%
<b>TOTAL SENT</b>	<b>849</b>	<b>718</b>	<b>131</b>		<b>3481</b>	<b>3127</b>	<b>3041</b>	<b>11%</b>	<b>14%</b>
<u>REGISTRATIONS</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>		<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
Adults	87	28	59		371	166	118	123%	214%
Children	15	5	10		64	58	28	10%	129%
Non-Resident	9	14	-5		34	42	17	-19%	100%
Teen	5	0	5		11	3	5	267%	120%
<b>TOTAL REGISTRATIONS</b>	<b>116</b>	<b>47</b>	<b>69</b>		<b>480</b>	<b>269</b>	<b>168</b>	<b>78%</b>	<b>186%</b>
<u>RECEIPTS</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>		<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
Library Receipts	150.99	57.00	93.99		497.19	295.76	174.45	68%	185%
Auditorium Rental	90.40	56.60	33.80		282.50	260.00	0.00	9%	100%
Donations	0.00	0.00	0.00		1000.00	1000.00	1000.00	0%	0%
Book Sales	269.60	166.80	102.80		956.65	1144.05	478.00	-16%	100%
Photocopy Revenue	203.15	136.25	66.90		581.15	403.65	76.85	44%	656%
Sign Rental	0.00	0.00	0.00		0.00	0.00	28.25	0%	-100%
Print Server	433.05	280.00	153.05		1208.15	1108.80	378.25	9%	219%
Programme Revenue	0.00	0.00	0.00		120.00	257.00	0.00	-53%	100%
Fundraiser Items Revenue	8.00	240.00	-232.00		36.00	825.00	0.00	-96%	100%
Capital Asset Disposal	0.00	0.00	0.00		0.00	0.00	0.00	0%	0%
<b>SUBTOTAL</b>	<b>1155.19</b>	<b>936.65</b>	<b>218.54</b>		<b>4681.64</b>	<b>5294.26</b>	<b>2135.80</b>	<b>-12%</b>	<b>119%</b>
Capital Donations	100.00	550.00	-450.00		954.00	3709.53	90.00	-74%	960%
<b>TOTAL RECEIPTS</b>	<b>1255.19</b>	<b>1486.65</b>	<b>-231.46</b>		<b>5635.64</b>	<b>9003.79</b>	<b>2225.80</b>	<b>-37%</b>	<b>153%</b>

<u>MATERIALS</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>		<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
No. of Books Repaired	18	42	-24		110	153	91	-28%	21%
Donations added to Collection	23	15	8		110	70	0	57%	100%
Used Books Sold	211	373	-162		687	2347	354	-71%	94%
<u>PROGRAMS AND EVENTS</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>		<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
<b>No. of Prog/Events</b>								0%	0%
Teen Programs	1	1	0		4	4	9	0%	-56%
Pop-Up Library	2	1	1		5	5	8	0%	-38%
Community Events	13	71	-58		95	248	21	-62%	352%
Children's Programmes	12	8	4		70	46	13	52%	438%
Class Visits	5	3	2		11	5	0	120%	100%
* Tech Time	52		52		150			100%	100%
* Seniors	2		2		6			100%	100%
<b>TOTAL</b>	87	84	3		341	308	51	11%	569%
<b>No. of Attendees</b>									
Teen Programs	6	6	0		20	195	117	-90%	-83%
Pop-Up Library	144	13	131		252	206	252	22%	0%
Community Events	134	232	-98		1439	897	247	60%	483%
Children's Programmes	313	119	194		1490	976	538	53%	177%
Class Visits	107	79	28		261	138	0	89%	100%
* Tech Time	52		52		150			100%	100%
* Seniors	6		6		24			100%	100%
<b>TOTAL</b>	762	449	313		3636	2412	1154	51%	215%
* Tech Time and Seniors previously categorized under Community Events									
<b>No. of Rentals/Reservations</b>									
Room Rentals	10		10		10	0	0	100%	100%
Bookable Spaces	11		11		11	0	0	100%	100%
Sign Rentals	1		1		1	0	0	100%	100%
<b>No. of Attendees</b>									
Room Rentals	104		104		104	0	0	100%	100%
Bookable Spaces	16		16		16	0	0	100%	100%
*Room Rentals previously categorized under Community Events									
<u>ALL COMPUTER USERS</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>		<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
Wireless Computer Users	417	359	58		1319	1396	434	-6%	204%
Computer Workstation Users	287	255	32		1185	1117	364	6%	226%
<b>TOTAL</b>	704	614	90		2504	2513	798	0%	214%
<u>PATRON COUNT</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>		<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
	4667	3064	1603		17153	12026	7220	43%	138%
<u>LIBRARY HOMEPAGE HITS</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>		<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
	1662	1420	242		6967	6651	7843	5%	-11%
<u>ONLINE CATALOGUE HITS</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>		<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
	2022	1667	355		8110	6873	6453	18%	26%

<b><u>SOCIAL MEDIA</u></b>	<b><u>2024</u></b>	<b><u>2023</u></b>	<b><u>+/-</u></b>		<b><u>2024 YTD</u></b>	<b><u>2023 YTD</u></b>	<b><u>2022 YTD</u></b>	<b><u>% Change</u></b> <b><u>2024/2023</u></b>	<b><u>% Change</u></b> <b><u>2024/2022</u></b>
<b>Facebook</b>									
Page Likes/Followers	1664	1414	250		1664	1414	998	18%	67%
Total Post Views	18548	8403	10145		69782	63562	42341	10%	65%
Total Post Interactions	325	201	124		1389	1756	1358	-21%	2%
Total Posts	31	30	1		112	146	139	-23%	-19%
<b>Instagram</b>									
Page Likes/Followers	1251	1139	112		1251	1139	1060	10%	18%
Total Post Views	4313	4379	-66		15807	17075	6622	-7%	139%
Total Post Interactions	159	310	-151		571	1105	322	-48%	77%
Total Posts	38	32	6		125	132	50	-5%	150%
<b>Twitter / X</b> Discontinued Oct. 2023									
<b><u>eNEWSLETTER</u></b>	<b><u>2024</u></b>	<b><u>2023</u></b>	<b><u>+/-</u></b>		<b><u>2024 YTD</u></b>	<b><u>2023 YTD</u></b>	<b><u>2022 YTD</u></b>	<b><u>% Change</u></b> <b><u>2024/2023</u></b>	<b><u>% Change</u></b> <b><u>2024/2022</u></b>
New Contacts	6	10	-4		20	44	65	-55%	-69%
Total Contacts to Date	406	293	113		406	293	126	39%	222%
Email Opens	211	178	33		794	661	224	20%	254%
Clickthroughs	33	42	-9		126	147	66	-14%	91%
<b><u>PRINTING</u></b>	<b><u>2024</u></b>	<b><u>2023</u></b>	<b><u>+/-</u></b>		<b><u>2024 YTD</u></b>	<b><u>2023 YTD</u></b>	<b><u>2022 YTD</u></b>	<b><u>% Change</u></b> <b><u>2024/2023</u></b>	<b><u>% Change</u></b> <b><u>2024/2022</u></b>
Public Computers	221	522	-301		745	1377	1516	-46%	-51%
Mobile Print	72	0	72		256	0	0	100%	100%
B&W Copies	1504	1106	398		4286	4238	1463	1%	193%
Colour Copies	57	13	44		186	85	40	119%	365%
Total Jobs	293	522	-229		1001	1377	1516	-27%	-34%
Total Number of Pages	1561	1119	442		4472	4323	1503	3%	198%
<b><u>PHOTOCOPIER</u></b>	<b><u>2024</u></b>	<b><u>2023</u></b>	<b><u>+/-</u></b>		<b><u>2024 YTD</u></b>	<b><u>2023 YTD</u></b>	<b><u>2022 YTD</u></b>	<b><u>% Change</u></b> <b><u>2024/2023</u></b>	<b><u>% Change</u></b> <b><u>2024/2022</u></b>
Pages copied	813	545	268		2325	1615	307	44%	656%

**APR 2024**

# MONTHLY REPORT

## INTERACTIONS

NEW  
PATRONS

**116**

PATRON  
VISITS

**4,667**

CATALOGUE  
VISITS

**2,022**

WEB  
VISITS

**1,662**

PHYSICAL CIRC

**7,011**

DIGITAL CIRC

**2,063**

ITEMS BORROWED  
FROM LINC  
LIBRARIES

**716**

ITEMS LOANED TO  
LINC LIBRARIES

**835**

## CIRCULATION

- Physical Circulation
  - Apr. 2023: **5,769**
  - Apr. 2024: **7,011** ↑
- Digital Circulation
  - Apr. 2023: **1,772**
  - Apr. 2024: **2,063** ↑

## PROGRAMS

2023:  
84 programs  
449 attended

2024:  
87 programs  
762 attended



TOTAL  
PROGRAMS

**87**

PROGRAM  
ATTENDANCE

**762**

SOCIAL MEDIA  
POSTS

**69**

eNEWSLETTER  
SUBSCRIPTIONS

**6**

PAGES PRINTED  
& COPIED

**2,374**

COMPUTER  
USERS

**417**

WIRELESS  
USERS

**287**

## LIBRARY TECH

- ePRINTit users sent **72** remote print jobs for a total of **900** pages.

TECH HELP  
SESSIONS

**52**

## HIGHLIGHTS

Programs and Events

- April 8 Solar Eclipse
- One Book, One Niagara
- Monthly D&D begins
- Monthly Teen Board Game Night begins



Eclipse, OBON, bookmark winner Rosalie

Date: June 5, 2024  
To: Port Colborne Public Library Board  
From: Hannah Madsen  
Subject: Public Relations Report

---

**Recommendation:**

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

**Public Relations Report Items**

**1. Pop-Up Library and Outreach:**

Pop-Up Library



- Northland Pointe – May 14, 2024
- Class Visit – Dewitt Carter – May 1, 2024
- Class Visit – Dewitt Carter – May 8, 2024
- Class Visit – Steele St – May 15, 2024
- Class Visit – McKay – May 15, 2024
- Class Visit – Dewitt Carter – May 21, 2024
- Class Visit – Steele St – May 22, 2024
- Class Visit – McKay – May 22, 2024
- Class Visit – Steele St – May 29, 2024
- Class Visit – McKay – May 29, 2024

Community Helpers Month

May is Community Helpers Month in the elementary schools. Children learn all about the different people (firefighters, police officers, paramedics, etc.) that help their community. Port Fire joined us for each of the May in-library class visits to talk about fire safety, demonstrate putting on their gear, and even visiting the fire truck.



### Welcome to Kindergarten Pop-Up

The library popped up at Dewitt Carter's Welcome to Kindergarten event on May 2 to speak with families about library services and sign children up for library cards. Nine cards were made and 40 people stopped by to learn about the library.

## **2. Programming**

- Tot Time  
Children enjoyed stories, activities, and colouring with a caregiver. Five Tot Time sessions were offered in May.
- Baby Time  
The sessions included songs, stories, and discussions for families. Two Baby Time sessions were offered in May.
- Story Time with Shelly  
On Saturdays in May, Story Time with Shelly ran in the Children's Room from 10:30 – 11:30 a.m. Shelly read a variety of picture books to families.
- Lego Club  
The library introduced a new Lego Club program in May. Three sessions were offered on Mondays. Children were encouraged to complete challenges or to use their imaginations to build something new.
- Dungeons & Dragons  
Four teens attended the Tuesday, May 14 session of the ongoing Dungeons & Dragons campaign.
- Teen Board Game Night  
Teens were invited to the library on Thursday, May 23 for a drop-in board game night.



- Documentary Films

On Monday, May 27, 2024, there was a screening and discussion of the documentary film Secretariat's Jockey, Ron Turcotte (2013, 74 min.). The film explores the thrilling and dangerous world of horseracing.



In 2024, our Documentary Film Program is presented in partnership with the National Film Board of Canada.

- Port Colborne Public Library Book Club

In May, the PCPL Book Club read The Evening Chorus by Helen Humphreys and met on Monday, May 13 to discuss the book. The Book Club has 9 members.



- Scrabble for Seniors

New and experienced Scrabblers were welcomed to the library on Thursday, May 9 for a new program, Scrabble for Seniors.



- Senior's Craft Circle

The library introduced a new Senior's Craft Circle program on Tuesday, May 28. Seniors were invited to bring their own project and craft together in the library.

### 3. Passive Programming

- Scavenger Hunts  
Daily scavenger hunts were available daily in the Children's Room with a different theme each week. Children reported how many scavenger hunt items they found to receive a small prize. In May, there were 4 scavenger hunts with over 215 participants.
- Colouring Sheets  
Every month, three colouring sheets are available for free in the Children's Room. In May, over 95 participated in the activity.
- Design Our Bookmark Contest  
In April, the theme for the monthly bookmark contest was: "Rainy Day". The winning bookmark submission for April was designed by Adelaide, who drew a girl in the rain. Adelaide received a small prize package and her bookmark was handed out to all patrons at checkout.

All bookmark submissions were on display in the Children's Room throughout the month. In May, the Bookmark Contest theme was "Ocean."



### 4. Free Comic Book Day

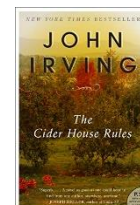
On Saturday, May 4, the library hosted a Free Comic Book Day event. Families were invited to choose free comic books, get their photo taken at our Green Screen photoshoot, and take home a Star Wars-themed craft. Free comics were sponsored by Sketchbook Comics.





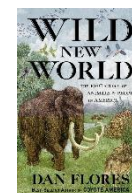
**5. Bill's Best Reads with William Thomas**

Each month, we feature a different book hand-selected by local author William Thomas. Patrons are invited to participate by reading the month's selection. The May selection was *The Cider House Rules* by John Irving.



**6. Big Library Read**

From May 9 – 23, patrons were invited to borrow a copy of *Wild New World* by Dan Flores, no waitlists or holds, through Libby. The book explores the history of the co-existence of animals and humans.



**7. Emergency Preparedness Week**

May 5 – 11 was EP Week. The library participated through an emergency kit scavenger hunt and by displaying a sample emergency kit.

**8. Self-Care for Students Wellness Fair**

The Mayor's Youth Advisory Council hosted a wellness fair on May 29 with support of the library and Bridges Community Health Centre. The fair was hosted at the library and included presentations on better sleep, healthy eating, study strategies, and transitioning to high school. Community organizations, including the library, had tables promoting their resources.

## 9. Community Connect

On various dates in April, community partners booked a library table to promote their programs and services:

May 2, 2024 – Bridges – Registered Dietician  
May 7, 2024 – PC Works – Resume Refresh  
May 8, 2024 – Bridges – Ontario Senior's Dental Care Program  
May 11, 2024 – Pflag Niagara  
May 13, 2024 – Birchway Niagara – Prevention and Education  
May 14, 2024 – PC Works – Resume Refresh  
May 15, 2024 – Service Canada  
May 21, 2024 – PC Works – Resume Refresh  
May 21, 2024 – Niagara Region – Waste Management  
May 28, 2024 – Bridges – Programs & Services  
May 28, 2024 – PC Works – Resume Refresh







## *Port Colborne Festival of the Arts*

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*On behalf of the Port Colborne Festival of the Arts Board of Directors, I would like to express their appreciation for your generous donation to our 2024 Festival. Thank you for your support and for contributing to the cultural enrichment of our young people.*

*Linda Caldwell  
Finance Chair*

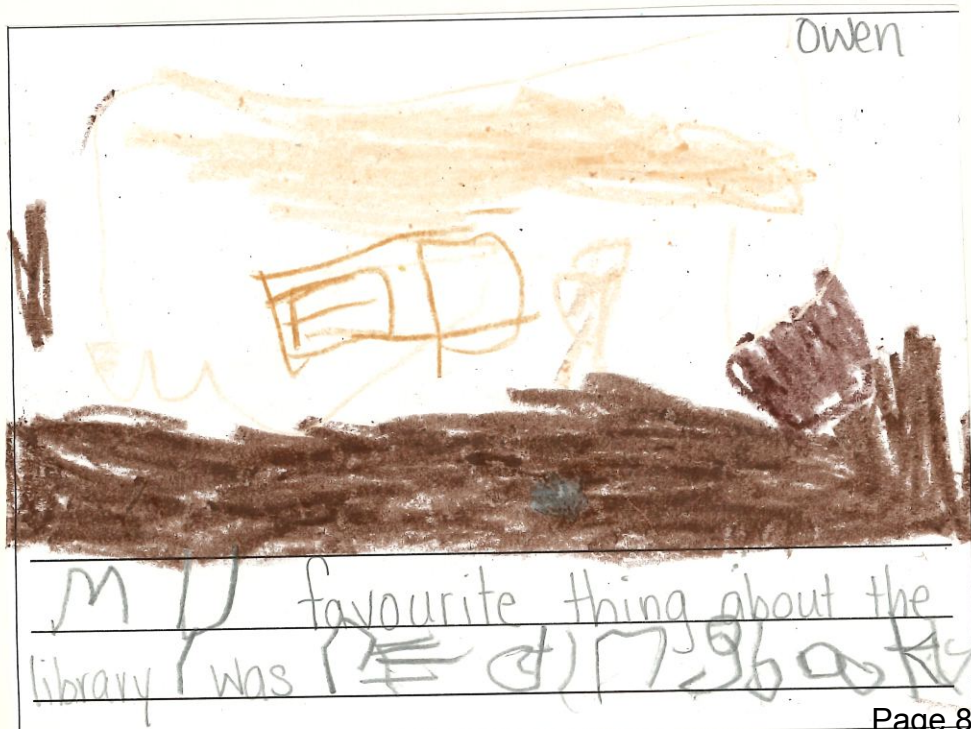
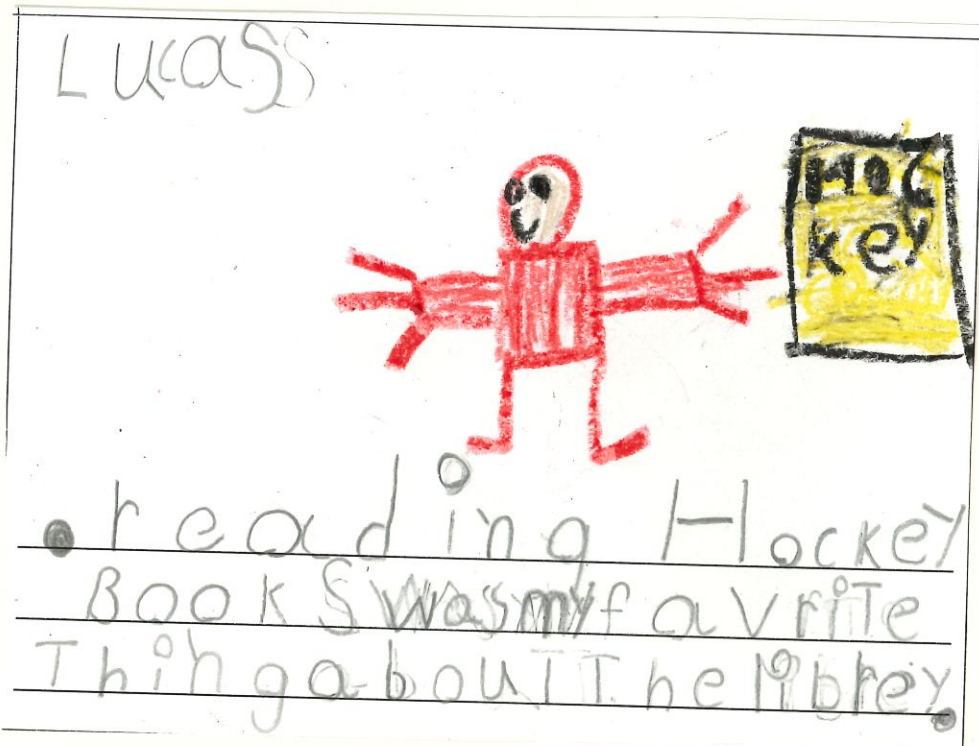
*Thank you so much for  
advertising our Festival on your  
sign - Cheryl*

Thank You  
for all the  
AMAZING  
Library Visits!  
the Steele Street  
School Grade One  
class.





My favourite thing about the library was Hudson





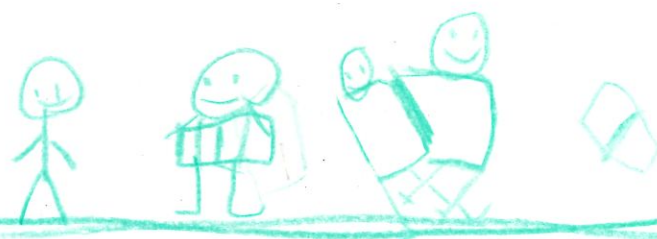
carson



Reading funny books with my friends. Was my favourite thing.

My favourite thing about the library was

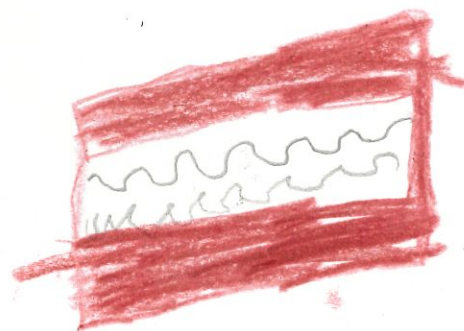
Max



My favourite thing about the library was Reading as ports book with my friends.



My favourite thing about the library was reading



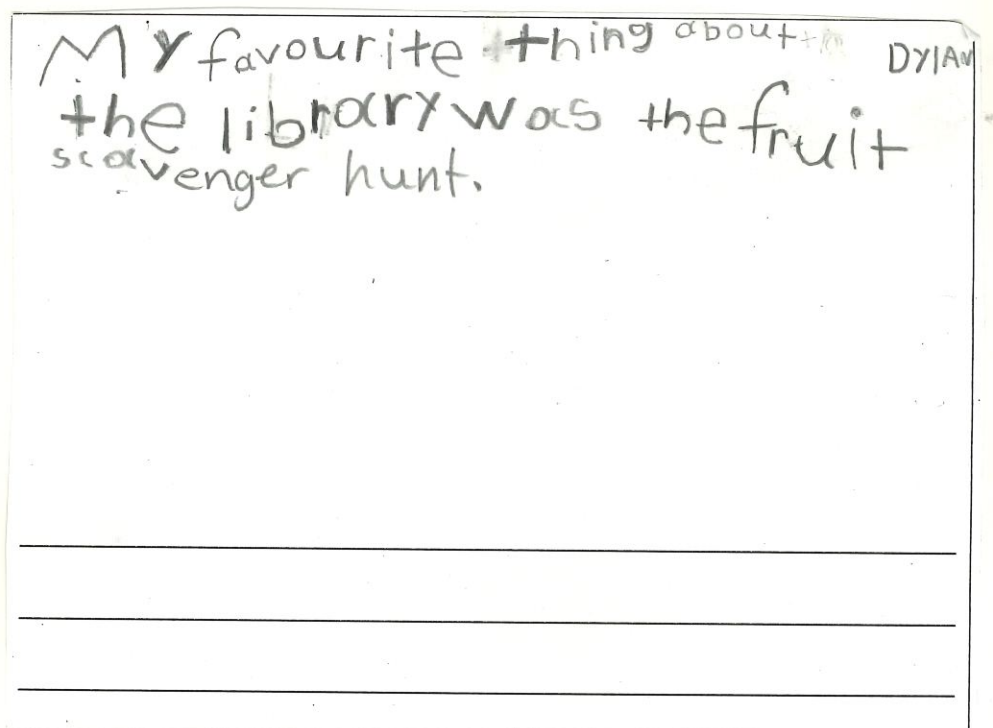
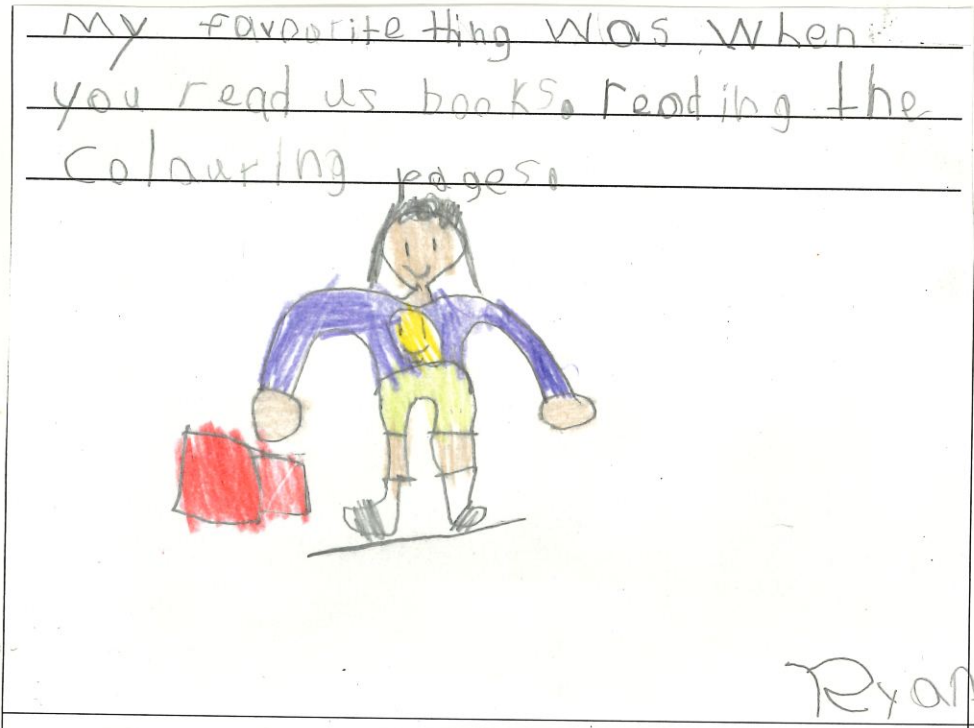
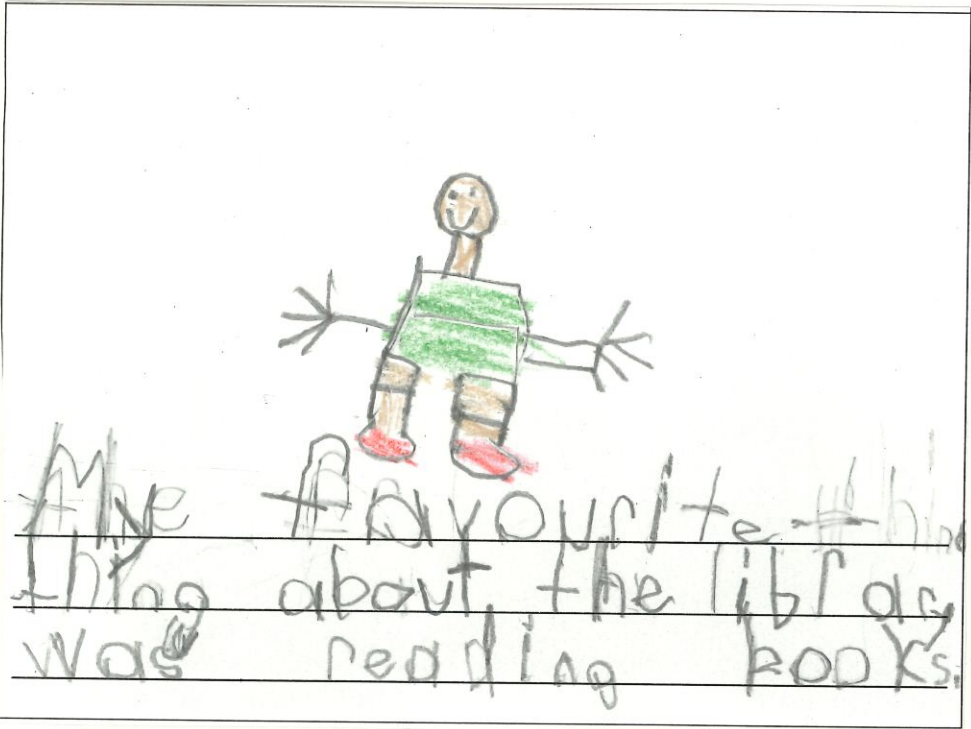
My favourite thing about the library was reading books.



Reading Bumer book with friends

My favourite thing was

the flight scavenger hunt





May 24, 2024

The Honourable Neil Lumsden  
Minister of Tourism, Culture and Sport  
[Minister.Lumsden@ontario.ca](mailto:Minister.Lumsden@ontario.ca)

Jeff Burch, MPP Niagara Centre  
[JBurch-QP@ndp.on.ca](mailto:JBurch-QP@ndp.on.ca)

Local Area Municipalities

Local Area Libraries

**SENT ELECTRONICALLY**

**Re: Public Libraries and Older Adults**

Please be advised that at its meeting of May 8, 2024, the Port Colborne Library Board passed the following motion:

**“WHEREAS** Niagara Region and, specifically Port Colborne, has a significant aging cohort, particularly vulnerable to isolation in the digital world; and

**WHEREAS** the role of local libraries is definitely that of a community hub, offering numerous educational and socializing opportunities for all ages; and

**WHEREAS** the provincial funding model has remained unchanged for over 25 years and restricts “library growth and potential”; and

**WHEREAS** while we are respectful of Seniors Community Grants, today’s economic realities suggest libraries are in need of a funding increase;

**NOW THEREFORE BE IT RESOLVED** that item 9.2a respecting Public Libraries and Older Adults be received and supported; and

**THAT** the Port Colborne Public Library supports the advocacy of the Federation of Public Libraries and the Ontario Library Service and hereby calls upon the Province of Ontario to increase funding for public libraries, and

For the creation of an Ontario Digital Public Library.”

Should you have any questions, please contact me at  
[Rachel.Tkachuk@portcolborne.ca](mailto:Rachel.Tkachuk@portcolborne.ca) or 905-834-6512.

Regards,

Rachel Tkachuk, Library Services Manager / Acting CEO  
Attachment: Township of Wainfleet Resolution Re: Public Libraries and Older Adults

May 1, 2024

The Honourable Neil Lumsden  
Minister of Tourism, Culture and Sport  
[Minister.Lumsden@ontario.ca](mailto:Minister.Lumsden@ontario.ca)

Sam Oosterhoff, MPP Niagara West  
Parliamentary Assistant to the Minister of  
Tourism, Culture and Sport  
[sam.oosterhoffco@pc.ola.org](mailto:sam.oosterhoffco@pc.ola.org)

Local Area Municipalities

Local Area Libraries

**SENT ELECTRONICALLY**

**Re: Public Libraries and Older Adults**

Please be advised that at its meeting of April 30, 2024, the Council of the Corporation of the Township of Wainfleet passed the following motion:

**"WHEREAS** Niagara Region and, specifically Wainfleet, has a significant aging cohort, particularly vulnerable to isolation in the digital world; and

**WHEREAS** the role of local libraries is definitely that of a community hub, offering numerous educational and socializing opportunities for all ages; and

**WHEREAS** the provincial funding model has remained unchanged for over 25 years and restricts "library growth and potential"; and

**WHEREAS** while we are respectful of Seniors Community Grants, today's economic realities suggest libraries are in need of a funding increase;

**NOW THEREFORE BE IT RESOLVED** that Correspondence item C165 respecting Public Libraries and Older Adults be received and supported; and

**THAT** the Township of Wainfleet hereby calls upon the Province of Ontario to review its funding formula for Public Libraries."

Should you have any questions, please contact me at [achrastina@wainfleet.ca](mailto:achrastina@wainfleet.ca) or 905-899-3463 ext. 224.

Regards,



Amber Chrastina  
Deputy Clerk

Attachment: Correspondence item C165

**Subject:** RE: Council Correspondence

**From:** Lorrie Atkinson <LATkinson@wainfleetlibrary.ca>

**Sent:** April 11, 2024 2:13 PM

**To:** Amber Chrastina <AChrastina@wainfleet.ca>

**Subject:** Council Correspondence

Hi Amber,

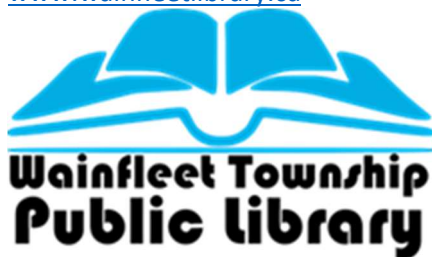
We discussed this at our April 10, 2024 Library Board Meeting , would you please include for correspondence at the next Council meeting.

[https://www.wellandtribune.ca/opinion/contributors/public-libraries-foster-feelings-of-social-connectedness-for-older-adults/article\\_4bded397-c389-5f70-b55f-3e97f2cfe854.html](https://www.wellandtribune.ca/opinion/contributors/public-libraries-foster-feelings-of-social-connectedness-for-older-adults/article_4bded397-c389-5f70-b55f-3e97f2cfe854.html)

Thanks,  
Lorrie

Regards,  
Lorrie Atkinson,  
CEO/Chief Librarian  
Wainfleet Township Public Library  
31909 Park St., P.O.Box 118,  
Wainfleet, On L0S 1V0  
(t)905-899-1277 x280  
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[Home](#) / [Opinion](#) / [Contributors](#)

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OPINION

# Public libraries foster feelings of social connectedness for older adults

Older adults hold an intimate relationship with their public library branch — a relationship that typically spans the course of their lives.

  
By Nicole Dalmer

Apr 9, 2024

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Public libraries foster feelings of social connectedness, not only due to the range of materials, programs and services, but because they also serve as places for discovering and accessing resources, enabling lifelong learning and fostering community relationships, Nicole Dalmer writes.

John Rennison The Hamilton Spectator file photo

Carla Hayden, the 14th Librarian of Congress, proclaimed “there is a hunger in this digital age ... to participate in programs, to just be in a place, a community space.”

Public libraries play a crucial role in building our understandings of community and connecting us to community. My own work looks at the role of public libraries as very crucial, but sometimes overlooked, spaces of social connection in later life.

In stepping back and thinking more broadly about the public library and its capacity for supporting social connections in later life, I’ve been thinking about local public library branches as important third places — drawing on Ray Oldenburg’s popular book “The Great Good Place.” Third places, such as parks, gyms, coffee shops, museums and libraries are places distinct from the home (a first place) or work environments (a second place), where social connections and community building can be fostered. In other words, third places are spots where we exchange ideas, have a good time and build relationships.



As part of my research, I interviewed 51 older adults living in Ontario who frequented their local public library, asking them questions to better understand the many roles the public library has played, and continues to play, in their everyday lives.

My research was in response to the International Federation on Ageing's statement that “the No. 1 emerging issue facing older adults in Canada is keeping older people socially connected and active.” Between 19 and 24 per cent of older people in Canada experience some level of isolation. Social isolation occupies an increasingly important place in conversations surrounding aging in Canada, in part due to the COVID-19 pandemic that exacerbated feelings of social isolation and in part due to social isolation's negative impact on older adults' physical and mental health, including reduced quality of life, premature mortality, depression, as well as increased risk for falls, cardiovascular disease and dementia.

Socially isolated older adults often have poorer health outcomes and more complex support needs and therefore require access to a complement of community-based supports — such as public libraries — to thrive.

As I learned from the 51 older adults who shared their experiences of engaging with their public library, it became clear that participants hold an intimate relationship with their public library branch — a relationship that typically spans the course of their lives. The library was often referred to as an “old friend” or a “trusted friend.”

Public library branches foster feelings of social connectedness, not only due to the range of materials, programs, services and spaces that can be used without expectation of payment or any pre-existing level of knowledge. Public libraries also serve as trusted third places for discovering and accessing resources, enabling lifelong learning and fostering community relationships.

As voiced by so many individuals who took part in my study, public library offerings connect older library patrons with other people and other ideas, events and other services. Libraries were also spaces with free access to washrooms, places to keep cool in the summer and warm in the winter, and important places where older adults knew they could stop along their daily walking route.

Participants felt connected to library staff. This was especially so for those older adults living in rural areas, where staff knew them by name and could offer reading recommendations based on what the patrons had checked out in the past.

Interestingly, older adults shared they felt connected to their community while in their library, even if they didn't actually interact with other people. Merely being in the presence of others (whether staff or other patrons) was sufficient to feel socially included and connected.

Public libraries also nurture social connection through intergenerational connections. Intergenerational library programs (movie nights, music classes, book clubs, knitting clubs and the like) are places where different generations can meet, interact and build relationships — bridging generational perspectives and experiences.

So when we're thinking about how to support social inclusion among older adults, it's important to consider those third places, such as public library branches, that can be crucial sites that foster, inspire and encourage feelings and experiences of social connection and social inclusion.

*Nicole Dalmer is an assistant professor with the Department of Health, Aging and Society at McMaster University, an associate director of the Gilbrea Centre for Studies in Aging and a volunteer with the Hamilton Council on Aging. For more information or to donate to the Hamilton Council on Aging, visit [coahamilton.ca](http://coahamilton.ca).*

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## Reciprocal Service Agreement

The St. Catharines Public Library Board and \_\_\_\_\_ Public Library Board agree to honour the borrower cards of both St. Catharines Public Library and \_\_\_\_\_ Public Library customers and grant these customers membership in their reciprocal library effective 2024.

It is agreed that:

- Customers must present an active library card from their servicing library, as well as an official piece of identification showing correct name and address residence, to be eligible for a library card in their reciprocal library.
- Customers will accept the borrowing terms, policies and procedures of the lending library as part of the condition of the loan.
- Customers borrowing items will be responsible for the return of the borrowed items directly to the lending library.
- Customers will be held responsible for lost or damaged items, and this responsibility will not be passed on to their servicing library.
- Reciprocal borrowers will not have access to digital resources due to vendor agreements.
- Reciprocal borrowers will not have access to the Library of Things collection.
- Interlibrary loans, Visiting Library services are available to customers only through their servicing library.

Termination of this agreement shall take place under either of the following provisions:

- Either Board giving notice to the other Board at least ninety (90) days prior to the date of termination.
- By mutual agreement of the Boards.

This agreement will become effective after ratification and signing by the authorized representative of each Board.

\_\_\_\_\_  
Chair, St. Catharines Public Library Board  
or Designate

\_\_\_\_\_  
Chair, \_\_\_\_\_ Public Library Board  
or Designate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## Memorandum

**To:** Port Colborne Public Library Board  
**From:** Rachel Tkachuk, Library Services Manager / Acting CEO  
**Date:** June 5, 2024  
**Re:** Erwin Taylor Charitable Foundation Donation Transfer

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In November of 2023, the Erwin Taylor Charitable Foundation made a donation in the amount of \$10,000 to the Port Colborne Public Library Board. The purpose of the donation was to expand the Library of Things / Non-Traditional Items collection.

At year end, the library's surplus, including the \$10,000, was transferred into the Stabilization Reserve. In order for staff to purchase items using these funds in 2024, the Board must make a motion to transfer the funds out of the Stabilization Reserve.

Thus, I am requesting that the Port Colborne Public Library Board approve the following motion:

*That the Port Colborne Public Library Board approve a transfer of \$10,000 from the Stabilization Reserve to the 2024 Operating Budget for the purpose of expanding the Library of Things / Non-Traditional Items collection.*

Respectfully submitted,



Rachel Tkachuk  
Library Services Manager / Acting CEO  
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