

## 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  
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