Newfoundland & Labrador
Public Libraries

Annual Report

2024-25

Submitted by

The Provincial Information
and
Library Resources Board

TABLE OF CONTENTS

Letter from Chair 3

Board Structures 4
- Provincial 4
- Regional and Local 4

Entity Overview 4
- Library Funding 4
- Staff Complement 5
- Library Locations 5
- Highlights and Partnerships 5
- Library Services 7
- Accessibility to Library Services 8
- Library Facilities 11
- Library Materials 12
- Technical Services 12
- Special Projects/Activities 13

Report on Performance 2024-25 14
- Issue: Enhancing Literacy Skills of Public Library Patrons 14

Opportunities and Challenges 21

List of Appendices
1. Board Members 22
2. Board Structures 24
3. Financial Statements 26
4. Staff Organizational Chart 55
5. NLPL Accessibility Plan Goals 58

Newfoundland & Labrador
Public Libraries

PROVINCIAL ADMINISTRATION DIVISION
48 St. George's Avenue, Stephenville, NL A2N 1K9

Honourable Paul Dinn
Minister of Education and Early Childhood Development
Department of Education and Early Childhood Development
P. O. Box 8700
St. John's, NL
A1B 4J6

Dear Minister Dinn:

I am pleased to submit, on behalf of the Provincial Information and Library Resources Board, the annual report for the year 2024-25.

This report was prepared in accordance with the requirements of a category one entity under the **Public Libraries Act** and the **Transparency and Accountability Act.** The outcomes reported in this document detail the Newfoundland and Labrador Public Libraries' performance in addressing the strategic issue outlined in the 2023-26 Strategic Plan.

On behalf of the entire Board, I offer our sincere thanks to all our local and divisional board members, staff, partners and patrons who have contributed to or used our services during this past year. I also want to acknowledge the support we have received from the Department of Education and Government. Your support for public libraries services in Newfoundland and Labrador are sincerely appreciated.

As the Provincial Information and Library Resources Board, we are accountable for the results reported herein. My signature below is indicative of the Board's accountability for the actual results.

Sincerely,

Hilary Wicks Morrow

Hilary Wicks Morrow, Chair

BOARD STRUCTURES

Provincial Information and Library Resources Board

The Provincial Information and Library Resources Board (PILRB - the Board) is a category one Government entity established, under the authority of the **Public Libraries Act**, to oversee the operation of the public library services in the province, now commonly referred to as the Newfoundland and Labrador Public Libraries (NLPL - the organization). The organization has existed, in some form, since 1935.

The PILRB is a provincial board composed of representatives of regional library boards and appointees of the Lieutenant-Governor in Council. The provincial Board has not less than 10 and not more than 15 members which include: (a) a representative from each regional library board appointed by that board; (b) the chairperson of the St. John's Library Board appointed by that board; and (c) up to six other members appointed by the Lieutenant-Governor in Council. A list of board members as of March 31, 2025, is found in Appendix 1.

Regional and Local Library Boards

There are 94 public library locations throughout the province. Each local library is operated by a local library board consisting of five to nine members, with the exception of the three libraries in St. John's, which operate under the St. John's Public Library Board. A representative of each local library board is appointed to a regional library board, which assists the PILRB to ensure services and programs are consistent throughout the different regions of the province and aids in the development and implementation of policies. The structure of the boards is outlined in Appendix 2.

ENTITY OVERVIEW

Information on the PILRB's Mission, Values and Vision can be found at the PILRB's website at About the Library – Newfoundland & Labrador Public Libraries.

Library Funding

The public library system is funded, primarily, by the Provincial Government in the form of an annual operating grant. In 2024-25, the grant that was recognized in the financial statements was $13,044,222.

Many municipalities regularly contribute to the operation of public libraries either by providing direct funding or in-kind contributions. The funding provided from municipalities in 2024-25 was low; however, the in-kind contributions were significant. These in-kind contributions, in the form of free or low-cost rent, snow clearing, janitorial, maintenance, etc., which are not included in the budget figures, were estimated to exceed $1,000,000.

The remainder of the funding was self-generated from fees for service and donations. The total operating and capital budget for 2024-25 was $13,547,253.

The PILRB's fiscal position is audited annually by the Office of the Auditor General. The Auditor General's report and the audited financial statements for 2024-25 are attached in Appendix 3.

Staff Complement

In order to provide library services throughout the province, the organization relies on a dedicated and competent workforce. As of March 31, 2025, PILRB had a total staff complement of 193 full and part-time permanent employees, and 134 substitute (casual) employees who are called to work in one or more of our library sites when regular staff take leave. The bargaining unit employees, including substitutes, are represented by the Canadian Union of Public Employees (CUPE). There were also approximately 560 volunteer library board members and many other individuals who volunteered to support their public library. The organizational chart is found in Appendix 4.

Library Locations

There are 94 public libraries located throughout the province. These libraries are divided into four regions:

Western Newfoundland/Labrador	29	(includes 5 in Labrador)
Central Newfoundland	33	
Eastern Newfoundland	29	
St. John's	3	

Of the 94 public libraries, 30 are located in schools, 36 are located in municipal buildings, four are located in Government buildings and 24 are located in PILRB owned or leased facilities.

Highlights and Partnerships

During 2024-25, the PILRB continued to maintain excellent partnerships with a number of groups and agencies which contribute to the provision of quality library services and programs:

- Many municipalities supported public libraries with funding or in-kind contributions, including a partnership between the St. John's Public Library Board and the City of St. John's to establish a Mobile Outreach Unit for promotion of library services and programs. This was the third year of this partnership.

- The NLPL Connect Pass is a partnership with cultural and recreational organizations across the province to give patrons the opportunity to try out new experiences. NL residents can use the NLPL Connect Pass program to book a pass for free admission to a wide range of museums, art galleries, parks, gardens, recreational facilities, performing arts shows, and sports games. In 2024-2025, 1,272 reservations were made with 984 of the reservations being utilized. More information on the Connect Pass can be found here: About the NLPL Connect Pass - Newfoundland & Labrador Public Libraries

- NLSchools continued to provide space for 30 school/public libraries as well as cleaning and maintenance services.

- The Department of Transportation and Infrastructure continued to be a valuable partner in helping to identify and correct issues with buildings or properties.

- The NLPL continued its partnership with Memorial University that created community hubs in 5 of our public libraries. These public libraries in Old Perlican, Botwood, Springdale, Port aux Basques and St. Alban's create community spaces where people can access the Internet, technology, and a place, to study or collaborate. While these activities can be found in every public library the Community Hubs program provides financial support to increase access to these 5 sites beyond their normal operating activities.

- The Toronto Dominion Bank and Library and Archives Canada supported the TD Summer Reading Program, and the Canadian Council for the Arts supported the Literary Readings Program. Both programs, offered in partnership with public libraries, helped enhance literacy.

- A.C. Hunter Public Library and Sun Life continued their partnership to operate the Sun Life Financial Musical Instrument Lending Library. This initiative provides access to 150 musical instruments. This was the sixth year for this partnership. For additional information about the program, visit https://nlpl.ca/programs/musiclibrary/about.html

- Canada Post continued to support the Library Book Rate, a reduced postal rate for mailing of library materials from library to library and library to end-users. This rate helped provide library services to remote communities without library facilities and made it economical to share library materials between libraries.

- The NLPL continued its partnership with the Office of Employment Equity for Persons with Disabilities (OEEPD). Under its Career Development Placement program, a Digital Preservation Clerk was employed to help digitize and make accessible historic images of Newfoundland and Labrador held at the Provincial Resource Library in St. John's. This is the fourth year of this partnership.

- The Gander and Deer Lake Flybrary continued to operate in 2024-25. It is a partnership with the Gander and Deer Lake Airport Authority and the Gander and Deer Lake Public Libraries. A collection of library materials is set up in the departures area of the airport, and books are free for passengers to take. A wide selection of books is offered to airport travelers.

- In 2024-2025 NLPL and NL Health Services continued to work together to create a formalized partnership agreement as well as a workplan for the upcoming year. In the meantime, NL Health Services continued to support NLPL programming by providing presenters for Well Now, an existing program offered virtually throughout the province featuring medical professionals sharing information on a variety of health-related topics. Additionally, NL Health Services shared promotional materials for their large campaigns (breastfeeding, support with picky eaters) to be shared in library locations across the province.

- To support Corner Brook's Indigenous Collection, the Corner Brook Public Library partnered with Qalipu artists Marcus Gosse, Jordan Bennett, and Jenny Brake. The artists provided artwork which is now on display in the main atrium of the library. This is the fourth year of this partnership.

- Partnered with the Department of Finance to facilitate the distribution of information and applications of the Home Heating Supplement program to members of the general public.

- NLPL's Library on the Go van and Food First NL visited St. John's community centres located at Buckmaster's Circle, Froude Avenue, Shea Heights, Rabbittown, the Memorial University Student Centre. and the College of the North Atlantic on Prince Philip Drive. These monthly visits allow Library staff to speak with community members about library services and programs and sign-up new members. Each month, Library on the Go brings different library materials for people to check-out, as well as pick-up returns. Food on the Move and Library on the Go plan to continue their partnership into this summer and beyond. In 2024-25 the NLPL did 60 different stops and discussed libraries and the services that can be found at public libraries with over 1,000 individuals.

- There were many other organizations and agencies that assisted PILRB on a daily basis. That support, which was critical to the effective and efficient operation of public libraries, was truly appreciated by the boards and staff.

Library Services

Each year PILRB records various statistics to help determine trends and evaluate the effectiveness of library programs and services. The following statistical summaries, from 2024-25, provide an overview of activities in the areas monitored:

- Of the 510,550 residents of the province (2020 Census, Statistics Canada), 470,041 people (92% per cent) had direct access (within a 30-minute drive) to a range of library and information services through 94 public library facilities. One hundred percent of the population had access to library materials either through library facilities or outreach initiatives such as digital library services, electronic resources and Books by Mail.

- 240,059 individuals were registered as library patrons representing 47 percent of the population with direct access to a public library.

- 1,336,471 items of all library materials (physical and digital) were circulated to patrons which represents a one percent decrease in circulation when compared to the 2023-24 fiscal year. This is an average of 5.5 items per patron

- 859,681 items of physical library materials were circulated to patrons which represents a two and a half percent decrease in circulation when compared to the 2023-24 fiscal year.

- 476,790 items (339,148 e-books and 137,642 audiobooks) were checked out from our digital library service which represents a one percent increase when compared to the 2023-24 fiscal year.

- 177,586 reference requests were processed. This represents the number of written and verbal inquiries processed by staff and represents a decrease of seven and a half percent when compared to the 2023-24 fiscal year.

- 213,997 interlibrary loans were processed. This represents the number of items transferred from one library to another, within or outside Newfoundland and Labrador Public Libraries, and is approximately the same level of activity when compared to the 2023-24 fiscal year.

- 14,387 library programs were offered, with a total of 128,654 people participating which represents a 24 per cent increase in the number of programs and a 21 percent increase in the number of people participating when compared to the 2023-24 fiscal year.

- 75,117 computer-use sessions (30-minute blocks were recorded from 180 public computers which represents an eight percent increase when compared to the 2023-24 fiscal year.

- 618,544 wireless sessions were recorded, which represents the number of times patrons connected to the public library using their own computer or device. This represents a one and a half percent increase when compared to the 2023-24 fiscal year.

Accessibility to Library Services

The NLPL has always endeavored to ensure that its services are accessible to all individuals within Newfoundland and Labrador. Information on NLPL's Accessible Services can be found here: Accessible Services – Newfoundland & Labrador Public Libraries

In 2024-2025 The NLP completed its Accessibility plan for three fiscal years for 2024-2027. The plan can be found here: NLPL-Accessibility-Plan-24-26.pdf. The plan calls for yearly goals to improve accessibility to library services in five areas of accessibility. These areas are Build Environment, Promotion and Public Engagement, Programs and Services, Internet and Connectivity, and Communication. The three year goals can be found in Appendix 5.

NLPL's 2024-2027 Accessibility Plan was approved and launched this fall. All Year 1 goals have been achieved:

1. Library physical accessibility information was collected through an updated OH&S process
2. A new Accessibility Information Webpage was posted to the website.
3. An Accessibility Response Plan for staff was developed and implemented
4. Playaway tablets were purchased and launched to the public
5. The new provincial Accessible Communication Policy was implemented

One goal that was originally identified for completion in the fiscal year of 2025-2026 was achieved earlier than planned. The creation of an Accessibility and Equity Committee was formed and its first meeting was held in February 2025.

In addition to the Accessibility plan goals, the following improvements were noted by the Accessibility Committee in 2024-25:

Items and technology:

- Information Technology and Information Management purchased and began the distribution of large text, high contrast keyboards at each library
- Handheld magnifiers were purchased at the suggestion of CNIB NL and made available at nine locations
- Autism Canada Partnership: Healthy Communities training was offered for all staff and Sensory Support Kits were made available at every NLPL location

Building Improvements:

- Improved ramp at Deer Lake Public Library and installation of an automatic door
- Installation of automatic doors at Stephenville Public Library
- Grab bar along with tall toilet installed in Happy Valley-Goose Bay Public Library bathroom
- Refurbished elevator and installed automatic doors in Grand Bank Public Library

New programs and initiatives:

- Additional bilingual programming and expansion of the French language collection at St. John's A.C. Hunter Public Library
- Outreach with community groups to ensure a wide variety of religious and cultural celebrations are included in library programs and promotions in the Provincial Resource Library
- Monthly Sensory Hour in Harbour Breton Public Library started in November 2024
- Grand Falls-Windsor Public Library partnered with the Association of New Canadians to host language classes for people learning English as a second language. These twice weekly classes started in Fall of 2024
- Gander and Grand Falls-Windsor Public Libraries both hosted Black History Month Story Time in February with special guest readers from the Black community
- Family Literacy Day Event was held in Gander Public Library in partnership with the Murphy Centre, the Association of New Canadians, and Qalipu First Nation
- Port aux Basques Public Library offers an Autism-friendly book collection and ongoing partnership with Autism Involves Me

- Corner Brook Public Library held Conversation Café in partnership with Association of New Canadians, regular French story time sessions, and weekly Digital Learning sessions (focused on seniors) offered by the Murphy Centre
- Sit & Stitch and Symphony Night programs in partnership with the Association of New Canadians were held in St. Anthony Public Library

Books by Mail (BBM) is a library service offered to residents of Newfoundland and Labrador who live more than 24 kms from a public library. Books by Mail patrons have access to books, magazines, DVDs, audiobooks, and all NLPL electronic resources. BBM patrons receive 6-8 library items every 4-6 weeks based on their reading interests or requests. A return postage label is provided, so there is no cost to the patron for shipping. BBM staff in central launched a new promotional campaign to bring awareness to the service. Town Halls, schools, churches and other community groups in qualifying communities continue to be contacted. https://nlpl.ca/use-the-library/books-by-mail.html

The NLPL has been a member of the Centre for Equitable Library Access (CELA) since 2017. CELA is an organization that allows people with print disabilities to borrow books and other media in various accessible formats. Utilizing this service, in 2024-25, 298 NLPL patrons borrowed 10,146 audio, 59 braille, and 334 e-text books and 6,387 newspapers. More information on CELA can be found here: https://guides.nlpl.ca/seniors/accessible-library-services

The NLPL Digital Library permits access to digital library materials from anywhere in the province through an internet connection. This service allows the downloading of electronic books and audiobooks, from within the library or home, to a variety of devices. This service improves accessibility not only for individuals who are not within travel distance of a public library, but for persons with visual and fine motor skills disabilities. The digital format permits the size of the font to be easily increased similar to a large print book, there is also a font available for persons with dyslexia, and the audiobook material provides an alternate format to accessing the same material.

The digital format permits the material to be accessed in a light weight form such as a tablet, which permits an individual to turn pages by pushing on the screen rather than turning pages. The NLPL digital Library can be found here: Digital Resource Library - Newfoundland and Labrador Public Libraries (nlpl.ca).

The NLPL has a large print collection of 15,613 Books that is available to everyone, either by visiting the local library or through the Books by Mail program. The font size of this collection is increased and designed to make reading for persons with visual disabilities easier and more accessible. This collection circulated 58,932 times in 2024-25.

The NLPL has a dedicated Indigenous collection of 5,360 books that is available to everyone, either by visiting the local library or through our Books by Mail program. This collection exposes patrons to Indigenous authors and material. This collection circulated 35,533 times in 2024-25. More information on our Indigenous collection can be found here: https://guides.nlpl.ca/indigenousresources.

The NLPL has a multi-lingual collection of 2,112 Books that is available to everyone, either by visiting the local library or through Books by Mail program. These books are available to individuals who may not have English or French as their primary language. In addition to providing materials for people who may not have English or French as their primary language, it provides learning opportunities for people who wish to learn a new language. This collection circulated 4,457 times in 2024-25. The NLPL has a libguide about this collection and it can be found here: https://guides.nlpl.ca/multilingual.

The NLPL has a French Language Collection of 11,173 books that is available to everyone, either by visiting the local library or through our Books by Mail program. French Language material is also available digitally through our digital library Overdrive. This collection provides French Language material to patrons who wish to read in the French language. This collection circulated 28,917 times in 2024-25. The NLPL has a libguide about this collection and it can be found here: https://guides.nlpl.ca/french.

Library Facilities

- The NLPL conducted major renovations to the Stephenville Public Library, including major work on replacing the roof, installing a new air exchange system to improve air quality, and four new powered accessible doors. The work was completed at a cost of $198,000.

- The Grand Bank Public Library underwent renovations to make the accessibility elevator more functional and reliable for persons with mobility difficulties. In addition to this work, electrical and foundation work was completed. The total cost of the renovations was $50,000.

- The Botwood Public Library roof was replaced with new shingles. This upgrade was performed at a cost of $7,500.

- The NLPL completed its two-year major repair project of the King's Point Public Library, with the installation of new carpet and a heat pump at a cost of $20,000.

- The Greenspond Public Library received new carpet and a heat pump at a cost of $20,000.

- A new heat pump was installed at the Woody Point Public Library at a cost of $6,000.

- The Bonavista Public Library underwent repairs of $4,600 to replace the doors, sidelights and transom.

- Brigus Public Library went through an engineering review and electrical work at a cost of $20,000. The review will inform a series of capital works that will commence in 2025-2026.

- The NLPL spent $27,000 at the AC Hunter Public Library in St. John's on a HVAC Investigation along with painting and plastering.

- The Town of Torbay will continue to rent space in a commercial building until December 31, 2025, in order to operate a public library in Torbay. This has been the ninth consecutive year that the town has rented this space.

Library Materials

- 32,559 copies of new library materials were purchased for public library sites around the province. This represents a decrease of 131 items from the previous year.

- 3,047 copies were purchased through local fundraising initiatives. This represents a decrease of 21 items.

- $1,178,802 was allocated for library materials in the following categories:
  - $568,962 for books;
  - $40,000 for periodicals;
  - $64,100 for electronic information services;
  - $60,000 for DVDs;
  - $16,000 for audio books;
  - $302,590 for the digital library;
  - $51,535 for licenses and fees;
  - $3,000 for table top board games; and
  - $72,615 for miscellaneous items: binding, fees, supplies, freight, etc.

Technical Services (Cataloguing and Processing)

Standardized organization of materials is crucial for user access and facilitates the tracking and management of library collections. Most, but not all, materials received or processed are catalogued.

- 35,606 items were received in technical services. This represents the total materials that are received in the division and require some action.

- 38,104 copies of library materials, including new purchases, donations and existing materials, were catalogued. This is 1,184 items more than the previous year. Cataloguing is a process where information relating to library materials is entered into a database according to standardized rules and practices.

- 37,341 items were processed. Processing includes the stamping, repairing, covering and labelling of library materials in preparation for circulation. This represents an increase of 3,371 items from the previous year.

- 6,081 online e-registrations (4,874 new library patrons, and 1,207 online account adjustments) were processed in 2024-2025. This represents a decrease of 1,105 from the previous year.

Special Projects/Activities

- As part of the Year of the Arts initiative, NLPL partnered with WritersNL to host four local authors at different library locations across the province in the Fall of 2024:
    - Sara Tilley – Happy Valley Goose bay Public Library
    - Trudy Morgan-Cole – Conception Bay South Public Library
    - Douglas Walbourne-Gough – Corner Brook Public Library
    - Sharon Bala – A.C. Hunter Public Library, St. John's

  Writers-in-residence are an excellent opportunity to support local authors and cultivate writing talent in communities across the province. Experienced authors are offered residencies where they can work on their own writing while also providing support to aspiring authors in the shape of writing workshops, one-on-one consultations and other programming.

- Ivan J. White completed his term as NLPL's second Indigenous Storyteller in Residence, from the Stephenville (Kindale) and St. George's public libraries. During his 12-week residency, Ivan worked on the development and delivery of creative library programming for all ages. Ivan worked collaboratively with library staff to offer library programming on Indigenous storytelling and sovereignty, while offering mentorship and support to new and emerging storytellers.

- The NLPL partnered with The Shed Labrador Inc. to develop a Makerspace in the Labrador City Public Library. The space opened in May of 2024, and the dedicated space houses various equipment such as 3-D printers, laser cutters, Cricut machines, and robotics kits. The Shed also provide a hublet tablet kiosk, for patrons of the library. This kiosk allows patrons to make use of an internet connected tablet for in house use while they are visiting the library.

- The NLPL partnered with the Dementia Friendly Communities Project, which provided books activities and games to select library locations all in support of Government of Newfoundland and Labrador Dementia Care Action Plan.

- Newfoundland & Labrador Health Services (NLHS), worked with the NLPL to promote health literacy across the province. NLHS provided NLPL with vetted and reliable health information in the shape of posters and pamphlets highlighting different NLHS initiatives like breastfeeding clinics and information on nutrition and healthy eating. Additionally, NLHS has put NLPL in touch with several different health professionals who take part in the Well Now program (hosted in person in St. John's but offered virtually across the entire province).

- Early Literacy initiatives continued with a focus on enhancing programming and services for children birth to six years old and their caregivers through staff training/support, new programming and resources. Programming resource materials continued to be acquired and distributed to sites. These materials included toy kits, storytime resource books and storytime kits. An internal online guide has been created so that staff may easily access storytime information, resources, videos and appropriate links. A separate public guide, which shares early literacy information and library services for children birth to 6 years old, is also available to staff and patrons to reference.

REPORT ON PERFORMANCE

ISSUE: Enhancing Literacy Skills of Public Library Patrons.

Enhancement of any service a public library provides only serves to better society. One inherent way in which public libraries contribute to the well-being of society is through the development and maintenance of literacy skills. Through freely available reading resources and literacy-based programming for adults and children, NLPL supports this province's commitment to strengthening literacy levels throughout the province. Two quotations from *The Way Forward on Adult Literacy* illustrate the importance of literacy and public libraries' crucial role in meeting this strategic goal:

> "Strong literacy skills are a cornerstone of social and economic growth."
>
> "In collaboration with Newfoundland and Labrador public libraries, develop programming to help people strengthen their literacy skill competencies. Parents with stronger literacy skills have better economic security. Better economic security contributes to healthy child development. Public libraries will help us offer a range of adult literacy programs and services. We will offer family literacy programs in areas that may not currently have access to such programming."

Public libraries contribute to the well-being of our population. Through free access to information sources and recreational reading material, NLPL contributes positively to the social determinants of health. As stated in the *Health Accord*, "social, economic, and environmental factors … have the greatest impact on our health – 60% overall."

This issue supports the province's commitment to rural regions, including maintaining regional employment and providing improved public access to library services by the people who live there. As stated in *Rural Lens: Assessing Regional Policy Implications*: "The Government of Newfoundland and Labrador is committed to the sustainability of rural regions within the province."

Goal: By March 31, 2026, the PILRB will have improved library services.

Objective 1: By March 31, 2025, the PILRB will have continued implementation and enhancement of literacy-based library services for adults and children.

Indicators:

- One - on - One and group instruction on digital literacy topics will have begun.
- Continue outreach and community engagement in promoting Adult Literacy.
- The creation of a French Language podcast and NLPL staff training in the provision of French Language services.
- Completed Year Two Objectives of the NLPL Early Literacy Plan:
    - Expand and enhance training and outreach initiatives started in the previous year.
    - Develop and deliver workshops or continuous programming for parents/caregivers and ECE professionals.
    - Offer two large-scale social media campaigns.
    - Launch Playaway Literacy Tablets in all public libraries in the NLPL organization.

The Board was successful in its 2024-25 objective of implementing and enhancing literacy-based library services for adults and children.

One - on - One and Group Instruction on Digital Literacy Topics Will Have Begun

This was the second year of the Digital Literacy Exchange Program (DLEP) designed to expand NLPL's capacity to provide digital literacy instruction to the population of the province. The NLPL successfully continued its digital literacy activities in 2024-25. Our Digital Literacy Librarian continued to develop and present a variety of offerings and technological items on digital literacy topics to the patrons and employees of the NLPL.

Continue Outreach and Community Engagement in Promoting Adult Literacy

This was the second year of the NLPL providing and promoting literacy services to adults. Through the employment of an Adult Literacy Services Librarian physical, in person and online adult literacy initiatives at public libraries across the province were implemented.

Creation of a French Language Podcast and NLPL Staff Training in the Provision of French Language Services

The NLPL's French Language Services Specialist developed, delivered and coordinated programming and training in French for NLPL staff and patrons. While it was originally planned that this would be achieved through a French Language podcast, it was decided that it was more conducive and economical to utilize YouTube to reach a wider audience. Through the use of YouTube, the NLPL could already make use of equipment and resources that already existed within the NLPL rather than acquire new software and equipment for a podcast.

Completed Year Two Objectives of the NLPL Early Literacy Plan:

- Expanded and enhance training and outreach initiatives started in the previous year.
- Developed and delivered workshops or continuous programming for parents/caregivers and ECE professionals.
- Offered two large-scale social media campaigns.
- Launched Playaway Literacy Tablets in all public libraries in the NLPL organization.

In the second year of a three year Early Literacy plan the NLPL's Early Literacy Team continued to offer training, outreach services established in 2023-24 but expanded into social media and digital literacy with the launching of the Playaway tablets in September of 2024.

Discussion of Results 2024-2025

The Board was successful in its 2024-25 objective of continuing to implement and enhance literacy-based library services for adults and children.

Digital Literacy

In 2024-25, our Digital Literacy Librarian continued developing and adapting existing materials in the areas of curriculum development such as classes on internet basics, online government services, privacy

and security. NLPL had a total of 4,934 patrons participate in Digital and Tech Literacy offerings, including Niche Academy, Tech Drop-in sessions, digital and technology reference questions, and other Digital Literacy programming. 227 employees enrolled in and completed Niche Academy courses. Staff Training materials were created and posted here: Digital and Media Literacy: Staff Training.

Marketing initiatives were completed, including Facebook ads and VOCM/Stingray radio ads. Through the Digital Literacy Exchange Program (DLEP) laptops, iPads, and Apple Pencils were delivered and put into service. The Digital Literacy and Technology Librarian conducted both in-person and virtual staff training sessions across various branches, focusing on DLEP laptops, iPads, Apple Pencils, and the facilitation of Digital Literacy and Tech Drop-In programs.

$14,000 of Additional technology purchases and deliveries were conducted and included items such as new projectors, projector screens, TVs, TV wall mounts, and HDMI cords. Program Evaluation Forms and Staff Surveys were implemented, with 58 responses received—17 of which pertained to Digital/Technology-related programming.

Adult Literacy

In 2023-2024 NLPL was able to make use of grant funding to develop the system's adult literacy offerings. Part of the grant allowed NLPL to purchase several online subscriptions (Brainfuse – JobNow, Brainfuse – HelpNow, Rocket Languages, and LinkedIn Learning) that continued into 2024-2025. These online resources provided support to patrons with a variety of courses covering everything from learning an instrument or a programming language to customer service training and job interview prep. In addition to the online subscriptions, the grant allowed NLPL to hire an Adult Literacy Librarian in 2023-2024 who was specifically tasked with developing system-wide adult literacy programs and initiatives as well as providing training to staff throughout the system to better support adult literacy. The dedicated Adult Literacy position came to an end partway through 2024-2025 and existing NLPL staff carried forward many of the same initiatives. One such initiative is the Program Evaluation Forms to continually assess the impact of programs delivered across the province.

Frontline staff throughout the province continued to support adult literacy with traditional programs like author visits, book clubs and information sessions. NLPL also partners with Service Canada to bring in relevant presentations for library patrons.

NLPL Staff supported Adult Literacy by being present at community events and outreach opportunities in order to promote NLPL services and resources. Library staff were present at several events across the province including, but certainly not limited to, Community Mental Health Initiative's Winter Wellness Fest (Corner Brook), A Time for Health Fair (Corner Brook), Kinderstart presentations (schools throughout the province), Association for New Canadians Ukrainian Newcomers' Group (St. John's) and College of the North Atlantic Community Connections Fair (St. John's).

French Language Services

In 2024-25 the French Language Services Specialist developed, delivered and coordinated programming and staff training in the French Language for NLPL patrons, and staff.

Informations en français has been created based on patron questions and needs. The playlist currently includes six videos: How to use Overdrive, discover our French Grab n go Kits, Access our Connect Pass offers, How to get a library card, Overview of library resources, and Request a book through System Wide Holds. They can be found here:
https://www.youtube.com/watch?v=Kc4NlYyHP60&list=PLboYxIqTjylqzw_OqG9gTlqimRvlEPqUm.

Twenty-three French rhymes and songs videos were created and published on YouTube. These videos consisted of different themes songs, rhymes and finger rhymes are presented for parents, children and staff training. They can be found here:
https://www.youtube.com/watch?v=1AUOxVXoB_M&list=PLboYxIqTjylrH2HQ5EBvVjgHLGdoAZJpH.

A French Collection playlist was created to promote NLPL new titles and resources in French, videos were also posted on NLPL's Instagram Reels page. The playlist currently includes 3 videos and can be found here: https://www.youtube.com/playlist?list=PLboYxIqTjylqkCPcxkg9fAsz9QCiDqlQn.

Individual staff training sessions were conducted for staff wishing to offer programming in French and support was provided through advice, discussion, and sharing of the French resources created by the French Language Services Specialist. As well, a YouTube playlist to show/teach French rhymes and songs so that staff can use them in their own storytime session. Twenty three videos were developed and created to support staff who wish to offer bilingual programming by incorporating songs or rhymes in French into their storytime programs. They can be found here:
https://www.youtube.com/watch?v=1AUOxVXoB_M&list=PLboYxIqTjylrH2HQ5EBvVjgHLGdoAZJpH.

Early Literacy

Early Literacy (EL) remains a priority, with continued annual spending to enhance library spaces and programming for our youngest patrons. Every Child Ready to Read Program remains as the foundation for early literacy education and promotion.

Outreach and partnerships with groups serving children and families will be expanded upon, and new resources to support early literacy made available to all patrons. Provision of the online services will continue in the future.

In 2024-25, the Early Literacy team completed the following activities:

- The Early Literacy Enhanced Storytime training modules have been updated to feature a more contemporary design, utilizing Canva instead of PowerPoint. This enhancement also incorporates images from children's sections within current NLPL libraries. Additionally, the EL team has developed Storytime training videos that focus on essential components of storytelling and selecting age appropriate books. Ongoing training is available for library staff who may need additional support and guidance during live story times after completing the modules.

- Workshops have been created and presented to College of the North Atlantic and Academy Canada's ECE Students on how to choose books for different ages. Examples of these books were brought to look at in order to understand what to look for when choosing books. A demonstration was provided on how to present a picture book and how to interact and incorporate the children to whom they are reading.

- The students were able to ask questions and also view examples of the kits that are available for borrow from NLPL. A full day (six hour) Professional Learning workshop was complied and presented to 17 Early Childhood professionals. Two more full day workshops are planned for Conception Bay South and Gander for May 9th and May 10th, 2025.

  The new workshop is compiled from the "Early Literacy Enhanced Storytime Workshop" and "Every Child Ready to Read". Included in the Professional Learning is a section on "NLPL resources available to ECE's". A list of topics includes:
  - Understanding the significance of early literacy and why it matters.
  - Early Literacy Skills & Practices, covering stages, components, and the 5 Practices (Sing, Talk, Read, Write, Play).
  - Techniques for choosing and effectively sharing books with children. Mixed age and different age groups.
  - Extension activities to enhance the learning experience beyond traditional Storytime.
  - Strategies for setting up an engaging space for Storytime sessions.
  - Exploring how the library can be a valuable resource for Early Childhood Educators and practitioners.

- Large Scale Social Media Campaigns that were conducted:

  - Social media Campaigns were created by the EL team for Family Literacy Day January, 2024 and 2025. The team created handouts and flyers to share with Early Childhood Educators through social media, email and in-person. These materials highlight various ways to integrate Family Literacy Day activities into their centers and was shared through social media and email.
  - Another campaign focused on highlighting "**What NLPL Can Do for You"** in collaboration with the Early Literacy team. Flyers were created to showcase the benefits of our Early Literacy Program for ECEs, educators, and childcare providers which was shared on AECENL's Facebook platform, Family Childcare and Connection's social media Facebook page and Early Childhood Educators of NL Facebook pages. Through this campaign we promoted the resources and outreach programs offered by NLPL's Early Literacy team, which was also shared by the Department of Education, AECENL, Family Childcare and Connections, family resource centers, and childcare consultants through mass emails.

- The team has also completed a major campaign to promote the new **Playaway Launchpad tablets** for young children. This included promotional materials such as creating large posters to be placed throughout the community and flyers shared as handouts, as well as shared on social media platforms like Instagram and Facebook as well as individual library's social media pages. An official media release was organized and implemented at the CBS Public Library on September 11, 2024, concluding with an interview that aired on NTV News.

- In April 2024, 300 Launchpads were ordered and distributed across all NL Public libraries. The Launchpad Tablets were officially launched on September 4th, and from that date until March 31st 2025, a total of 1,115 tablets were checked out. In February 2025, the EL team placed another order for 215 Launchpads, intending to enhance tablet usage. A new project consisting of Digital Educator Kits are in the early stages of development. Each kit will include five Launchpad tablets that educators can borrow from their local NL Public libraries. This initiative aims to provide Early Childhood Educators with a reliable digital resource tailored for children in their care, while also broadening access with fewer borrowing limitations.

- 106 public library visits to assess children's library areas and to provide support and resources as necessary. Provided resources such as puppets, felt stories, puzzles, block sets and song/poem kits with additional items being ordered for delivery in April 2025.

- 497 story time outreach programs to kindergarten, childcare, schools, Family Resources Centers and special events.

- 75 library staff have received training on the Early Literacy Enhanced Storytime Training Modules

- 24 total presentations provided to raise awareness of the NLPL Early Literacy Program to Family Resources Center staff, Early Childhood Educators, Family Childcare Connections, Quality Enhancement & Childcare Consultants as well as Kinder-Start Presentations to parents.

- 488 Peer to peer supports to library staff. This includes providing resources like craft activities, props, assisting with storytime planning and help with arranging the children's space via in person, email, video or phone conversation.

- 3,650 KinderStart new books have been ordered and received. 1903 new book titles with bags have been sent to libraries for the 2024-25 KinderStart season.

- 91 ECE's currently on the waitlist for Professional Learning with the Early Literacy Administrator and Specialist. Full day Professional Learning opportunities coming up across the province in spring of 2025. With 249 educators already received Professional learning to date.

- 103 Children's WonderBooks were ordered and placed into libraries across the province. Wonderbooks by Playaway are read-along audio books.

In the eight major public library usage categories, four of the categories saw usage increases over the previous year.

The largest increase came in the attendance of library programs, which saw a 22 percent increase over the previous year. The Digital Library continues to be well used: maintaining the 50 per cent increase in usage that occurred during the pandemic in 2020-21, this is the fourth consecutive year that this increased level of activity has occurred.

2025-26 Objective
By March 31, 2026, the PILRB will have continued implementation and enhancement literacy-based library services for adults and children.

Indicators:

- One-on-one and group instruction on digital literacy topics that began in 2024-25 will continue to be offered.
- Provide library resources, outreach, and collaboration with community partners in support of Adult Literacy.
- Continue to train and support NLPL staff in the provision of French Language programming and expand the number of locations where programming is offered in French
- Completed Year Three Objectives of the NLPL Early Literacy Plan:
    - Continuation of programs and outreach developed in previous years
    - Review and evaluation of the project initiatives
    - Develop new Digital Educator Launchpad kits that will be accessible to educators throughout the province.
    - Deliver the NLPL developed ECE Professional Learning workshop to ECE's
    - Acquire and distribute Early Childhood resources such as wobble cushions (for flexible seating), regular story time cushions, table toys (manipulatives), puzzles, infant toys, musical toys, and sensory toys, which will enhance Early Childhood programs at public libraries.

OPPORTUNITIES AND CHALLENGES

During 2024-25, a number of opportunities and challenges important to the Board were identified. They include:

Digital Library

The importance of our digital resources continues. PILRB's digital library service continues to be well used by patrons as the restrictions introduced by the COVID-19 pandemic brought increased awareness and content to the service. Digital circulation last year increased to 476,790 items, maintaining the 50 per cent increase since the beginning of the pandemic in March 2020. This steady performance illustrates the desire for patrons to access library material remotely. In 2024-25, 6,081 online requests for either new library cards or updates to existing patron records were received. This service allows downloading of electronic books and audiobooks, from within the library or home, to a variety of devices. This rising demand will put increased pressure on the NLPL's limited library materials collection budget and will require the NLPL to closely monitor and evaluate its purchases in relation to physical versus online library material.

COVID-19 Pandemic – Long Terms Effects on Library Services.

The COVID-19 pandemic certainly had an impact on public library operations. The biggest impacts were the escalation of use and demand of the NLPL Digital Library and a shift from physical face-to-face programming to professionally-developed online programming through online streaming services.

With the return of the NLPL to full operations, library patrons continue to expect that the alternate delivery mechanisms that were developed and implemented during the pandemic continue. Services such as an expansive Digital Library, and online programming are now seen as fundamental services the NLPL should provide on an ongoing basis. The NLPL will find this challenging as additional resources or diversion of resources away from other areas of operation will be necessary to maintain these services. Patron behaviour continues to shift, and patron demand for online library services such as online video services continues to increase.

Appendix 1

Provincial Information and Library Resources Board Members

Provincial Information and Library Resources Board

Board Membership as of March 31, 2025

Name	Location	Appointment Type
Alpen, Myrtice (Executive Officer)	Lewisporte	Central Board Representative
Barnes, Steve	Grand Bank	Eastern Board Representative
Tobin, Monique	St. John's	St. John's Board Representative
Roberts, Terry	Wabush	Western and Labrador Board Representative
Mcinnis, Bradley	Norris Arm	Lieutenant-Governor in Council
Lovelady, Lisa (Vice Chair)	Conception Bay South	Lieutenant-Governor in Council
Glover, Daniel	St. John's	Lieutenant-Governor in Council
Conway, Allison	St. John's	Lieutenant-Governor in Council
Vokey, Krista	St. John's	Lieutenant-Governor in Council
Wicks Morrow, Hilary (Chair)	St. John's	Lieutenant-Governor in Council

Appendix 2

Newfoundland and Labrador

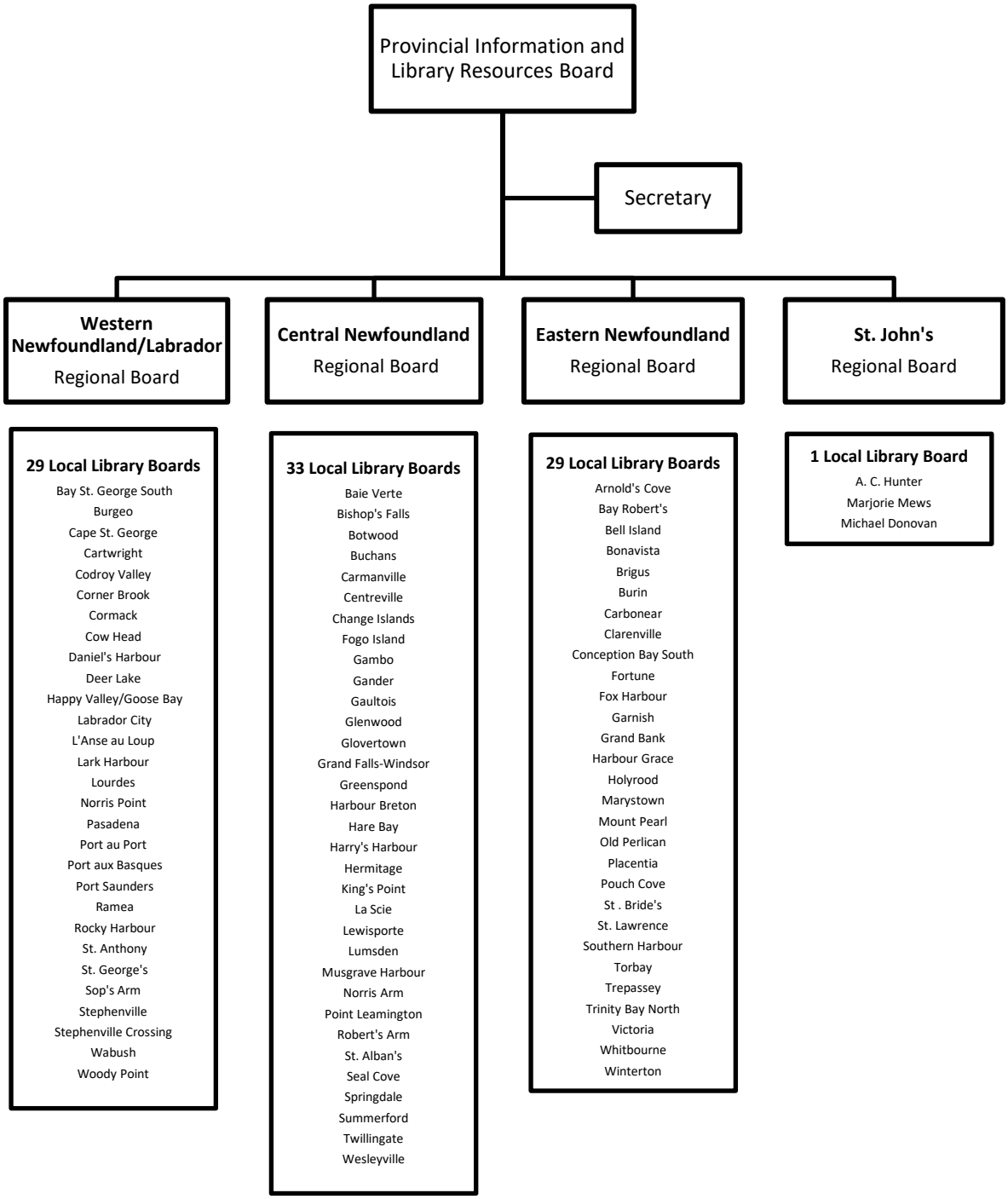
Public Libraries

Board Structures

March 31, 2025

Newfoundland and Labrador Public Libraries

Board Structures



Appendix 3

Provincial Information and
Library Resources Board
Audited Financial Statements
2024-25

PROVINCIAL INFORMATION AND LIBRARY RESOURCES BOARD

FINANCIAL STATEMENTS

MARCH 31, 2025

Management's Report

Management's Responsibility for the Provincial Information and Library Resources Board Financial Statements

The financial statements have been prepared by management in accordance with Canadian public sector accounting standards and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all of the notes to the financial statements, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that transactions are properly authorized, assets are safeguarded and liabilities are recognized.

Management is also responsible for ensuring that transactions comply with relevant policies and authorities and are properly recorded to produce timely and reliable financial information.

The Board of Directors is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control and exercises these responsibilities through the Board. The Board reviews internal financial information periodically and external audited financial statements yearly.

The Auditor General conducts an independent audit of the annual financial statements of the Board in accordance with Canadian generally accepted auditing standards, in order to express an opinion thereon. The Auditor General has full and free access to financial management of the Provincial Information and Library Resources Board.

On behalf of the Provincial Information and Library Resources Board.

Mr. Andrew Hunt, BBA, CPA, CGA
Executive Director

OFFICE OF THE AUDITOR GENERAL
NEWFOUNDLAND AND LABRADOR

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Provincial Information and Library
Resources Board
Stephenville, Newfoundland and Labrador

Opinion

I have audited the financial statements of the Provincial Information and Library Resources Board, which comprise the statement of financial position as at March 31, 2025, and the statements of operations, remeasurement gains and losses, change 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 my opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Provincial Information and Library Resources Board as at March 31, 2025, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

I conducted my audit in accordance with Canadian generally accepted auditing standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am independent of the Provincial Information and Library Resources Board in accordance with the ethical requirements that are relevant to my audit of the financial statements in Canada, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other Information

Management is responsible for the other information. The other information comprises the information included in the annual report, but does not include the financial statements and my auditor's report thereon. The annual report is expected to be made available to me after the date of this auditor's report.

My opinion on the financial statements does not cover the other information and I will not express any form of assurance conclusion thereon.

Independent Auditor's Report (cont.)

In connection with my audit of the financial statements, my responsibility is to read the other information identified above when it becomes available and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated. When I read the annual report, if I conclude that there is a material misstatement therein, I am required to communicate the matter to those charged with governance.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, 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 Provincial Information and Library Resources Board'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 cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Provincial Information and Library Resources Board's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

My 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 my 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, I exercise professional judgment and maintain professional skepticism throughout the audit. I 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 my 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.

Independent Auditor's Report (cont.)

- 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 Provincial Information and Library Resources Board'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 Provincial Information and Library Resources Board's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Provincial Information and Library Resources Board 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.

I 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 I identify during my audit.

Sandra Russell

SANDRA RUSSELL, CPA
Deputy Auditor General

September 17, 2025
St. John's, Newfoundland and Labrador

PROVINCIAL INFORMATION AND LIBRARY RESOURCES BOARD
STATEMENT OF FINANCIAL POSITION
As at March 31

	2025	2024
FINANCIAL ASSETS		
Cash	**$ 2,525,909**	$ 3,283,379
Accounts receivable (Note 3)	**74,062**	153,969
Due from Province	**-**	81,038
Portfolio investments (Note 4)	**138,200**	124,021
	2,738,171	3,642,407
LIABILITIES		
Accounts payable and accrued liabilities (Note 5)	**785,615**	830,537
Employee future benefits (Note 6)	**554,712**	576,428
Deferred revenue (Note 7)	**855,464**	1,400,813
Asset retirement obligations (Note 10)	**193,250**	193,250
	2,389,041	3,001,028
Net financial assets	**349,130**	641,379
NON-FINANCIAL ASSETS		
Inventories held for use	**61,069**	53,920
Prepaid expenses	**138,943**	128,537
Tangible capital assets (Note 11)	**1,877,499**	1,620,286
	2,077,511	1,802,743
Accumulated surplus	**$ 2,426,641**	$ 2,444,122
Accumulated surplus is comprised of:		
Accumulated operating surplus	**$ 2,311,933**	$ 2,343,593
Accumulated remeasurement gains	**114,708**	100,529
	$ 2,426,641	$ 2,444,122

Contractual obligations (Note 9)
Trusts under administration (Note 12)

The accompanying notes and supplementary schedules are an integral part of these financial statements.

Signed on behalf of the Board: Hilary Weiss Morrow
Chairperson

Lisa M
Member

PROVINCIAL INFORMATION AND LIBRARY RESOURCES BOARD
STATEMENT OF OPERATIONS
For the Year Ended March 31

	2025 Budget	2025 Actual	2024 Actual
	Unaudited (Note 14)		
REVENUE			
Province of Newfoundland and Labrador			
Operating grant	$ 12,543,032	$ 12,744,222	$12,748,283
Capital grant	300,000	300,000	120,000
Early Literacy Digital	-	91,213	-
Early literacy program	-	330,681	263,365
Adult literacy project	-	65,250	134,224
French language services specialist	-	87,768	54,284
Kinderstart	-	23,939	-
Deer Lake Ramp, Accessibility to Patrons (Federal)	-	82,000	-
Digital literacy exchange program (Federal Gov't)	-	95,304	149,381
Canada and NL summer jobs	-	13,993	26,925
Interest	130,000	149,494	203,714
Miscellaneous	101,193	137,687	126,670
AC Hunter – local board contribution	3,743	3,743	24,950
Privately funded projects (Note 8)	-	20,589	19,978
Fines and lost library materials	5,000	5,800	5,640
Dividend revenue	-	5,537	5,135
St. John's outreach – mobile van	-	7,765	2,377
Gain on disposal of tangible capital assets	-	12,013	2,000
	13,082,968	14,176,998	13,886,926
EXPENSES (Note 17)			
Administration	2,746,309	2,665,000	2,675,011
Adult literacy project	-	65,250	134,224
Amortization	-	312,240	356,661
Digital literacy exchange program (Federal Gov't)	-	95,253	110,307
Early literacy program/Early Literacy Digital	-	421,895	243,243
French language services specialist	-	87,784	54,284
Kinderstart	-	23,939	-
Library collection	2,387,971	2,119,211	1,829,088
Library operations	7,561,551	8,102,468	8,152,400
Privately funded projects (Note 8)	-	20,589	19,978
Public computer access	355,742	286,779	298,381
St. John's outreach – mobile van	-	8,250	2,377
	13,051,573	14,208,658	13,875,954
Annual operating surplus (deficit)	31,395	(31,660)	10,972
Accumulated operating surplus, beginning of year	2,343,593	2,343,593	2,332,621
Accumulated operating surplus, end of year	$ 2,374,988	$ 2,311,933	$ 2,343,593

The accompanying notes and supplementary schedules are an integral part of these financial statements.

PROVINCIAL INFORMATION AND LIBRARY RESOURCES BOARD
STATEMENT OF REMEASUREMENT GAINS AND LOSSES
For the Year Ended March 31

	2025	2024
Accumulated remeasurement gains, beginning of year	**$ 100,529**	$ 82,457
Unrealized gains (losses) attributable to:		
Portfolio investments	**14,179**	18,072
Accumulated remeasurement gains, end of year (Note 4)	**$ 114,708**	$ 100,529

The accompanying notes and supplementary schedules are an integral part of these financial statements.

PROVINCIAL INFORMATION AND LIBRARY RESOURCES BOARD
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
For the Year Ended March 31

	2025 Budget	2025 Actual	2024 Actual
	Unaudited (Note 14)		
Annual operating surplus (deficit)	$ 31,395	$ (31,660)	$ 10,972
Changes in other non-financial assets			
Use of prepaid expenses	-	128,537	151,140
Acquisition of prepaid expenses	-	(138,943)	(128,537)
Net use of inventories held for use	-	(7,149)	(1,467)
	-	(17,555)	21,136
Changes in tangible capital assets			
Acquisition of tangible capital assets	-	(569,453)	(482,996)
Amortization of tangible capital assets	-	312,240	356,661
	-	(257,213)	(126,335)
Effect of remeasurement gains for the year	-	14,179	18,072
Increase (decrease) in net financial assets	31,395	(292,249)	(76,155)
Net financial assets, beginning of year	641,379	641,379	717,534
Net financial assets, end of year	$ 672,774	$ 349,130	$ 641,379

The accompanying notes and supplementary schedules are an integral part of these financial statements.

PROVINCIAL INFORMATION AND LIBRARY RESOURCES BOARD
STATEMENT OF CASH FLOWS
For the Year Ended March 31

	2025	2024
Operating transactions		
Annual operating surplus (deficit)	$ (31,660)	$ 10,972
Adjustment for non-cash items		
Amortization	312,240	356,661
Gain on disposal of tangible capital assets	(12,013)	(2,000)
	268,567	365,633
Change in non-cash operating items		
Accounts receivable	79,907	(92,190)
Due from Province	81,038	76,962
Accounts payable and accrued liabilities	(44,922)	139,570
Employee future benefits	(21,716)	(12,773)
Deferred revenue	(545,349)	1,018,949
Inventories held for use	(7,149)	(1,467)
Prepaid expenses	(10,406)	22,603
Cash provided from (applied to) operating transactions	(200,030)	1,517,287
Capital transactions		
Acquisition of tangible capital assets	(569,453)	(482,996)
Proceeds from disposal of tangible capital assets	12,013	2,000
Cash applied to capital transactions	(557,440)	(480,996)
Increase (decrease) in cash	(757,470)	1,036,291
Cash, beginning of year	3,283,379	2,247,088
Cash, end of year	$ 2,525,909	$ 3,283,379

The accompanying notes and supplementary schedules are an integral part of these financial statements.

PROVINCIAL INFORMATION AND LIBRARY RESOURCES BOARD
SCHEDULE OF OPERATING GRANTS TO LOCAL LIBRARIES
For the Year Ended March 31

	2025	2024
Eastern Division		
Arnold's Cove	$ 6,861	$ 9,583
Bay Roberts	75,727	76,338
Bell Island	1,176	1,195
Bonavista	9,474	6,135
Brigus	8,992	8,717
Burin	1,444	1,266
Carbonear	41,837	42,512
Catalina	5,071	5,143
Clarenville	20,547	20,230
Conception Bay South	277,574	282,877
Fortune	910	952
Fox Harbour	8,952	5,452
Garnish	837	942
Grand Bank	9,830	15,536
Harbour Grace	12,053	13,912
Holyrood	7,896	6,992
Marystown	860	857
Mount Pearl	30,494	18,818
Old Perlican	798	2,229
Placentia	26,981	26,787
Pouch Cove	1,615	1,825
St. Brides	7,974	8,004
St. Lawrence	955	1,595
Torbay	30,003	29,661
Trepassey	14,079	11,300
Victoria	1,027	1,006
Whitbourne	5,168	4,334
Winterton	768	794
	609,903	604,992

PROVINCIAL INFORMATION AND LIBRARY RESOURCES BOARD
SCHEDULE OF OPERATING GRANTS TO LOCAL LIBRARIES (cont.)
For the Year Ended March 31

	2025	2024
Central Division		
Baie Verte	**6,526**	7,195
Bishop's Falls	**1,480**	1,619
Botwood	**14,905**	16,514
Buchans	**1,084**	1,180
Carmanville	**1,578**	1,136
Centerville	**1,165**	2,226
Change Islands	**938**	690
Fogo	**1,016**	1,638
Gambo	**11,544**	10,108
Gander	**51,054**	49,348
Gaultois	**3,027**	3,683
Glenwood	**1,398**	1,730
Glovertown	**2,362**	2,976
Grand Falls-Windsor	**6,822**	5,344
Greenspond	**3,505**	6,104
Harbour Breton	**721**	1,300
Hare Bay	**1,104**	1,289
Harry's Harbour	**5,341**	5,396
Hermitage	**977**	1,040
King's Point	**3,289**	4,448
Lewisporte	**13,148**	10,245
Lumsden	**1,899**	1,171
Musgrave Harbour	**1,704**	1,198
Norris Arm	**2,179**	2,742
Point Leamington	**2,602**	1,548
Robert's Arm	**4,784**	4,998
St. Albans	**1,670**	1,655
Seal Cove	**1,174**	2,298
Springdale	**1,792**	1,141
Summerford	**2,835**	3,596
Twillingate	**1,850**	1,437
Wesleyville	**1,201**	1,216
	156,674	158,209

PROVINCIAL INFORMATION AND LIBRARY RESOURCES BOARD
SCHEDULE OF OPERATING GRANTS TO LOCAL LIBRARIES (cont.)
For the Year Ended March 31

	2025	2024
Western Newfoundland - Labrador Division		
Bay St. George South	**1,070**	941
Burgeo	**1,006**	1,076
Cape St. George	**926**	876
Cartwright	**542**	747
Codroy Valley	**583**	654
Cormack	**2,479**	2,258
Corner Brook	**210,308**	208,156
Cow Head	**13,581**	8,832
Daniel's Harbour	**1,512**	1,392
Deer Lake	**22,011**	21,992
Happy Valley	**2,664**	1,091
Labrador City	**46,830**	37,711
L'Anse au Loup	**1,704**	1,293
Lark Harbour	**858**	752
Lourdes	**1,606**	868
Norris Point	**5,353**	3,311
Pasadena	**6,693**	4,140
Port au Port	**1,744**	1,846
Port aux Basques	**25,205**	22,443
Port Saunders	**6,393**	10,915
Ramea	**782**	2,199
Rocky Harbour	**725**	485
St. Anthony	**7,945**	2,884
St. George's	**1,812**	1,045
Sops Arm	**1,336**	1,085
Stephenville	**59,148**	53,879
Stephenville Crossing	**2,967**	1,741
Wabush	**3,132**	2,768
Woody Point	**5,672**	5,442
	436,587	402,822
	$1,203,164	$1,166,023

1. Nature of operations

The Provincial Information and Library Resources Board (the Board) operates under the authority of the Public Libraries Act. The purpose of the Board is to operate the public libraries in the Province. A majority of the members of the Board are appointed by the Lieutenant-Governor in Council. The Board reports to the Minister of Education and Early Childhood Development.

The reporting entity for the purpose of these financial statements is the Board's head office and divisional offices. These financial statements include expenditures for grants made to local libraries under the jurisdiction of the three divisional library boards detailed in the Schedule to the financial statements. Funds raised by local libraries are not reflected in these financial statements.

The Board is a Crown entity of the Province of Newfoundland and Labrador and as such is not subject to Provincial or Federal income taxes.

2. Summary of significant accounting policies

(a) Basis of accounting

The Board is classified as an Other Government Organization as defined by Canadian public sector accounting standards (CPSAS). These financial statements have been prepared by the Board's management in accordance with CPSAS for provincial reporting entities established by the Canadian Public Sector Accounting Board (PSAB). Outlined below are the significant accounting policies followed.

(b) Financial instruments

The Board's financial instruments recognized in the statement of financial position consists of cash, accounts receivable, due from Province, portfolio investments and accounts payable and accrued liabilities. The Board generally recognizes a financial instrument when it enters into a contract which creates a financial asset or financial liability. Financial assets and financial liabilities are initially measured at cost, which is the fair value at the time of acquisition.

The Board subsequently measures all of its financial assets and financial liabilities at cost except for portfolio investments in equity instruments that are quoted in an active market, which are measured at fair value. Financial assets measured at cost include cash, accounts receivable and due from Province. Financial liabilities measured at cost include accounts payable and accrued liabilities.

The carrying values of cash, accounts receivable, due from Province and accounts payable and accrued liabilities approximate current fair value due to their nature and the short-term maturity associated with these instruments.

2. Summary of significant accounting policies (cont.)

(b) Financial instruments (cont.)

The Board uses the quoted market price as at the fiscal year end to measure the fair value of its portfolio investments. Unrealized gains and losses from changes in the fair value of financial instruments are recognized in the statement of remeasurement gains and losses. Upon settlement, the cumulative gain or loss is reclassified from the statement of remeasurement gains and losses and recognized in the statement of operations.

Interest and dividends attributable to financial instruments are reported in the statement of operations.

(c) Cash

Cash includes cash in bank.

(d) Tangible capital assets

Tangible capital assets are recorded at cost, which includes amounts that are directly related to the acquisition, design, construction, development, improvement, betterment or retirement of the assets. Cost includes overhead directly attributable to construction and development, as well as interest costs that are directly attributable to the acquisition or construction of the asset.

The cost, less residual value, of the tangible capital assets, excluding land, is amortized on a straight-line basis over their estimated useful lives as follows:

Buildings	40 years
Building improvements	10 years
Furniture and equipment	10 years
Motor vehicles	5 years
Computer equipment	3 years
Software	5 years

2. Summary of significant accounting policies (cont.)

(d) Tangible capital assets (cont.)

Tangible capital assets are written down when conditions indicate that they no longer contribute to the Board's ability to provide goods and services, or when the value of future economic benefits associated with the tangible capital assets are less than their net book value. The net write-downs are accounted for as expenses in the statement of operations.

Contributed tangible capital assets are recorded as revenue at their fair market value on the date of donation, except in circumstances where fair value cannot be reasonably determined, which are then recognized at nominal value. Transfers of tangible capital assets from related parties are recorded at carrying value.

(e) Inventories held for use

Inventories held for use include office supplies and postage, and are recorded at the lower of historical cost and replacement cost.

(f) Prepaid expenses

Prepaid expenses include subscriptions, insurance and licenses, and are charged to expenses over the periods expected to benefit from it.

(g) Employee future benefits

Employee future benefits include severance pay and accumulating non-vesting sick leave benefits.

(i) Severance is accounted for on an accrual basis and is calculated based upon years of service and salary levels at the cessation of the plans.

(ii) The cost of accumulating non-vesting sick leave benefits is actuarially determined using management's best estimates of long-term inflation rates, compensation increases, discount rate and remaining service life.

Under the Public Libraries Act, certain employees of the Board are subject to the Public Service Pensions Act, 2019. Employee contributions are matched by the Board and remitted to Provident[10] from which pensions will be paid to employees when they retire. This plan is a multi-employer defined benefit plan, providing a pension on retirement based on the member's age at retirement, length of service and the average of their best 6 years of earnings for service on or after January 1, 2015, and, for service before January 1, 2015, the higher of the average of the frozen best 5 years of earnings up to January 1, 2015, or the average of the best 6 years of earnings for all service.

Employee future benefits expenses are included with salaries and benefits in the Board's financial statements.

2. Summary of significant accounting policies (cont.)

(h) Revenues

Revenues are recognized in the period in which the transactions or events occurred that gave rise to the revenues. All revenues are recorded on an accrual basis, except when the accruals cannot be determined with a reasonable degree of certainty or when their estimation is impracticable.

Exchange transactions are transactions where goods or services are provided to a payor for consideration. These transactions include performance obligations for the Board arising directly from a payment or promise of consideration by a payor. These transactions are not necessarily exchanges of fair or equal value.

The Board's privately funded projects' revenues and local board contribution revenues are exchange transactions, with performance obligations.

Interest revenue is bank interest and recognized when earned.

Dividend revenue on portfolio investments is recognized when the dividend is declared.

Government transfers (Province of Newfoundland and Labrador and Government of Canada grants) are recognized as revenues when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation related to the liabilities are settled.

Contributions from other sources are deferred when restrictions are placed on their use by the contributor, and are recognized as revenue when used for the specific purpose.

(i) Expenses

Expenses are reported on an accrual basis. The cost of all goods consumed and services received during the year is recorded as an expense in that year.

Transfers include operating grants to local libraries. These transfers are recorded as expenses when the transfer is authorized and eligibility criteria have been met by the recipient.

2. Summary of significant accounting policies (cont.)

(j) Measurement uncertainty

The preparation of financial statements in conformity with CPSAS requires management to make estimates and assumptions that affect the reporting amounts of assets and liabilities, and disclosure of contingent assets and liabilities, at the date of the financial statements and the reported amounts of the revenues and expenses during the period. Items requiring the use of significant estimates include the estimated cost of asset retirement obligations, the expected future life of tangible capital assets and the probability of future sick leave benefits utilized by employees.

Estimates are based on the best information available at the time of preparation of the financial statements and are reviewed annually to reflect new information as it becomes available. Measurement uncertainty exists in these financial statements. Actual results could differ from these estimates.

(k) Asset retirement obligations

Asset retirement obligations are legal obligations associated with the retirement of tangible capital assets, such as asbestos removal in retired buildings. The asset retirement obligation is initially measured using the best estimate of the amount required to retire a tangible capital asset at the financial statement date.

The Board reconsiders the carrying amount of the liability for an asset retirement obligation at each financial reporting date as new information becomes available regarding the estimated cost to settle the liability.

Due to the uncertainty of building retirement dates and the large range of retirement for other assets, the Board has not discounted the costs associated with asset retirement obligations and cannot reliably estimate the timing of expenditures.

3. Accounts receivable

	2025	2024
Federal Government		
Harmonized Sales Tax	**$ 40,538**	$ 43,261
Digital Literacy Exchange Program	**6,661**	64,539
Other	**26,863**	46,169
	$ 74,062	$ 153,969

There is no allowance for doubtful accounts since all amounts are considered collectible.

4. Portfolio investments

Portfolio investments consist of 1,678 shares of Sun Life Financial Inc. which were given to the Board as a result of the demutualization of Sun Life Assurance Company of Canada. The carrying value of the shares is equal to their market price at the time of transfer to the Board.

	Market Value		Carrying Value	
	2025	2024	**2025**	2024
Investments held directly				
Sun Life Financial Inc - 1,678 shares	**$ 138,200**	$ 124,021	**$ 23,492**	$ 23,492

5. Accounts payable and accrued liabilities

	2025	2024
Accounts payable	**$ 83,140**	$ 170,353
Accrued salaries and benefits	**702,475**	660,184
	$ 785,615	$ 830,537

6. Employee future benefits

Employee future benefits consists of:

	2025	2024
Severance pay	**$ 43,909**	$ 43,909
Accumulating non-vesting sick leave benefit liability (a)	**510,803**	532,519
	$ 554,712	$ 576,428

(a) Accumulating non-vesting sick leave benefit liability

	2025	2024
Accrued accumulating non-vesting sick leave benefit obligation, end of year	**$ 370,624**	$ 431,387
Unamortized actuarial gain, end of year	**140,179**	101,132
Accumulating non-vesting sick leave benefit liability, end of year	**$ 510,803**	$ 532,519

6. Employee future benefits (cont.)

(b) Change in accumulating non-vesting sick leave benefit liability

	2025	2024
Current year benefit cost	$ 45,839	$ 48,346
Interest on accrued benefit obligation	16,521	18,875
Amortization of actuarial gains	(32,479)	(23,729)
Accumulating non vesting sick leave benefit expense	29,881	43,492
Benefit payments	(51,597)	(56,265)
Change in accumulating non-vesting sick leave benefit liability	$ (21,716)	$ (12,773)

(c) Employee future benefits

(i) Severance pay

Employees of the Board as at March 31, 2018, as represented by the Canadian Union of Public Employees (CUPE), were entitled to severance pay. No further severance will accrue for these employees after March 31, 2018.

Executives, managers, and non-management/non-union employees of the Board were entitled to severance pay. No further severance will accrue for these employees after May 31, 2018.

CUPE employees who had at least one year of eligible service as at March 31, 2018 and executives, managers, and non-management/non-union employees who had at least one year of eligible service as at May 31, 2018 had the option of receiving their severance entitlement during the fiscal year ended March 31, 2019, or deferring it to a later date.

The severance liability as at March 31, 2025 represents severance owing to employees who deferred receiving their severance entitlement.

6. Employee future benefits (cont.)

(c) Employee future benefits (cont.)

(ii) Accumulating non-vesting sick leave benefits

All unionized employees hired before May 4, 2004, are credited with 2 days per month and all unionized employees hired thereafter are credited with 1 day per month for use as paid absences in the year due to illness. Employees are allowed to accumulate unused sick day credits each year, up to the allowable maximum provided in their respective employment agreement. Accumulated credits may be used in future years to the extent that the employee's illness exceeds the current year's allocation of credits. The use of accumulated sick days for sick leave compensation ceases on termination of employment. The benefit costs and liabilities related to the plan are included in the financial statements. For the year ended March 31, 2025, a sick leave liability was calculated for 183 employees.

The accrued benefit obligation for accumulating non-vesting sick leave benefits for the year ended March 31, 2025, is based on an actuarial extrapolation for accounting purposes to March 31, 2025 (valuation date as of March 31, 2024).

The actuarial extrapolation is based on assumptions about future events. The economic assumptions used in this extrapolation are the Board's best estimates of compensation increases of 3.50% per annum and discount rate of 4.48%. Other assumptions used in the extrapolation include estimates of expected termination rates, utilization rates and mortality rates.

Actuarial assumptions are reviewed and assessed on a regular basis to ensure that the accounting assumptions take into account various changing conditions and reflect the Board's best estimate of expectations over the long term.

Experience gains or losses are amortized over 14 years, which is the estimated average remaining service life of active employees. The amortization amount will be included as an expense in the financial statements commencing in the year subsequent to the year in which the experience gain or loss arose.

(iii) Pension contributions

The Board and its employees contribute to the Public Service Pension Plan in accordance with the Public Service Pensions Act, 2019 (the Act). The plan is administered by Provident[10], including payment of pension benefits to employees to whom the Act applies.

6. Employee future benefits (cont.)

(c) Employee future benefits (cont.)

(iii) Pension contributions (cont.)

The plan provides a pension to employees based on their age at retirement, length of service and rates of pay. The maximum contribution rate for eligible employees was 11.85% (2024 - 11.85%). The Board's contributions equal the employees' contributions to the plan. Total Public Service Pension Plan expense for the Board for the year ended March 31, 2025, was $486,941 (2024 - $484,162).

Employees who do not qualify to participate in the Public Service Pension Plan (for example, part-time employees) participate in the Government Money Purchase Pension Plan (GMPP). The GMPP is a defined contribution plan which was established under the Government Money Purchase Pension Plan Act. Employees are required to contribute 5% of regular earnings which is matched by the Board. Employees may make additional voluntary contributions, however, the maximum amount for all contributions may not exceed the lesser of 18% of an employee's earnings and the maximum amount allowed as specified under the Income Tax Act. Total GMPP expense for the Board for the year ended March 31, 2025, was $113,658 (2024 - $108,506).

7. Deferred revenue

Deferred revenues are set aside for specific purposes as required either by legislation, regulation or agreement. As at March 31, 2025, the Board reported the following:

	Balance at beginning of year	Receipts during year	Transferred to revenue	Balance at end of year
Provincial source revenue	$ 1,239,900	$ 57,750	$ 598,852	**$ 698,798**
Other source revenue	160,913	125,444	129,691	**156,666**
	$ 1,400,813	$ 183,194	$ 728,543	**$ 855,464**

Deferred revenue relates to grants received for specific programs such as literacy initiatives, musical instrument lending and library materials which have not yet been spent for these purposes by the Board. These amounts will be recognized as revenue when the specific program expenses are incurred.

8. Privately funded projects

The Board delivered various privately funded projects as follows:

Revenue	2025	2024
Sun Life Musical Instruments Lending Program	**$ 4,168**	$ 6,048
TD Indigenous Story Teller	**14,837**	13,157
TD Summer Reading Program	**11**	257
United Way	**1,573**	516
	$ 20,589	$19,978

Expenses		
Sun Life Musical Instruments Lending Program	**$ 4,168**	$ 6,048
TD Indigenous Story Teller	**14,837**	13,157
TD Summer Reading Program	**11**	257
United Way	**1,573**	516
	$ 20,589	$19,978

9. Contractual obligations

The Board has entered into lease agreements for postal equipment and various rental properties throughout the Province. Future minimum lease payments are as follows:

2026	$ 728,000
2027	680,531
2028	451,530
2029	446,011
2030	434,906
Thereafter	4,368,099
	$ 7,109,077

10. Asset retirement obligations

Asset retirement obligations are comprised of the following:

	2025	2024
Buildings	**$193,250**	$193,250
	$193,250	$193,250

The Board has recorded asset retirement obligations related to 19 local library board buildings owned by the Board.

11. Tangible capital assets

Original cost

	Balance March 31, 2024	Additions	Disposals	Balance March 31, 2025
Land	$ 285,907	$ -	$ -	**$ 285,907**
Buildings	1,758,867	-	-	**1,758,867**
Building improvements	3,005,967	420,372	-	**3,426,339**
Asset retirement obligations	193,250	-	-	**193,250**
Furniture and equipment	2,212,075	22,345	21,088	**2,213,332**
Motor vehicles	289,052	73,833	41,248	**321,637**
Computer equipment	1,133,600	52,903	13,611	**1,172,892**
Software	168,688	-	-	**168,688**
	$ 9,047,406	$ 569,453	$ 75,947	**$ 9,540,912**

Accumulated amortization

	Balance March 31, 2024	Amortization	Disposals	Balance March 31, 2025	Net book value March 31, 2025	Net book value March 31, 2024
Land	$ -	$ -	$ -	**$ -**	**$ 285,907**	$ 285,907
Buildings	1,595,853	24,787	-	**1,620,640**	**138,227**	163,014
Building improvements	2,368,467	120,779	-	**2,489,246**	**937,093**	637,500
Asset retirement obligations	184,259	937	-	**185,196**	**8,054**	8,991
Furniture and equipment	1,877,843	50,398	21,088	**1,907,153**	**306,179**	334,232
Motor vehicles	222,651	35,676	41,248	**217,079**	**104,558**	66,401
Computer equipment	1,009,359	79,663	13,611	**1,075,411**	**97,481**	124,241
Software	168,688	-	-	**168,688**	**-**	-
	$7,427,120	$ 312,240	$ 75,947	**$7,663,413**	**$1,877,499**	$1,620,286

12. Trusts under administration

Trust funds administered by the Board have not been included in the financial statements as expenditures of these funds are not controlled by the Board. The balances of funds held in trust are as follows:

	2025	2024
Local libraries - deposits	**$ 299,083**	$ 300,913
Provincial/Territorial Public Library Council	**54,851**	44,646
	$ 353,934	$ 345,559

Funds raised by some local libraries have been deposited with the Board to cover the cost of wages for additional opening hours and for the purchase of books, periodicals and computers. The balance on deposit at March 31, 2025 consists of cash of $175,852 (2024 - $185,086), and 10,042 shares (2024 – 9,651 shares) of various Investor Group Mutual Funds held in trust for the St. John's Public Library Board which were donated to the Board. The carrying value of the mutual funds is recognized at $123,231 (2024 - $115,827), as determined by the average cost at the time the shares were acquired by the Board. The fair market value of these shares at March 31, 2025 was $227,959 (2024 - $203,679).

The Provincial/Territorial Public Library Council is a national public library group comprising the provincial/territorial public library directors or senior policy advisors whose mandate is to facilitate the coordination of cross-jurisdictional public-library initiatives and to act as a point of contact with national library organizations and the Federal government. The membership fees are paid annually into an account for operational support and special projects. The group has established guidelines regarding funding expenditures.

13. Related party transactions

Province of Newfoundland and Labrador

The Board receives grant funding from the Province of Newfoundland and Labrador. During the year, the Board received or was owed grants totaling $13,101,971 (2024 - $14,323,905). The Board recognized $13,643,073 (2024 - $13,320,156) in revenue from the Province of Newfoundland and Labrador. These transactions are in the normal course of business measured at the exchange amount.

14. Budget

The Board's budget is prepared on a cash basis and approved by the Board of Directors. The 2025 budget expenses exceeded the Board's budgeted revenues and the expected difference would be funded from cash surpluses carried forward from prior years. Budgeted figures included in the financial statements are not audited.

15. Donated acquisitions

Donated acquisitions include gifts of artwork, books, periodicals, DVDs and other library resources that the Board has received. Donated acquisitions are not reflected in the Board's financial statements.

During the year, the Board issued receipts for non-cash donations of $7,564 (2024 - $10,854). Tax receipts are issued to the donor based on established rates per policy or an appraised value.

16. Financial risk management

The Board recognizes the importance of managing risks and this includes policies, procedures and oversight designed to reduce risks identified to an appropriate threshold. The Board is exposed to credit risk, liquidity risk and market risk through its financial instruments. There was no significant change in the Board's exposure to these risks or its processes for managing these risks from the prior year.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Board's main credit risk relates to cash, accounts receivable and due from Province. The Board's maximum exposure to credit risk is the carrying amounts of these financial instruments. The Board is not exposed to significant credit risk with its cash because this financial instrument is held with a chartered bank. The Board is not exposed to significant credit risk related to its accounts receivable and due from Province as it has policies and procedures for the monitoring and collection of its accounts receivable and due from Province so as to mitigate potential credit losses. Any estimated impairment of these accounts receivable and due from Province have been provided for through a provision for doubtful accounts. At the present time there is no provision for doubtful accounts as all amounts are considered collectible.

Liquidity risk

Liquidity risk is the risk that the Board will be unable to meet its contractual obligations and financial liabilities. The Board manages liquidity risk by monitoring its cash flows and ensuring that it has sufficient resources available to meet its contractual obligations and financial liabilities. The Board's exposure to liquidity risk relates mainly to its accounts payable and accrued liabilities, and contractual obligations. The future minimum payments required from the Board in relation to its contractual obligations are outlined in Note 9.

16. Financial risk management (cont.)

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency (foreign exchange) risk, interest rate risk and other price risk. The Board is not exposed to significant foreign exchange risk. In addition, the Board is not exposed to significant interest rate risk related to cash because of its nature.

The Board is exposed to other price risk on its portfolio investments (equity investments) as the investments are quoted in an active market in which share pricing can fluctuate. The Board's maximum other price risk is limited to the fair value of the shares as at March 31, 2025. As the Board's investment consists of 1,678 shares, any price fluctuation of $1 to the quoted market price will result in an unrecognized gain or loss of $1,678 for the Board.

17. Expenses by object

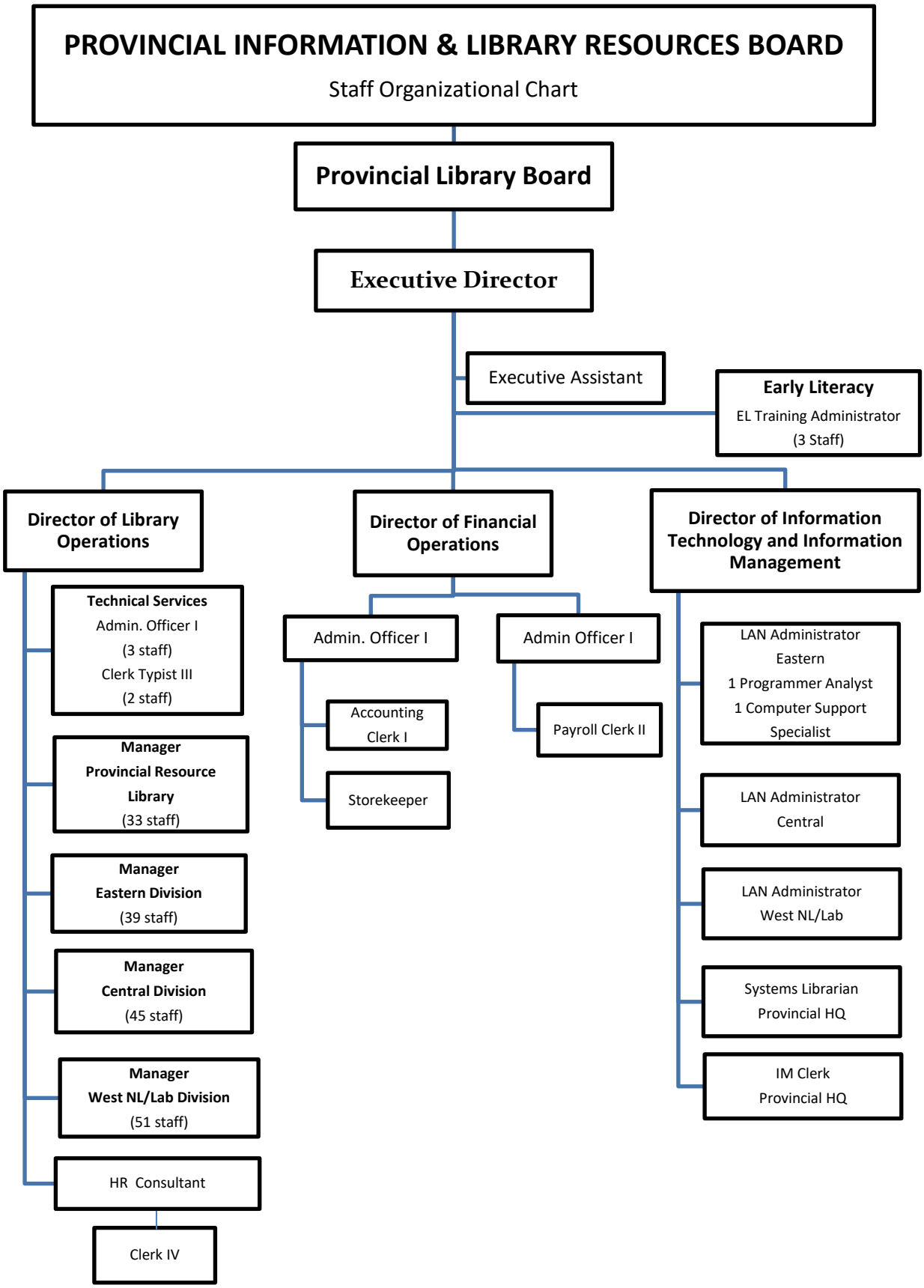
	2025 Budget Unaudited (Note 14)	2025 Actual	2024 Actual
Amortization	$ -	$ 312,240	$ 356,661
Books and Periodicals	1,118,802	1,337,448	1,019,140
Computerization of Libraries	395,075	535,977	440,639
Conference and Workshops	30,000	19,790	15,587
Freight and Postage	59,400	47,832	48,242
Library Operations (Grants)	1,139,606	1,203,164	1,166,023
Insurance	96,102	98,509	94,474
Miscellaneous	-	919	156
Office and Library Supplies	116,871	143,539	149,236
Professional Fees	35,000	71,377	41,469
Rental of Premises	365,590	365,590	365,590
Repairs and Maintenance	22,000	55,420	60,230
Salaries and Benefits	9,529,177	9,837,157	9,957,849
Telephone	47,100	49,575	51,721
Travel	96,850	130,121	108,937
	$13,051,573	$14,208,658	$13,875,954

18. Non-financial assets

The recognition and measurement of non-financial assets is based on their service potential. These assets will not provide resources to discharge liabilities of the Board. For non-financial assets, the future economic benefit consists of their capacity to render service to further the Board's objectives.

Appendix 4

Newfoundland and Labrador
Public Libraries
Staff Organizational Chart


PROVINCIAL INFORMATION & LIBRARY RESOURCES BOARD
Staff Organizational Chart
Provincial Library Board
Executive Director
Executive Assistant
Early Literacy
EL Training Administrator
(3 Staff)
Director of Library Operations
Director of Financial Operations
Director of Information Technology and Information Management
Technical Services
Admin. Officer I
(3 staff)
Clerk Typist III
(2 staff)
Manager
Provincial Resource Library
(33 staff)
Manager
Eastern Division
(39 staff)
Manager
Central Division
(45 staff)
Manager
West NL/Lab Division
(51 staff)
HR Consultant
Clerk IV
Admin. Officer I
Accounting Clerk I
Storekeeper
Admin Officer I
Payroll Clerk II
LAN Administrator Eastern
1 Programmer Analyst
1 Computer Support Specialist
LAN Administrator Central
LAN Administrator West NL/Lab
Systems Librarian Provincial HQ
IM Clerk Provincial HQ

Appendix 5

Newfoundland and Labrador
Public Libraries
Accessibility Plan Goals

NLPL Accessibility Plan Goals 2-24-25 through 2026-2027

Area	2024 - 25 Goals	2025-26 Goals	2026 -27 Goals
1: Built Environment	Update OH&S information	Review and make public basic accessibility levels of facilities	External accessibility audits of two libraries
2: Promotion and Public Engagement	Publish accessibility information webpage	Launch CELA training and promotion	Create naming and signage standards Public engagement sessions
3: Programs and Services	Develop and implement Accessibility Response Plan	Eliminate fines if feasible Acquire 4 more portable speaker systems	Reduced sensory hours developed and implemented
4: Internet and Connectivity	Launch Playaway tablets	Implement accessibility reviews of website	Pilot wireless internet hotspots
5: Communication	Implement Communication Policy	Form Accessibility and Equity Committee	Implement Promotion standards