

Port Colborne Public Library Board Meeting Agenda

Date: Wednesday, December 4, 2024
Time: 6:00 pm
Location: Library Auditorium, Port Colborne Public Library
 310 King St, Port Colborne

Pages

1. Call to Order

2. Land Acknowledgement

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

3. Disclosures of Interest

4. Adoption of Agenda

5. Approval of Minutes

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6. Business Arising from the Minutes

7. Discussion and Decision Items

7.1 Appointment of New Board Member (R. Tkachuk)

7.2 Election of Chair (R. Tkachuk)

5

7.3 Memorandum of Understanding (B. Boles and R. Tkachuk)

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7.4 Capital Projects Update (R. Tkachuk)

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Port Colborne Public Library Board Meeting Minutes

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

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

Member(s) Absent: M. Booth

Staff Present: R. Tkachuk, Chief Executive Officer (Board Secretary-Treasurer)

1. Call to Order

The Acting Chair called the meeting to order at 6:03 p.m.

2. Land Acknowledgement

The CEO recited the Land Acknowledgement Statement.

3. Disclosures of Interest

There were no disclosures of interest.

4. Adoption of Agenda

A Facility Update from the CEO was added under 7.2 of the agenda.

Moved by C. MacMillan

Seconded by H. Cooper

That the agenda dated November 6, 2024, be confirmed, as amended.

Carried

5. Approval of Minutes

Moved by H. Cooper
Seconded by C. MacMillan

That the minutes dated October 2, 2024, be approved, as circulated.

Carried

6. Business Arising from the Minutes

Nil.

7. Decision and Discussion Items

7.1 Human Resources Update (M. Murray)

a. WorkDay

The Chief Human Resources Officer for the City of Port Colborne gave a progress update for the new HR and accounting platform.

b. CEO Evaluation Forms

The Chief Human Resources Officer presented the annual CEO Evaluation Form.

Moved by H. Cooper
Seconded by A. Desmarais

That the Board complete a mid-year check-in for the CEO in 2025, and;

That the CEO's full performance review by the Board be postponed until the end of 2025.

Carried

7.2 Facility Update (R. Tkachuk)

The CEO reported on a library closure due to facility construction.

8. Consent Items

Moved by A. Desmarais
Seconded by H. Cooper

That consent items 8.1 to 8.5 be received, as presented.

Carried

8.1 Financial Reports

- a. **2024 Operating Budget (as November 1, 2024)**
- b. **2024 Facilities Budget (as November 1, 2024)**
- c. **5-Year Operating Budget**

8.2 Circulation Reports

- a. **Circulation Report, September 2024**
- b. **Circulation Snapshot, September 2024**
- c. **3rd Quarter Circulation Report**
- d. **3rd Quarter Circulation Snapshot**

8.3 Staff Reports

- a. **Librarian Report, October 2024**
- b. **CEO's Report, October 2024**

8.4 Media Items

- a. **Off the Shelf Newsletter - November/December 2024**

8.5 Correspondence

- a. **CFLA-FCAB Governance Recommendations**
- b. **CFLA-FCAB Newsletter, Fall 2024**

9. Policies

Moved by H. Cooper

Seconded by C. MacMillan

That the Board approves the policies listed in items 9.1 to 9.4, as presented.

Carried

9.1 GOV-02: Library Board Orientation and Training

9.2 GOV-04: Policy Development

9.3 GOV-07: Board Advocacy

9.4 GOV-10: Board Succession Planning

10. Roundtable

Trustee Tanini reported on attending a library event.

11. Other Business

Nil.

12. Next Meeting Date and Adjournment

The next meeting of the Board will be held December 4, 2024 in the Auditorium of the Port Colborne Public Library.

The Chair adjourned the meeting at approximately 6:43 p.m.

Bryan Ingram, Acting Chair

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

Date: December 4, 2024
To: Port Colborne Public Library Board
From: Rachel Tkachuk, Chief Executive Officer
Subject: Election of Chair

Procedure for the Election of Chair and Vice Chair

In accordance with Board bylaw **BL-03: Meetings of the Board**, section 3.3.(13), the CEO will conduct the election for the office of Chair of the Board as follows:

1. The CEO will call for nominations, which will be made orally by being duly moved and seconded.
2. The CEO will ask if there are any further nominations. If there are none, the CEO will declare nominations closed.
3. After nominations are closed, the CEO will ask all nominees whether they consent or decline to stand for election.
4. Where only one person is nominated and consents to stand for election, the CEO will declare that member duly elected by acclamation.
5. Where more than one person is nominated and consents to stand for elections, a vote will be taken by ballot and the member receiving a simple majority of the votes cast by the members present will be deemed elected.
6. In the event that more than two members stand for election to the position and none of the candidates receives a majority on the first ballot, the candidate (or candidates in the case of a tie) receiving the least number of votes will be dropped from the ballot and a second vote will be held for the remaining candidates. This procedure will be repeated, dropping the candidate receiving the least number of votes on each ballot, until one candidate receives a majority.
7. In the case of an equality of votes on the final ballot, a second vote shall be cast in an attempt to break the tie. If this second ballot is also a tie, the candidates shall draw lots for the position.

Procedure for the Election of Vice-Chair

In the event the Vice-Chair is elected Chair, a second Election for Vice-Chair will be held. The Chair will then take the chair and will conduct the election for the office of Vice-Chair of the Board, following the same order of procedure as that laid out for the election of Chair.

MEMORANDUM OF UNDERSTANDING

BETWEEN:

THE PORT COLBORNE PUBLIC LIBRARY
(hereinafter referred to as the "Library")

-and-

THE CORPORATION OF THE CITY OF PORT COLBORNE
(hereinafter referred to as the "City")

WHEREAS the City is The Corporation of the City of Port Colborne, incorporated pursuant to the provisions of the *Municipal Act, 2001, S.O., 2002, c.25* as amended;

AND WHEREAS the Library is The Port Colborne Public Library that has been established pursuant to the provisions of the *Public Libraries Act, R.S.O., 1990, c. P-44* as amended;

AND WHEREAS the elected Council of the City appoints the members of the Library Board and funds the Library through the City budget process in accordance with Section 24 of the Public Libraries Act;

AND WHEREAS the City is the owner of the facility at 310 King Street in the City of Port Colborne, including land and building;

AND WHEREAS the Library is a separate independent corporate board of the municipality with independent corporate status from the City, subject to the provisions of the *Public Libraries Act*, and has been established to provide public library services to the residents of the City of Port Colborne;

AND WHEREAS the City employs staff who have expertise in certain support service function and it is important to the Library that such expertise is utilized to the benefit of the Library;

AND WHEREAS the City and Library are committed to cost-effective delivery of services, avoiding unnecessary duplication and costs, and minimizing the impact of support services on property taxpayers;

AND WHEREAS the City and Library wish to enter into a Memorandum of Understanding (MOU) to outline the shared support services provided by the City to the Library and other operational processes.

NOW THEREFORE this agreement witnesses that in consideration of the Library funding and facility provided and the obligations herein expressed and for the other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledge) the Library and City hereby agree as follows:

1) Acknowledgement of Management Roles and Relationship

- a) CAO refers to the Chief Administrative Officer for the City of Port Colborne. The CAO is an employee of the City Council.
- b) CEO refers to the Chief Executive Officer who is Secretary and Treasurer for The Port Colborne Public Library. The CEO is an employee of the Library Board.

- c) The Director of Corporate Services / Treasurer of the City of Port Colborne is an employee of the City reporting to the City CAO. Whereas the Library's financial statements are consolidated into the City's financial statements, the City Treasurer will have all the powers and authority of the Library Treasurer, including the responsibility to prepare and attest to the Library audited financial statements.
- d) The Library agrees that financial transactions can be processed through the City bank account(s) with reconciliations through due to/from account(s). Cheques written from the City bank account(s) can be signed by City cheque signatories provided the underlining transaction are first approved by the Library CEO or designate.
- e) The City CAO and/or Director of Corporate Services / Treasurer will meet regularly either together or separately to discuss matters of joint interest.
- f) The City CAO and Library CEO may each designate members of their respective staffs to address any items that may arise out of the operation of this MOU.
- g) While it is understood that the Library CEO does not have the authority to direct City Staff, it is agreed that the Library CEO may directly approach City Directors and Managers for assistance and support as necessary to coordinate support services and other topics identified in this MOU, inclusive of any attached schedules.

2) Purpose

- a) The Library in its capacity as a library under the Public Libraries Act in the City of Port Colborne shall:
 - i) Share congruent values of the City.
 - ii) Provide residents with library services and resources in the City of Port Colborne in accordance with the *Public Libraries Act*.
 - iii) Establish and maintain a strategic plan, including mission and vision that is congruent with the City.
 - iv) Be inclusive in the foster of a welcoming, livable, and healthy community.
 - v) Abide by all applicable laws and regulations

3) Term, Updates and Dispute Resolution

- a) This MOU shall commence on September 1, 2024, and continue until such time as either party terminates this MOU.
- b) Either party may terminate this MOU upon providing to the other party no less than six months written notice after making a bonafide effort to resolve any dispute, through the processes identified in 3 (d) of this MOU, that has or is causing the action of termination.
- c) If at any time during the term of this agreement either party deems it necessary or expedient to make any alteration or addition to this MOU, the party desiring the alteration or addition shall give written notice of the proposed amendment(s) to the other party. If agreement to the amendment(s) is obtained, an addendum to this MOU will be prepared or this MOU will be updated to incorporate the proposed amendment(s). The addendum or updated MOU will commence at a mutually agreed upon date to be incorporated into the addendum or updated MOU once approved by City Council and the Library Board.
- d) Any matters in dispute between the parties in relation to this MOU may be referred by either party to a committee to be struck including two members of City Council and two members of the Library Board who are not also Councillors, and the City CAO and Library CEO. This committee shall be tasked with determining a process of dispute resolution

which may include third party mediation.

4) **Covenants**

a) The City and Library agree to:

- i) share and consult with each other regarding any service delivery review that may either impact upon, or be helpful to either or both parties.
- ii) commit to ongoing collaboration with regard to programs and services, in order to minimize duplications and schedule conflicts, and to maximize opportunities.
- iii) share policies and procedures and for Library policies and procedures to be equal to or greater than City policies and procedures when addressing topics related to risk management and the related protection of people, the environment, property and the corporations referring to both the City and Library.
- iv) consult each other prior to making changes to policies and procedures that could impact the other organization or the risk profile of either organization.
- v) the provision of support services identified in Schedule A.
- vi) the recording of costs related to support services identified in Schedule A being reported in the financial reporting of the Library and for those costs to be funded by the City. The costs recorded in many cases will be allocated costs using allocation methodology consistent with the Province of Ontario Financial Information Return.
- vii) coordinate programming and events, including the communication of programming and events through shared outlets, including but not limited to a shared digital community calendar and front counter teams
- viii) Liaise in decision making for closures outside of normal schedule hours, including but not limited to weather events

b) The City and Library agree that the:

- i) Library is the sole employer of Library employees.
- ii) City nor any of its' employees will provide legal advice. Should the Library require legal advice external legal counsel should be obtained.
- iii) Customary legal costs associated with support services such as collective bargaining and contract negotiation for the procurement of goods and services will be paid by the City. All other legal costs will be the responsibility of the Library.
- iv) Library will adopt and adhere to the requirements of any City Risk Management and Insurance Program(s), including Cyber Security.
- v) The Library will be included under the City's insurance program and Library Board members will be afforded the same insurance coverage as City Councillors.
- vi) Library shall offer City services through the Library which are appropriate to improved service to the community, provided the delivery of such services is within the scope and skill of the Library employees, do not require additional Library staff or additional funding to staff the service is provided, and do not impact on other services provided by employees of the Library.
- vii) Library agendas and minutes of the Library Board are presented to Council for information only.

5) **Indemnity**

- a) The Library shall defend, indemnify and save harmless the City, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of Library, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this MOU.

6) Notices

- a) Any demand, notice, direction, or other communication made or given hereunder (Communication) shall be in writing and shall be made or given by personal delivery, courier, facsimile transmission, or sent by registered mail, charges prepaid, addressed as follows:

To the Library:	Attention: Secretary Port Colborne Public Library 310 King Street Port Colborne, ON L3K 4H1 (905) 834-6512
To the City:	Attention: City Clerk 66 Charlotte Street Port Colborne, ON L3K 3C8 (905) 835-2900

or to such other address or facsimile number as either party may, from time to time, designate in accordance with this section.

- b) Any communication made by personal delivery or by courier shall be conclusively deemed to have been given and received on the day of actual delivery thereof or, if such day is not a business day, on the first business day thereafter. Any communication made or given by email on a business day before 5:00 p.m. (local time of the recipient) shall be conclusively deemed to have been given and received on such business day, and otherwise shall be conclusively deemed to have been given and received on the first business day following the transmittal thereof. Any communication that is mailed shall be conclusively deemed to have been given and received on the fifth business day following the date of mailing but if, at the time of mailing or within five business days thereafter, there is or occurs a labour dispute or other event that might reasonably be expected to disrupt delivery of documents by mail, any Communication shall be delivered or transmitted by any other means provided for in this section. When used in this agreement, "business day" shall mean a day other than a Saturday, Sunday, or any statutory holiday in the Province of Ontario.

7) General Provisions

- a) The City and Library shall, without charge, at any time and from time to time, within ten (10) days after request by the other party, certify by written instrument to the other party or any other person, firm or corporation specified by the other party, that this agreement is

unmodified and in full force and effect (or, if there have been any modifications, that this agreement is in full force and effect as modified and stating the modifications), whether or not there are then existing any known set-offs or defences against the enforcement of any of the agreements, terms, covenants or conditions of the certifying party and, if so, specifying the nature of same and confirming the dates, if any, to which any charges hereunder have been paid.

- b) This agreement constitutes the entire agreement of the parties with respect to the matters governed by it and supersedes all prior agreements and understandings, whether written or oral, relative to the subject matter hereof. Except as otherwise specifically set forth in this agreement, neither party makes any representation or warranty, express or implied, statutory, or otherwise, to the other. This agreement may not be amended or modified except by a written instrument executed by both parties.
- c) If any covenant, provision, or restriction contained in this agreement is found to be void or unenforceable in whole or in part by a competent authority, it shall not affect or impair the validity of any other covenant, provision or restriction and, without limitation, each of the covenants, provisions and restrictions contained herein and hereby declared to be separate and distinct covenants, provisions and restrictions.
- d) Unless the context otherwise requires, words importing the singular in number only shall include the plural and *vice versa*, words importing the use of gender shall include the masculine, feminine and neuter genders, and words importing persons shall include individuals, corporations, partnerships, associations, trusts, unincorporated organizations, governmental bodies and other legal or business entities.

IN WITNESS WHEREOF the parties hereto have caused this MOU to be duly executed as of the day and year first above written.

THE CORPORATION OF THE CITY OF PORT COLBRONE

William C. Steele, Mayor

Scott Luey, CAO

Carol Scholfield, Interim City Clerk

THE PORT COLBRONE PUBLIC LIBRARY

Michael Cooper, Chair

Rachel Tkachuk, CEO

SCHEDULE "A"

Support Services

- 1) The City and Library agree the City's Human Resource (HR) Department will:
 - a) Provide advice to the Library
 - b) Maintain job descriptions and the pay equity plan at the direction of the Board with respect to the Library CEO and at the direction of the Library CEO with respect to all other Library employees
 - c) Support the Library with recruitment, performance appraisals, discipline and termination as requested by the Board or Library CEO
 - d) Administer the payroll and benefit program of the Library
 - e) Administer health and safety claims of the Library
 - f) Provide Library employees access to City wide training and wellness programs
 - g) Communicate with individual Library employees directly and confidentially, as applicable, to fulfill the agreed upon support services
- 2) The City and Library agree the City's Financial Service (Finance) Department will:
 - a) Provide advice to the Library
 - b) Support the Library with the budget process as requested by the Board or Library CEO
 - c) Perform banking and investment services
 - d) Perform accounting and tax services
 - e) Support procurement tasks and initiatives
 - f) Make available and maintain a purchasing card program
 - g) Administer development charge
 - h) Maintain reserve accounts
 - i) Support the Library with accounts receivable as requested by the Library CEO
 - j) Preparation of annual financial statements
 - k) Coordinate the Library audit(s) and tax fillings
- 3) The City and Library agree the City's Information Technology (IT) Department will:
 - a) Support all City related software and hardware used by the Library
 - b) Provide second level support for Library specific software
 - c) Support the Library in maintaining software and hardware inventory listing to support current and future planning needs that ties into the City's Asset Management Plan (AMP)
- 4) The Library agrees to use the same software and information technology systems and follow City related policies and procedures or maintain equal to or greater than City policies and procedures when addressing topics related to risk management and the related protection of people, the environment, property and the corporations referring to both the City and Library related to:
 - a) Human resource and payroll system

- b) Accounting system
 - c) Payment processing system(s)
 - d) Core infrastructure technology platforms and/or related software for email, data storage and retention
 - e) Website platform
 - f) Cell and office phone system
 - g) Internet
- 5) City and Library agree the City's Facilities Department will:
- a) Facilitate all facility related capital projects
 - b) Facilitate all maintenance
 - c) Facilitate all property management tasks, including but not limited to facility cleaning and grounds maintenance
 - d) Incorporate Library assets in the City's AMP
- 6) The City and Library agree the City's Clerk Department will:
- a) Provide advice to the Library
 - b) Coordinate board training, as required, and in consultation with the Library CEO.

Port Colborne Public Library Capital Projects Update

December 4, 2024



2024 Capital Projects Update

1. LIBRARY ELEVATOR MODERNIZATION (\$148,880.64)

Current Status

Completed.

- City Facilities Manager initiated the project 2023
- Project awarded to Alcor Elevator Ltd.
- Work completed between **May 5 - June 14, 2024.**
- All inspections have been completed and passed.
- **Floor Annunciator Panel added for AODA requirements in October.**

2024 Capital Projects Update

1. LIBRARY ELEVATOR MODERNIZATION (\$148,880.64)



2024 Capital Projects Update

1. LIBRARY ELEVATOR MODERNIZATION (\$148,880.64)



2024 Capital Projects Update

2. EXISTING STAIRWELL REPAIR (\$32,500)

➤ Main Level Stairwell (Children’s Room, Auditorium, Basement)

Current Status

In Progress.

- City Facilities Manager initiated project Spring 2024
- High-contrast, anti-slip grip tape added to project on lower-level stairwells July 2024 to meet AODA requirements.
- Children’s Room Stairs sanded, stained, and refinished August 9 – 12, 2024; Anti-slip grip tape installed August 14, 2024
- **Children’s poem to be re-added to the stairwell.**

➤ North Stairwell (Elgin St. Staff Entrance)

Current Status

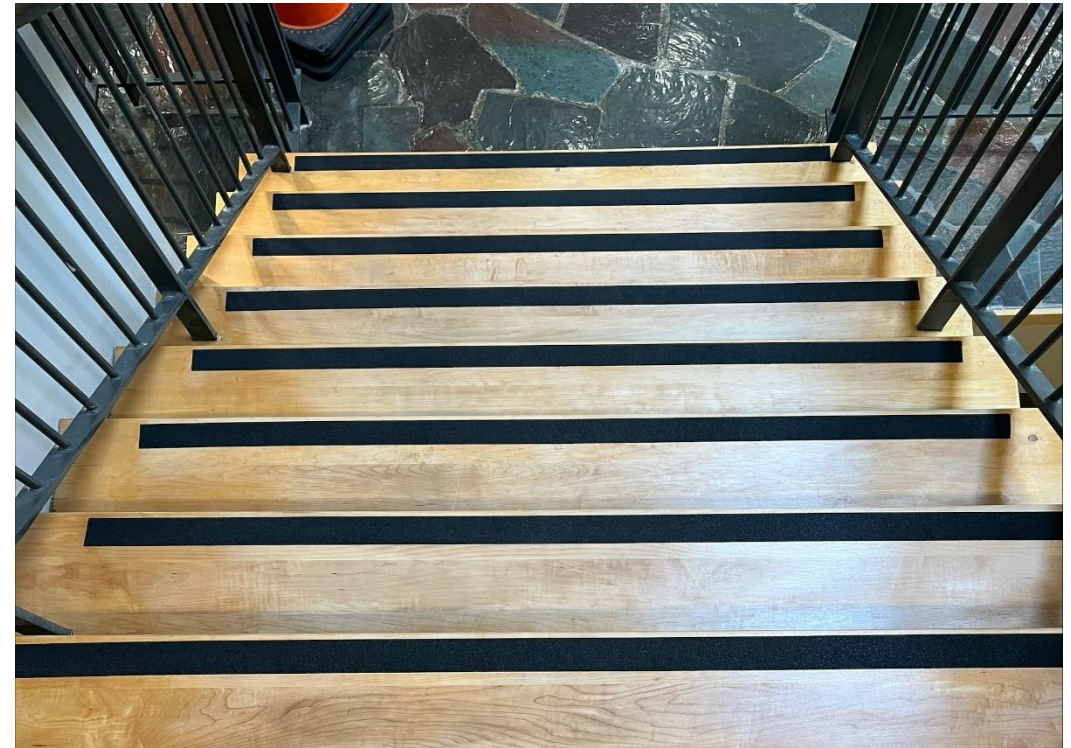
In Progress.

- City Facilities Manager initiated project Spring 2024
- **Contractor to weld additional spindles between balusters; work started November 7, 2024.**
- **Final touches being added; contractor expected to have work completed by mid-December.**

2024 Capital Projects Update

2. EXISTING STAIRWELL REPAIR (\$32,500)

- Main Level Stairwell (Children's Room, Auditorium, Basement)

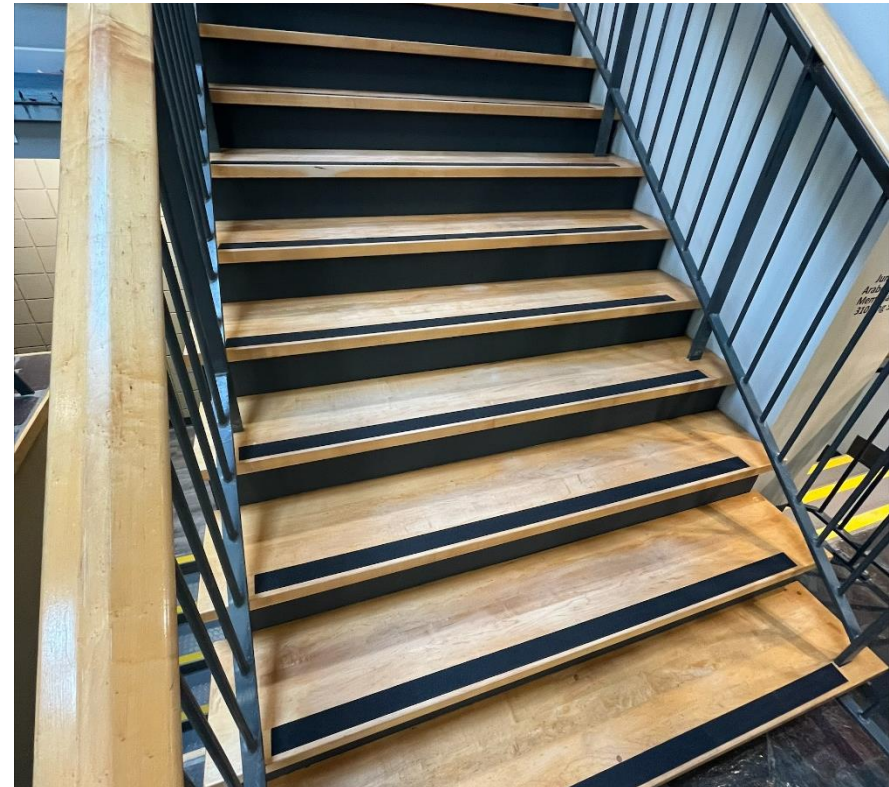


View of stairwell from Children's Room to Main Floor.

2024 Capital Projects Update

2. EXISTING STAIRWELL REPAIR (\$32,500)

➤ Main Level Stairwell (Children's Room, Auditorium, Basement)

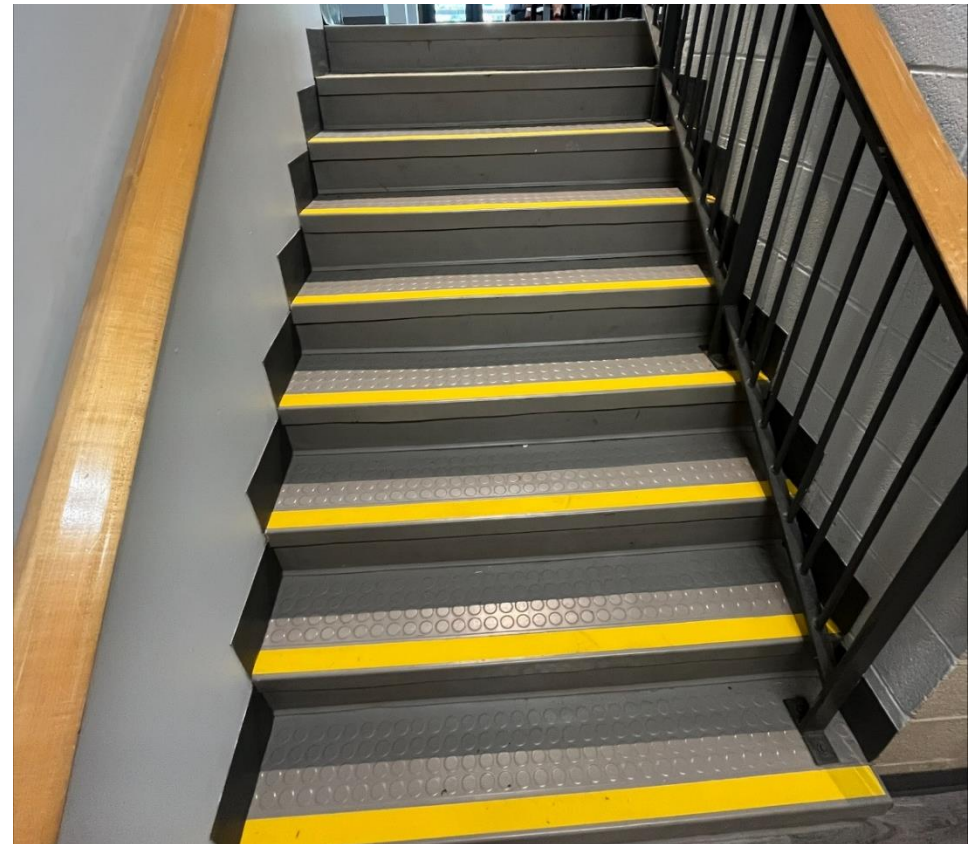
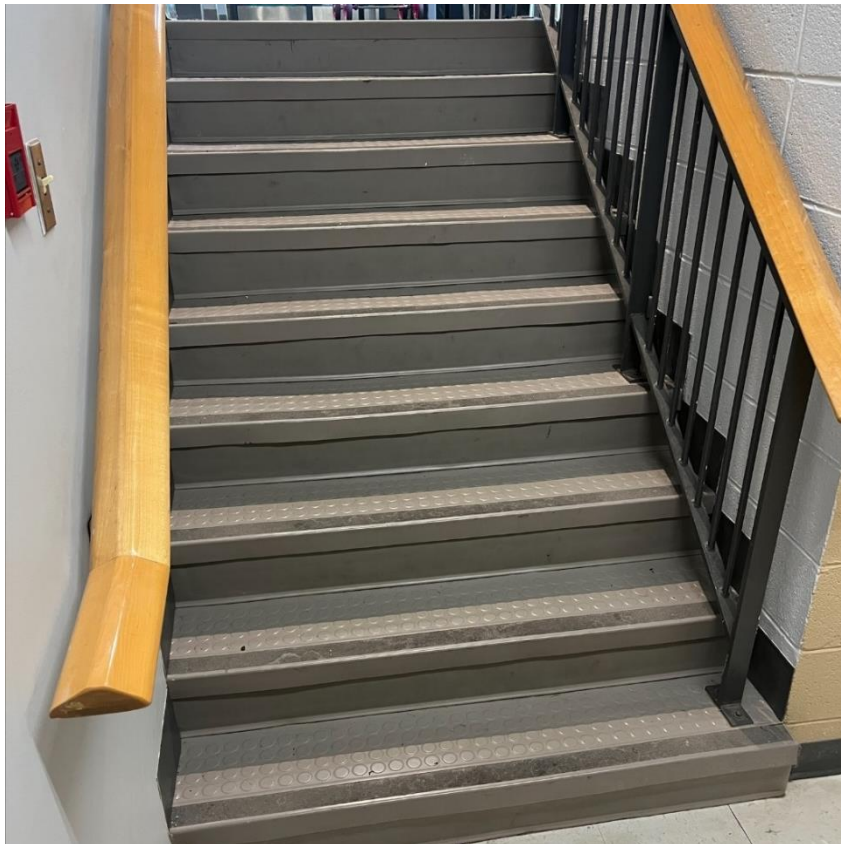


View of stairwell from Main Floor to Children's Room.

2024 Capital Projects Update

2. EXISTING STAIRWELL REPAIR (\$32,500)

- Main Level Stairwell (Children's Room, Auditorium, Basement)

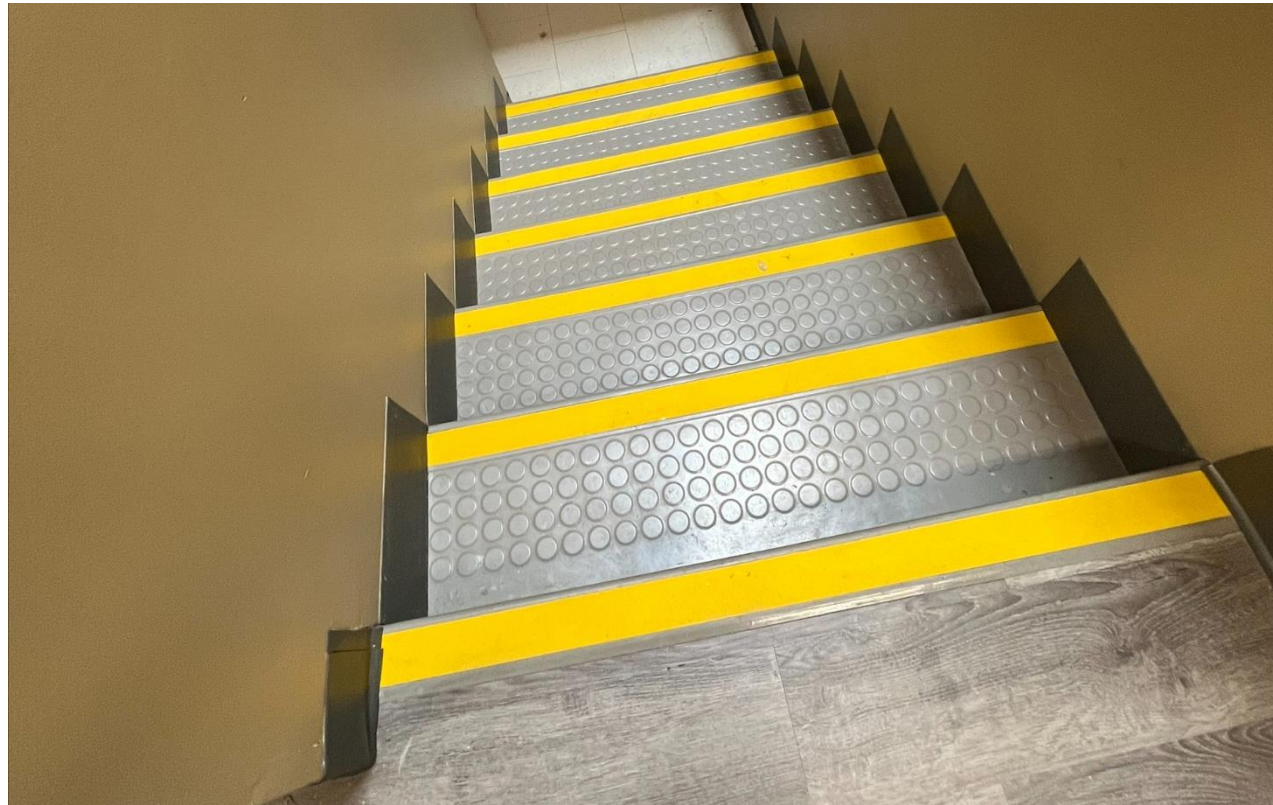


View of stairwell from Auditorium Floor to Main Floor. Page 21 of 62

2024 Capital Projects Update

2. EXISTING STAIRWELL REPAIR (\$32,500)

- Main Level Stairwell (Children's Room, Auditorium, Basement)

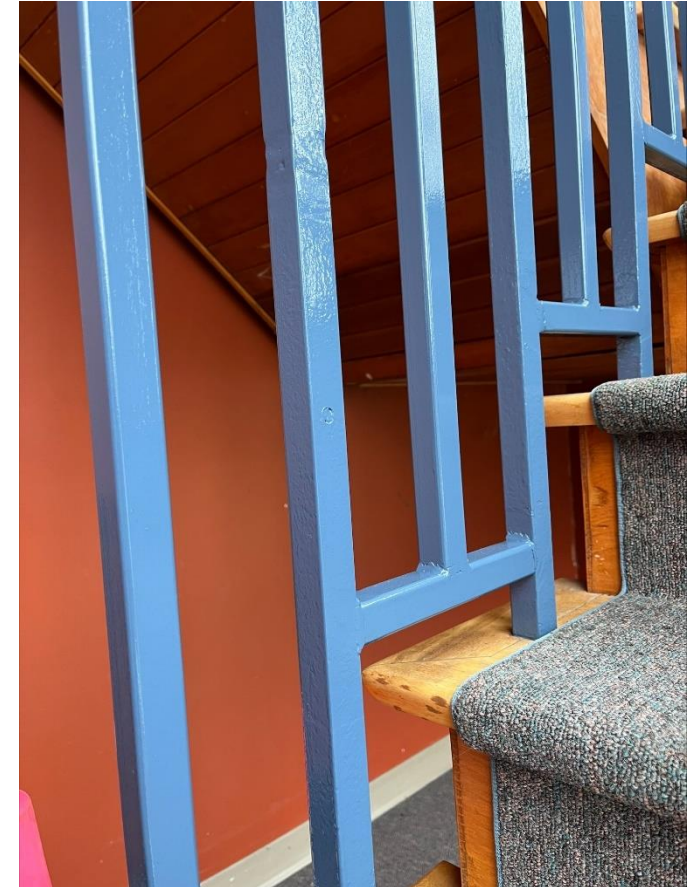
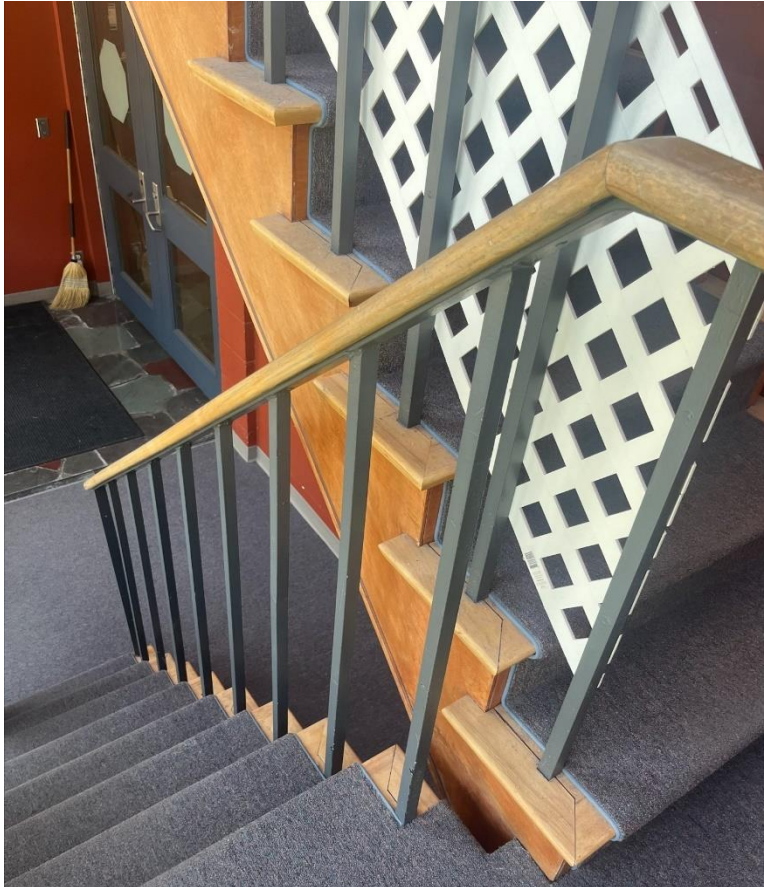


View from Auditorium Floor to Basement Floor

2024 Capital Projects Update

2. EXISTING STAIRWELL REPAIR (\$32,500)

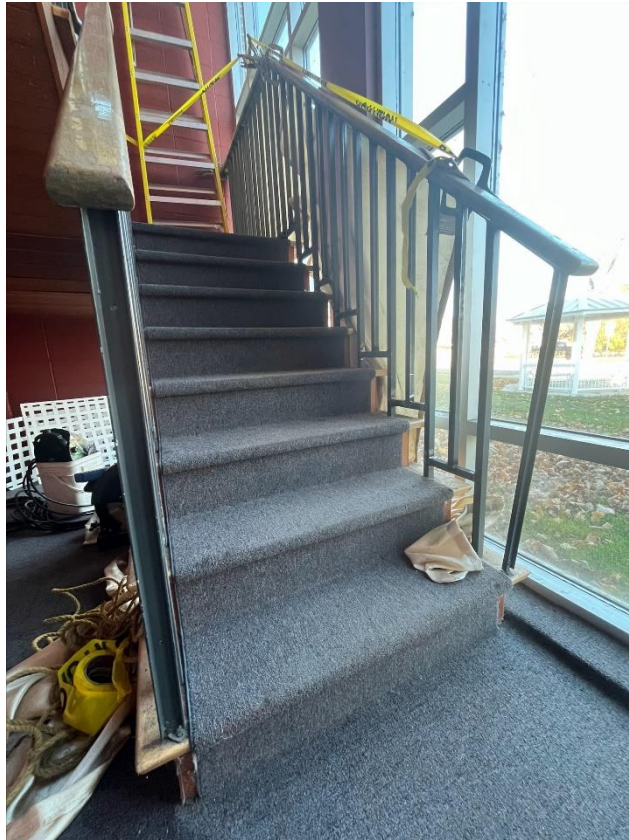
- North Stairwell (Elgin St. Staff Entrance)



2024 Capital Projects Update

2. EXISTING STAIRWELL REPAIR (\$32,500)

- North Stairwell (Elgin St. Staff Entrance)



View from

2024 Capital Projects Update

3. EXISTING DOUBLE DOOR REPAIR (\$8,000)

Current Status

Completed.

- City Facilities Manager initiated project Spring 2024
- Contractor did full assessment of the doors and determined full replacement not necessary.
- Completed repair work to existing doors June 2024.
- **Awaiting invoice**



2024 Capital Projects Update

4. SKYLIGHT ABOVE ATRIUM REPLACEMENT (\$20,000)

Current Status

Completed.

- City Facilities Manager initiated the project Spring 2024
- Installation completed: August 29, 2024.
- A final inspection of the skylights and surrounding area will be done once roof replacement project is completed.

2024 Capital Projects Update

4. SKYLIGHT ABOVE ATRIUM REPLACEMENT (\$20,000)



2024 Capital Projects Update

5. UV COATING FOR WINDOWS (\$5,000)

Current Status

In Progress.

- City Facilities Manager initiated the project Spring 2024
- UV coating work was completed by the contractor November 12-13, 2024; currently awaiting payment.
- During monthly building check with Facilities Manager, three additional windows with deficiencies were discovered; One cracked window in a west office, and two windows holding moisture in the North stairwell. Work to be completed once roof replacement project is completed.

2024 Capital Projects Update

5. UV COATING FOR WINDOWS (\$5,000)



Left: View of east Admin level office windows
Right: View of Admin level east hallway

2024 Capital Projects Update

5. UV COATING FOR WINDOWS (\$5,000)



View of east stairwell



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2024 Capital Projects Update

6. AUDITORIUM FLOORING REPLACEMENT (\$5,000)

Current Status

Completed.

- City Facilities Manager initiated the project Spring 2024.
- Design approved and work completed July 3 – 12, 2024.
- Updated plank flooring installed in lower-level hallway and Auditorium.
- Trim and touch-up work completed August 9, 2024.

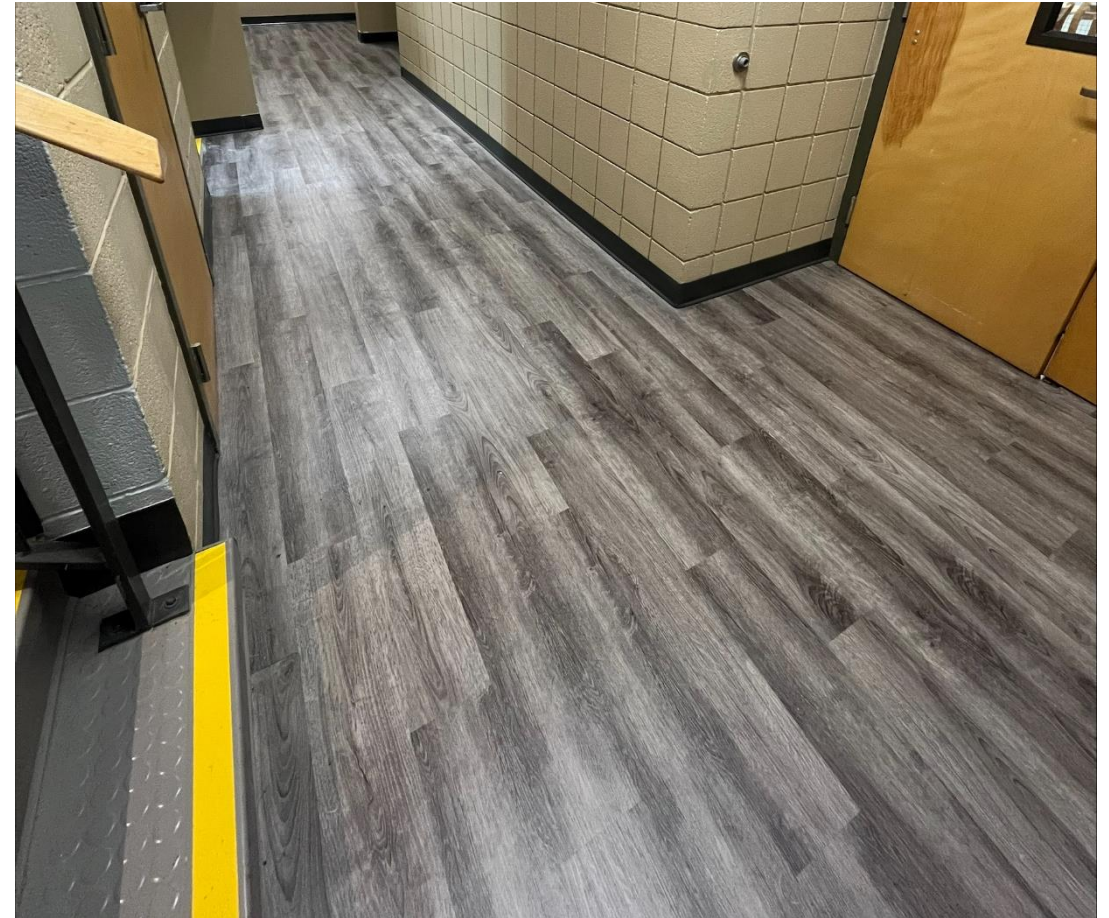
2024 Capital Projects Update

6. AUDITORIUM FLOORING REPLACEMENT (\$5,000)



2024 Capital Projects Update

6. AUDITORIUM FLOORING REPLACEMENT (\$5,000)



2024 Capital Projects in Progress

2024 Capital Projects	Allocated	Spent to Date	Balance	Project Status
Library Elevator Modernization (Carried over from 2023)	\$148,880.64	\$153,693.77	-\$4,813.13	Completed
Existing Stairwell Replacement	\$32,500	\$7,123.20	\$25,376.80	In Progress
Existing Double Door Repair	\$8,000	Awaiting Invoice	\$8,000	Completed
Skylight Above Atrium Replacement	\$20,000	\$11,229.22	\$8,770.78	Completed
UV Coatings for Windows	\$5,000	\$0.00	\$5,000.00	In Progress
Auditorium Flooring Replacement	\$5,000	\$5088.00	-\$88.00	Completed
TOTAL: (As of November 26, 2024)	\$219,380.64	\$177,134.19	\$42,246.45	

2025 Capital Projects Update

1. ROOF REPLACEMENT PROJECT (\$550,000)

Current Status

In Progress.

- City Facilities Manager initiated the project September 2024.
- Contractors began work October 10, 2024.
- Work is ongoing and on schedule to be completed pending any weather delays.

2025 Capital Projects in Progress

2025 Capital Projects	Allocated	Spent to Date	Balance	Project Status
Roof Replacement Project (Added September 24, 2024)	550,000	\$152.64	\$549,847.36	In Progress
TOTAL: (As of November 26, 2024)				



PORT COLBORNE

**City of Port Colborne
Library
For the Eleven Months Ending November 30, 2024**

	YTD Nov ACTUAL	2024 BUDGET	VARIANCE	VAR %
Revenue				
Donations	\$4,189.65	\$4,800.00	(\$610.35)	(12.72%)
Rentals	803.54	650.00	153.54	23.62%
Other Revenue	96.77		96.77	0.00%
Fees	6,225.27	3,500.00	2,725.27	77.86%
Grants - Other	1,113.00		1,113.00	0.00%
Grant - Federal	730.00		730.00	0.00%
Grant - Provincial	9,600.00	38,300.00	-28,700.00	(74.93%)
Sales	2,672.90		2,672.90	0.00%
Total Revenue	25,431.13	47,250.00	-21,818.87	(46.18%)
Expense				
Personnel Expense				
Salaries and Wages - Full Time	340,715.36	451,200.00	-110,484.64	(24.49%)
Salaries and Wages - Part Time	73,465.20	69,900.00	3,565.20	5.10%
Overtime Pay	5,332.62		5,332.62	0.00%
Employee Benefits	133,443.69	187,900.00	-54,456.31	(28.98%)
Subtotal Personnel Expense	552,956.87	709,000.00	-156,043.13	(22.01%)
Operating Expense				
Association/Membership Fees	1,300.00	1,500.00	-200.00	(13.33%)
Library Collection	45,440.45	44,800.00	640.45	1.43%
Library Digital Resources	23,638.69	30,000.00	-6,361.31	(21.20%)
Comm and Public Relations	479.83	500.00	-20.17	(4.03%)
Computer Software		1,000.00	-1,000.00	(100.00%)
Contract Services	1,335.10	4,000.00	-2,664.90	(66.62%)
Equipment - Purchase	1,362.51	7,000.00	-5,637.49	(80.54%)
Financial Expenses	18.30		18.30	0.00%
Hospitality Expense	379.49	750.00	-370.51	(49.40%)
Office Supplies	3,222.34	3,000.00	222.34	7.41%
Postage & Courier	280.47	700.00	-419.53	(59.93%)
Program Supplies	1,730.47	3,500.00	-1,769.53	(50.56%)
Protective & Uniform Clothing		1,300.00	-1,300.00	(100.00%)
Staff Training & Development	3,406.43	7,000.00	-3,593.57	(51.34%)
SME - Audit and Actuary		7,200.00	-7,200.00	(100.00%)
Telephone/Internet	15,185.44	17,100.00	-1,914.56	(11.20%)
Travel	269.71	500.00	-230.29	(46.06%)
Subtotal Operating Expense	98,049.23	129,850.00	-31,800.77	(24.49%)
Total Expense	651,006.10	838,850.00	-187,843.90	(22.39%)
Surplus/(Deficit) Before Allocation	-625,574.97	-791,600.00	166,025.03	(20.97%)
Surplus/(Deficit) After Allocation	-625,574.97	-791,600.00	166,025.03	(20.97%)
Transfer Between Funds		-791,600.00	791,600.00	(100.00%)
Total Transfer		-791,600.00	791,600.00	(100.00%)
Surplus / (Deficit)	(\$625,574.97)		(\$625,574.97)	

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**City of Port Colborne
2024 Facilities**

For the Eleven Months Ending November 30, 2024

Facilities	Gas		Hydro		Water		Repair & Mtnc		Contract Services		Equipment		Land Lease		Total		
	YTD Actual	2024 Budget	YTD Actual	2024 Budget	YTD Actual	2024 Budget	YTD Actual	2024 Budget	YTD Actual	2024 Budget	YTD Actual	2024 Budget	YTD Actual	2024 Budget	Actual	Budget	Variance
Library Facility:																	
0-070-90020-8330-1211 Facilities - Contract Services - Library Facility									0-070-90020-8330-121	44,228.98	43,700.00				44,228.98	43,700.00	-528.98
0-070-90020-8480-1211 Facilities - R & M-Con & Parts - Library Facility								1,732.38	5,000.00	0-070-90020-8480-1211 Facilities - R & M-Con & Parts - Library Facility					1,732.38	5,000.00	3,267.62
0-070-90020-8540-121 6,024.62 12,480.00	6,024.62	12,480.00								0-070-90020-8540-1211 Facilities - Utilities-Gas - Library Facility				6,024.62	12,480.00	6,455.38	
0-070-90020-8545-1211 Facilities - Utilities-Hydro - Libr 10,899.05 14,600.00			10,899.05	14,600.00						0-070-90020-8545-1211 Facilities - Utilities-Hydro - Library Facility				10,899.05	14,600.00	3,700.95	
0-070-90020-8550-1211 Facilities - Utilities-Water - Library Facility					1,947.08	2,090.00				0-070-90020-8550-1211 Facilities - Utilities-Water - Library Facility				1,947.08	2,090.00	142.92	
Total Library Facility	6,024.62	12,480.00	10,899.05	14,600.00	1,947.08	2,090.00	1,732.38	5,000.00	Total Library Facility	44,228.98	43,700.00			64,832.11	77,870.00	13,037.89	
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<u>CIRCULATION (PHYSICAL)</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
Books	3679	4451	-772	40763	40949	32450	0%	26%
Periodicals	211	70	141	1977	658	658	200%	200%
DVDs	1245	1662	-417	14171	13140	8503	8%	67%
CDs	5	13	-8	255	678	93	-62%	174%
Audiobooks	79	87	-8	706	870	630	-19%	12%
Board Games	24	26	-2	365	339	211	8%	73%
Seed Library	58	1	57	1313	401	429	227%	206%
Video Games	97	99	-2	1104	1354	701	-18%	57%
Lendable Non-Traditional	12	3	9	60	37	35	62%	71%
Lendable Technology	3	3	0	23	24	2	-4%	1050%
Library of Things	30	44	-14	162	258	75	-37%	116%
Toys and Puzzles	166	274	-108	2215	2261	193	-2%	1048%
Microfilm	31	36	-5	266	361	190	-26%	40%
TOTAL CIRCULATION	5640	6769	-1129	63380	61330	44170	3%	43%
Materials Returned	5221	6200	-979	56223	55205	42318	2%	33%
TOTAL TRANSACTIONS	10861	12969	-2108	119603	116535	86488	3%	38%
<u>CIRCULATION (DIGITAL)</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
Electronic Databases	223	90	133	1596	2585	5720	-38%	-72%
Downloadable Audiobooks	689	641	48	6271	5208	4831	20%	30%
Downloadable eBooks	1074	973	101	10354	9547	10113	8%	2%
Downloadable Music	0	0	0	17	12	21	42%	-19%
Downloadable Video	26	28	-2	370	330	804	12%	-54%
Downloadable Magazines	454	484	-30	4563	2088	1199	119%	281%
TOTAL CIRCULATION	2466	2216	250	23171	19770	22688	17%	2%
<u>ILLO & RECIP. BORROWING</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
Interlibrary Loans --IN	14	9	5	117	116	60	1%	95%
LINC Reciprocal IN	686	688	-2	6269	6049	5114	4%	23%
TOTAL RECEIVED	700	697	3	6386	6165	5174	4%	23%
Interlibrary Loans --OUT	46	25	21	161	245	109	-34%	48%
LINC Reciprocal OUT	766	778	-12	8253	7513	7265	10%	14%
TOTAL SENT	812	803	9	8414	7758	7374	8%	14%
<u>REGISTRATIONS</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
Adults	49	51	-2	657	434	348	51%	89%
Children	19	28	-9	169	162	136	4%	24%
Non-Resident	5	10	-5	90	108	83	-17%	8%
Teen	1	2	-1	23	11	12	109%	92%
TOTAL REGISTRATIONS	74	91	-17	939	715	579	31%	62%
<u>RECEIPTS</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
Library Receipts	130.00	148.99	-18.99	1809.18	1221.43	825.35	48%	119%
Auditorium Rental	45.20	146.90	-101.70	678.00	610.30	79.10	11%	757%
Donations	0.00	0.00	0.00	1000.00	1000.00	1000.00	0%	0%
Book Sales	300.60	258.50	42.10	2495.65	2995.55	2428.35	-17%	3%
Photocopy Revenue	104.30	26.25	78.05	1501.50	867.65	269.35	73%	457%
Sign Rental	60.50	8.00	52.50	173.50	72.50	169.50	139%	2%
Print Server	317.90	266.80	51.10	2999.00	2456.15	1940.25	22%	55%
Programme Revenue	0.00	390.00	-390.00	120.00	2173.25	90.00	-94%	33%
Fundraiser Items Revenue	5.00	3.00	2.00	72.00	935.00	190.00	-92%	-62%
Misc.	12.50	0.00	12.50	12.50	0.00	0.00	100%	100%
Capital Asset Disposal	0.00	0.00	0.00	0.00	113.00	0.00	-100%	0%
SUBTOTAL	976.00	1248.44	-272.44	10861.33	12444.83	6991.90	-13%	55%
Capital Donations	0.00	0.00	0.00	2874.00	4214.53	610.00	-32%	371%
TOTAL RECEIPTS	976.00	1248.44	-272.44	13735.33	16659.36	7601.90	-18%	81%
<u>MATERIALS</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
No. of Books Repaired	27	22	5	314	383	295	-18%	6%
Donations added to Collection	6	80	-74	143	467	13	-69%	1000%
Used Books Sold	199	128	71	1729	3652	2805	-53%	-38%

<u>PROGRAMS AND EVENTS</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change 2024/2023</u>	<u>% Change 2024/2022</u>
No. of Prog/Events								
Teen Programs	1	1	0	14	15	20	-7%	-30%
Pop-Up Library Visits	2	1	1	16	19	24	-16%	-33%
Community Events	21	75	-54	181	600	243	-70%	-26%
Children's Programmes	24	18	6	212	196	43	8%	393%
Class Visits	5	3	2	28	11	1	155%	2700%
* Tech	47		47	403			100%	100%
* Seniors	1		1	22			100%	100%
TOTAL	101	98	3	876	841	331	4%	165%
No. of Attendees								
Teen Programs	4	7	-3	68	253	184	-73%	-63%
Pop-Up Library Visits	240	63	177	622	769	761	-19%	-18%
Community Events	971	880	91	3009	3685	857	-18%	251%
Children's Programmes	413	321	92	5152	4999	3105	3%	66%
Class Visits	115	79	36	798	305	41	162%	1846%
* Tech	47		47	403			100%	100%
* Seniors	5		5	109			100%	100%
TOTAL	1795	1350	445	10161	10011	4948	1%	105%
* Tech and Seniors previously categorized under Community Events								
No. of Rentals/Reservations								
Room Rentals	10		10	59			100%	100%
Bookable Spaces	16		16	98			100%	100%
Sign Rentals	0		0	13			100%	100%
No. of Attendees								
Room Rentals	109		109	700			100%	100%
Bookable Spaces	19		19	137			100%	100%
*Room Rentals previously categorized under Community Events								
ALL COMPUTER USERS	2024	2023	+/-	2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
Wireless Computer Users	313	549	-236	3261	4283	1850	-24%	76%
Computer Workstation Users	97	260	-163	2637	3020	1819	-13%	45%
TOTAL	410	809	-399	5898	7303	3669	-19%	61%
PATRON COUNT	2024	2023	+/-	2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
	4369	3865	504	43776	36343	28951	20%	51%
LIBRARY HOMEPAGE HITS	2024	2023	+/-	2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
	1504	1681	-177	16066	16336	16090	-2%	0%
ONLINE CATALOGUE HITS	2024	2023	+/-	2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
	3032	1940	1092	25397	17917	15596	42%	63%
SOCIAL MEDIA	2024	2023	+/-	2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
Facebook								
Page Likes/Followers	1700	1578	122	1700	1578	1269	8%	34%
Total Post Views	37041	15357	21684	213620	181238	93713	18%	128%
Total Post Interactions	680	450	230	4457	7724	2587	-42%	72%
Total Posts	38	37	1	359	405	337	-11%	7%
Instagram								
Page Likes/Followers	1314	1194	120	1314	1194	1080	10%	22%
Total Post Views	4641	5165	-524	40435	54433	15257	-26%	165%
Total Post Interactions	3688	330	3358	8014	3824	766	110%	946%
Total Posts	44	34	10	401	387	157	4%	155%
Twitter / X Discontinued Oct. 2023								

eNEWSLETTER	2024	2023	+/-	2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
New Contacts	3	6	-3	60	137	165	-56%	-64%
Total Contacts to Date	446	386	60	446	386	226	16%	97%
Email Opens	0	213	-213	1469	1806	881	-19%	67%
Clickthroughs	0	53	-53	255	430	233	-41%	9%
PRINTING	2024	2023	+/-	2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
Public Computers	102	135	-33	1632	3207	4746	-49%	-66%
Mobile Print	123	37	86	689	37	0	1762%	100%
Pages in Black and White	1004	625	379	9154	8812	5245	4%	75%
Pages in Colour	67	12	55	464	197	151	136%	207%
Total Jobs	225	172	53	2321	3244	4746	-28%	-51%
Total Number of Pages	1071	637	434	9618	9009	5396	7%	78%
PHOTOCOPIER	2024	2023	+/-	2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
Pages copied	417	105	312	6006	3471	1077	73%	457%

OCT 2024

MONTHLY

REPORT

INTERACTIONS

NEW PATRONS

74

PATRON VISITS

4,369

CATALOGUE VISITS

3,032

WEB VISITS

1,504

PHYSICAL CIRC

5,640

DIGITAL CIRC

2,466

ITEMS BORROWED FROM LINC LIBRARIES

686

ITEMS LOANED TO LINC LIBRARIES

766

CIRCULATION

PROGRAMS

- Library Month Contests
 - Spooky Story Contest 56 submissions
 - Tell Us Why You Love Your Library 6 submissions
- Touch-A-Truck saw 225 in attendance

TOTAL PROGRAMS

101

PROGRAM ATTENDANCE

1,795

SOCIAL MEDIA POSTS

82

eNEWSLETTER SUBSCRIBERS

446

PAGES PRINTED & COPIED

1,488

COMPUTER USERS

97

WIRELESS USERS

313

LIBRARY TECH

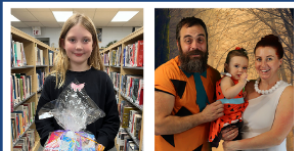
- ePRINTit users sent 123 remote print jobs for a total of 569 pages.

TECH HELP SESSIONS

47

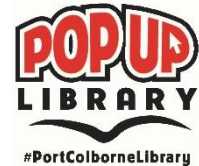
HIGHLIGHTS

- Roof replacement project began
- Two contests run for Canadian Library Month
 - Tell Us Why You Love Your Library
 - Spooky Story Contest



Bookmark winner Maisie, Halloween green screen, roof replacement project

Date: December 4, 2024
To: Port Colborne Public Library Board
From: Hannah Madsen
Subject: Public Relations Report



Recommendation:

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

Public Relations Report Items

1. Class Visits

During the roof replacement project, library staff are offering a pop-up visit with a librarian instead of a visit to the library.

- November 6, 2024 – McKay – 25 students
- November 13, 2024 – McKay – 18 students
- November 13, 2024 – Dewitt-Carter – 25 students
- November 20, 2024 – McKay – 22 students
- November 27, 2024 – St John Bosco – 60 students

St John Bosco

On November 27, 2024, St John Bosco attended a class visit that was a collaboration between the library and museum. The children were split into two groups, with half at the library for library instruction, story time, and an activity while the other half participated in a program at the museum. Sixty students attended the visit, and 43 students signed up for library cards.

2. Pop-Up Library & Outreach

Pop-Up Library

- November 12, 2024 – Northland Pointe

Pop-Up: Port Colborne High School

The librarian popped-up at PCHS on November 7, 2024, with the mini button maker and information on community service hours and teen programs at the library. Eight teens participated in the activity, and 1 teen signed up for a library card. A monthly pop-up is scheduled for the remainder of the school year.



3. Programming

Due to the roof replacement project, some regular programs were cancelled.

- Story Time with Shelly

On Saturdays in November, Story Time with Shelly ran in the Auditorium from 10:30 – 11:30 a.m. Shelly read a variety of picture books to families.

- Lego Club

Two Lego Club sessions were offered after school on Mondays in November. Children ages 5+ were encouraged to complete challenges or to use their imaginations to build something new.

- Kid's Craft Cart

Three Kid's Craft Cart sessions were offered after school on Wednesdays in November. Children were encouraged to choose craft supplies and make a craft of their own choosing.



- PD Day Activity: Coding Critters

On Friday, November 29, children were invited to drop-in to the library for an adventure with the coding critters. Children coded the critters to play fetch and hide-and-seek, and were encouraged to code their own challenges.

- Dungeons & Dragons

One Dungeons & Dragons session was held this November as part of the ongoing campaign.

- Documentary Films

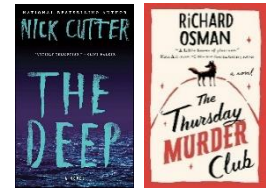
On Monday, November 25, 2024, there was a screening and discussion of the documentary film **As the Crow Flies** (2016, 83 min.). The documentary, which explores the RCAC elite flight-training camp, was part of the library's recognition of Remembrance Day.



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

- Port Colborne Public Library Book Club

In November, the PCPL Book Club read **The Deep** by Nick Cutter and met on Monday, November 18 to discuss the book. The book club has 11 members.



- Portal Village Book Club

In November, the Portal Village Book Club read **The Thursday Murder Club** by Richard Osman and met on Tuesday, November 19 to discuss the book. The book club has 10 members.

- Music Makerspace

The Music Makerspace includes a keyboard, digital drum set, ukeleles, a guitar, and bells and shakers. The Music Makerspace is available for patrons to book a free 30-minute session.

4. Passive Programming

- Postcards to Veterans

Families were encouraged to honour the courage and dedication of local veterans with a handwritten postcard. This program was presented in partnership with Veterans Affairs.



- Scavenger Hunts
Scavenger hunts were available daily on the library’s main floor, with a different theme each week. Children reported how many scavenger hunt items they found to receive a small prize. In November, there were four scavenger hunts with over 50 participants.

- Design Our Bookmark Contest
In October, the theme for the monthly bookmark contest was “How I’m Kind”. The winning bookmark submission for October was designed by Maisie, drew a girl sharing her book with a boy.

Maisie received a small prize package, and her bookmark was handed out to all patrons at checkout.



In November, the Bookmark Contest theme was “Delicious Dessert.”

- Take and Makes
Free Take and Make craft kits were available each week during November. Thirty kits were handed out each week, for a total of 120 kits picked up.



5. Environmental Awareness Speaker Series

This fall, the City of Port Colborne’s Environmental Advisory Committee is presenting a three-part series on environmental awareness.

The third session took place on November 25 and was a presentation the connection between empathy and water.

The series is generously sponsored by Jungbunzlauer Canada Inc.

6. REDress Display

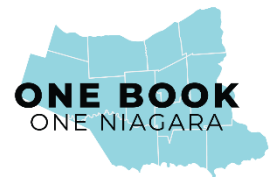
The CFUW is presenting a REDress display at the library from November 25 to December 10 as part of the United Nations’ “16 Days of Activism against

Gender-Based Violence.”

The REDress Project was started by Métis artist Jaime Black in 2010 to represent the many missing and murdered Indigenous women, girls, and Two-Spirited people. Indigenous women and girls face higher rates of violence than other groups of women in Canada.

7. One Book, One Niagara

One Book, One Niagara is an annual initiative that encourages the community to come together by reading the same book. It culminates in an in-person author event that is free to attend. On November 6, the One Book, One Niagara committee met to continue planning the 2025 event.



8. CELA Deposit Collection

The Centre for Equitable Library Access provides libraries with access to accessible audiobooks, ebooks, and print Braille books for patrons with print disabilities. The library has received a deposit collection of 100 accessible audiobooks for the children, teen, and adult collections. Staff are in the process of cataloguing and processing the materials.



9. Erwin Taylor Charitable Foundation Donation

The library received a \$10,000 donation from the Erwin Taylor Charitable Foundation for expanding the Library of Things collection. As of November, the grant has been spent. Staff are cataloguing and processing the new items, which include sports equipment, basic tools kits, educational toys, games, and accessible audiobook players.

10. First Book Canada Book Distribution

On November 14, 2024, the librarian attended a book distribution hosted by First Book Canada. The library received 150 children’s books, which will be used for program prizes. The library also received eight boxes of assorted Lego, which will be used to expand the weekly Lego Club.



11. Port Colborne Public Library's Spooky Stories

In October, the library ran a Spooky Story contest. The 56 spooky stories submitted by children and teens were gathered into a book and published by the library. Participating schools were gifted a copy of the book. The **Port Colborne Public Library's Spooky Stories** is available to check out at the library.

12. Touch-a-Truck Book

In October, the library popped up at the City's Touch-a-Truck and Fire Prevention Week Kick-Off open house. Children were asked to draw a picture of their favourite truck. The pictures were gathered into a book, which is available to check out at the library.

13. Community Connect

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

November 4, 2024 – Birchway Niagara – Programs & Services

November 6, 2024 – Bridges CHC – Ontario Seniors' Dental Care Program

November 21, 2024 – Service Canada

November 23, 2024 – PFLAG Niagara

November 27, 2024 – Bridges CHC – Programs & Services





Date: December 4, 2024
To: Port Colborne Public Library Board
From: Rachel Tkachuk, Chief Executive Officer
Subject: CEO's Report

Recommendation

That the Port Colborne Public Library Board receive the CEO's Report, for information.

1. Board Appointment

At the November 12, 2024, meeting of City Council, the Clerk's recommendation to appoint a new library board member was passed. The appointed member will attend their first library board meeting on December 4, 2024.

2. Minister of Tourism, Culture and Gaming Visit

On Friday, November 22, 2024, Ontario Minister Stan Cho, Ministry of Tourism, Culture and Gaming toured Port Colborne facilities with City staff, including City Hall, the library, Roselawn, and the Museum. During the library tour, Minister Cho met with the Library CEO and Acting Chair. Minister Cho was shown the universal public washroom, service desk, and public workstations that were made possible in 2021 by the \$121,000 from the Ontario Trillium Foundation to increase accessibility.

Other highlighted areas of the library included: William Thomas' Reading at Roselawn photography collection, the seed library, Music Makerspace, green screen, LiNC delivery services and resource sharing, and the Pop-Up Library.

A copy of Port Colborne's Touch-a-Truck book, which was nominated for an Ontario Public Library Service award through the Ministry of Tourism, Gaming and Culture, was presented to Minister Cho. A thank-you letter from the Acting Chair was emailed to the Minister's Office following the visit.

3. Capital Projects

- Roof Replacement

Construction for the roof replacement project started Thursday, October 10, 2024. Work is ongoing and on schedule, with possible delays pending weather. Library programs and services have been limited throughout construction. The library was closed to the public on four dates, and closed early once, in November. Library staff were able to work onsite throughout the project. The Atrium and the Children’s Room have remained closed to the public for most of the project. Children’s materials and activities, and a temporary computer workstation were made available in other areas of the library to lessen the impact on the community.

- UV Coatings for Windows

The UV coatings were added to windows in the east office, hallway, and stairwell on November 12-13, 2024. Three other windows with deficiencies were discovered during a monthly inspection with the Facilities Manager and will be repaired once the roof replacement has been completed. The window project is expected to be completed by the end of the year.

- Existing Stairwell Repair Project

Welding on the north stairwell balusters was started November 7, 2024. This project is anticipated to be completed by mid-December.

4. Karl Kahane Foundation

A donation application for a NovelBranch Mini-Kiosk was submitted on behalf of the Port Colborne Public Library Board to Jungbunzlauer on November 23, 2024. If successful, the funding would cover \$45,000 towards the implementation of a library book vending machine at the Vale Health and Wellness Centre. This opportunity is made possible by the Karl Kahane Foundation, who provides funding for inclusive and innovative education in the following fields:

- Accessibility
Promoting and improving the emotional well-being, self-determination and inclusion of persons with disabilities.
- Migration/Integration
Fostering self-sufficiency, integration and well-being for migrants
- Social Mobility
Offering a path to self-sufficiency to those in the most vulnerable situations

in society.

5. City Partnerships and Opportunities

- Annual Lighted Santa Claus Parade

Library staff will be participating in the City of Port Colborne's Annual Lighted Santa Claus Parade on December 7, 2024.

- City of Port Colborne's New Year's Eve at Vale Health and Wellness

The library will launch additions to the Library of Things collection that were purchased with the Erwin Taylor Charitable Foundation funds at the City of Port Colborne's New Year's Eve event. Library staff will be popping-up during the event to showcase, demonstrate, and check-out the new items to the public.

- Deckhands Report

The Library CEO provided the December greeting in the City of Port Colborne's monthly staff Deckhands report. The update included information on the Touch-a-Truck Book and award nomination, the Lighted Santa Claus Parade, the Erwin Taylor Library of Things collection, and pop-up at the New Year's Eve event.

6. CAO Ahoy Visit

The CAO Ahoy visit to the library was cancelled due to the roof replacement project. The visit will be rescheduled for 2025.

7. Adopt-a-Mag

Three children's magazines have been sponsored for the 2025 Adopt-a-Mag fundraising initiative.

8. New Interlibrary Loan Platform

The Ontario Library Service transitioned to a new Interlibrary loan (ILLO) platform called Resource Sharing for Groups on November 12, 2024. ILLO service will be unavailable during the Canada Post Strike.

9. Connectivity Reimbursement 2024/2025

An application for the Ontario Library Service Connectivity Reimbursement Grant was



PORT COLBORNE
· PUBLIC LIBRARY ·

submitted on November 27, 2024.

Respectfully submitted,

A handwritten signature in blue ink that reads "Rachel Tkachuk".

Rachel Tkachuk
Chief Executive Officer



PORT COLBORNE

Public Works: 1 Killaly Street West
Port Colborne, Ontario L3K 6H1 • www.portcolborne.ca

T 905-835-2900

E steve.shypowskyj@portcolborne.ca

November 18, 2024

Port Colborne Public Library
310 King Street
Port Colborne, ON L3K 4H1

Dear Rachel and Hannah,

On behalf of the City of Port Colborne Public Works team, I would like to thank you for your participation in our 2024 Touch-a-Truck/Fire Prevention Open House.

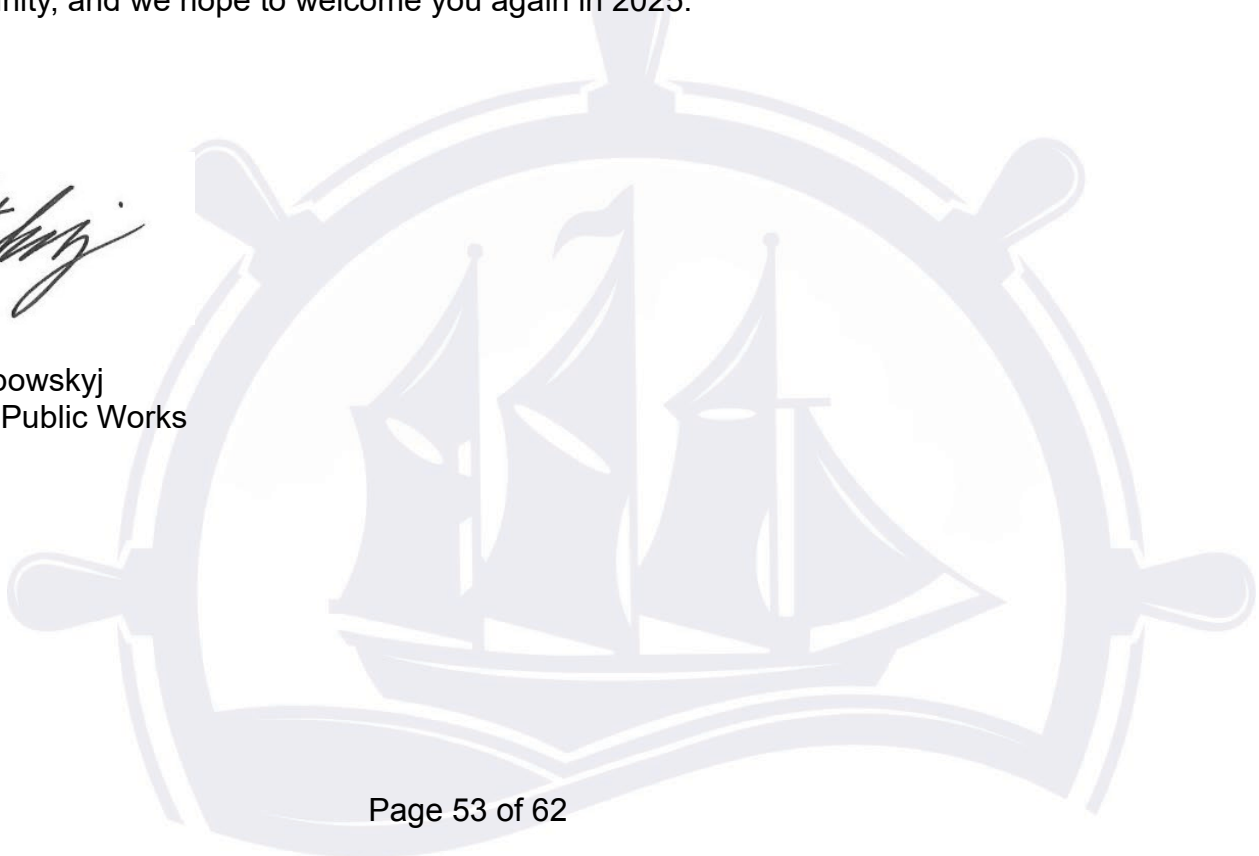
We have received many positive comments from the community.

The book that was created of children's drawings and comments from our 2023 event is such a nice keepsake. We are looking forward to receiving the 2024 edition!

We appreciate your time and interest in this initiative, your generosity in giving back to the community, and we hope to welcome you again in 2025.

Sincerely,

Steve Shypowskyj
Director of Public Works



**CFLA-FCAB Indigenous Matters Committee Pilot Program
Indigenous Information Workers' Community of Practice**

Are you an Indigenous library worker and interested in helping to develop an Indigenous Information Workers Community of Practice (CoP) in Canada?

The Canadian Federation of Library Associations - Fédération Canadienne des associations de bibliothèques (CFLA-FCAB) Indigenous Matters Committee (IMC) is piloting a program to establish a supportive online community of practice for librarians, archivists, information professionals and non-professionals working with Indigenous peoples and resources. This Community of Practice (CoP) would provide opportunity to:

- network amongst other professionals and non-professionals;
- connect on potential employment opportunities;
- explore collaborations in areas of common interest;
- share programs, services and other initiatives; and
- create and provide access to an online resource list.

The community of practice directly connects to the seventh recommendation in the Truth and Reconciliation report and has been approved by the CFLA-FCAB board. The recommendation reads: “enhance opportunities for Indigenous library, archival and information professionals...” The IMC believes this initiative could potentially empower and support individuals and institutions in meeting their respective goals.

We would like to welcome Indigenous library workers from all sectors and include both LIT and MLIS holders to come together to support each other, establish connections and build community. A special invitation is extended to students and new librarians to join the conversation. There is no cap on the number of attendees.

Indigenous attendees must self-identify via a [registration form](#) that would also give the Task Force Executive the permission to contact their claimed community in the event there are allegations of false identity. We thank Allies for their interest and support however this is an Indigenous-only space. Membership in at least one CFLA-FCAB library or archival association is preferred but not required. If you have any further questions, please email the Indigenous Matters Committee Chair at: **imc-chair@cfla-fcab.ca**

The first CoP meet will be over Zoom on **Thursday December 5** at 1pm EDT (10am PDT/11am MDT/ 12 pm CDT/ 2pm ADT). To register, or provide feedback on future meeting times, please use the [registration form](#). Our following meetings will be determined in part by feedback from initial attendees.

For the December 5th meeting, **please register by December 4th** to ensure we have time to send you the zoom link.

For more information on CoP, please see the attached [CoP Terms of Reference](#).



Public Internet Services and Technology

Policy Number: **OP-07**

Initial Policy Approval Date: **Feb. 2000**

Last Review/Revision Date: **Sept. 2021, 2024**

Year of Next Review: **2028**

The Port Colborne Public Library Board endorses the use of the internet as an essential source of information to complement traditional library collections. The internet is also recognized as an essential communication tool, connecting individuals and communities of interest. **At the same time, the internet functions in an unregulated environment, and therefore provides access to a wide variety of resources over which the Port Colborne Public Library has no control.**

The Port Colborne Public Library provides public access to the internet in keeping with its role in providing equal access to information and resources to meet the educational, informational, and recreational needs of the community. This policy establishes the provision of public network services to access the internet, acceptable use of these services, **and consequences of inappropriate behaviour or illegal activity by users.**

Due to the changing nature of these services, this policy is subject to change without notice and at the board's discretion.

Section 1: Access to the Public Network

1. The library provides members of the public with Internet access through the library's networked desktop computers and laptops as well as through the library's wireless network which can be used with personal mobile devices.
2. Wired and/or wireless access to the internet via public computers or users' personal devices is provided free of charge.
3. The library provides workstations that are adapted for people with disabilities.
4. To ensure equitable access to the public network and efficient use of resources, the library reserves the right to set time limits or ask users to limit their time on the library's public computers.

Section 2: Internet Filtering

1. The library does not use filtering software. It is the position of the board that filtering technology is not effective in making the internet safer for children or preventing criminal activity. This access to, and use of, the public computer network is compatible with the Port Colborne Public Library position on Intellectual Freedom (See FN-04).

Section 3: Use by Children

1. Children may access all information and use all facilities provided by the library. The board will ensure that children's access to the Internet is compatible with the policy on Children in the Library (OP-10) and the Port Colborne Public Library position on Intellectual Freedom (FN-04).
2. Parents and guardians are reminded that the restriction of a child's use of a library computer, including Internet and wireless access, is their responsibility. The library board accepts no responsibility for enforcing restrictions which a parent or guardian places on a child's use of the internet.
3. ~~Children **12 and under** must have permission from a parent/guardian before using the Internet. Accordingly, parents/guardians must come to the library to sign an Internet Agreement form for children **12 and under**.~~
4. ~~Staff will:~~
 - a) ~~affirm and acknowledge the rights and responsibilities of parents and guardians to monitor and determine their children's access to materials and resources~~
 - b) ~~assist parents by providing guidelines for internet safety~~
5. ~~Parents will assume responsibility for deciding which resources and type of network access are appropriate for their children.~~

Section 4: Reliability and Appropriateness of Information on the Internet

1. The internet functions as an unregulated global environment, and therefore provides access to a wide variety of resources over which the library has no control. The Port Colborne Public Library has no control over the information accessed through the

internet and cannot be held responsible for its content. Many sites carry information users may find controversial, inappropriate, or obscene. The internet is a global entity with a highly diverse user population and library patrons use it at their own discretion.

2. Users are reminded that not all sources on the internet provide age-appropriate, accurate, complete, or current information. Users should evaluate internet sources as they would print publications and may need to question the validity of the information found.
3. The board is not responsible for the accuracy, quality, legality, appropriateness or availability of any internet sources accessed through the library's public network. This is the responsibility of the producer/originator or publisher.
4. The library cannot control the availability of information links that often change rapidly and unpredictably.
5. The library endeavours to minimize the opportunity for unintentional exposure by people using library space to content being accessed by another library user.
6. The library reserves the right to set time limits or ask users to limit their time on the public computers. Library staff reserve the right to adjust computer time and scheduling as necessary.
7. In respect of the range of sensibilities and viewpoints of its diverse clientele, staff will remind users that they are in a public space and will encourage all users to respect the sensibilities of others. Staff reserve the right to redirect users whose activities on the public computers or their personal devices diminish the enjoyment of the library space by others.
8. The library does not assume any responsibility for the configuration, security or files on personal devices resulting from connection to the library's network. Users should be aware that information sent to or from their devices can be captured by anyone else with a wireless device and appropriate software.
9. The board assumes no responsibility for the security and privacy of online transactions, as the internet is not a secure medium and third parties may be able to obtain information about the user's activities.

10. The library is not responsible for any damages sustained while using a personal device.
11. The library will not be responsible for any expenses incurred by, or the potential repercussions of a third party using, personal/banking/credit card information that has been entered via the public network.

Section 6: Privacy and Confidentiality

1. Use of the library's public network falls under the provision of policy OP-01: Privacy, Access to Information and Electronic Messages under CASL.
2. Privacy at the workstations is not guaranteed and users must respect the privacy of others. Internet workstations are situated in public areas, and content being viewed by users may be seen by other people. Staff will take reasonable measures to ensure privacy and confidentiality, however, library staff cannot guarantee privacy at the library workstations.

Section 7: Conditions and Terms of Acceptable Use in the Library

1. To ensure equitable access to the public network and efficient use of resources, the board sets rules for public network access and reserves the right to modify these whenever and wherever appropriate.
2. Violation of the library's Internet Access Policy may result in the loss of internet privileges and/or removal from the library.
3. Any library users involved in illegal activities will be subject to criminal prosecution.
4. Users who deliberately violate the rules may have their library privileges suspended.
5. There are information resources which are inappropriate to a library setting. Because the library is a public place, library staff has the authority to end an Internet session when such material displays on the screen.
6. The **Acceptable Use Rules** are:

- a) Users should view the use of the computers for internet access in the same way as they view the use of the general collection; that is, they are shared resources.
- b) Users should view the use of the public computers and personal devices in the library the same way as they view the use of any library space and should restrain from activities that disturb others and use designated spaces for groups and audio (e.g. Skype).
- c) When viewing the internet, users should be respectful of sensibilities of others. Users may not send, receive, or display text or graphics which may reasonably be construed as obscene.
- d) Users must respect the laws of Canada when using the public network. Use of the public network for illegal, actionable or criminal purposes is prohibited. Examples of such illegal activities include, but are not limited to, harassment or stalking, libel, illegal commerce or solicitation, "hacking" or tampering with other computer systems, viewing, downloading and/or printing child pornography. Users who violate the rules may have their library privileges suspended or be required to leave the library. Illegal use, within the definitions of federal or provincial legislation, will be reported to the police.
- e) Users of the public network may not violate or circumvent copyright and other intellectual property rights. The board will promote fair use copyright principles and will advise users of their legal responsibilities regarding these.
- f) Users of the public network may not attempt to gain unauthorized access to files, data, or passwords belonging to others or seek unauthorized access to any computer system.
- g) Misuse or abuse of computers or software is not acceptable. Offenders may be required to leave the library. User-created files must not be saved on the library's computers. Files that are saved will be removed. Users may store files on personal removable storage media.
- h) User-supplied software will not be installed on the library's computers, and users must not modify or reconfigure software installed on the library's computers.

7. Library staff will make all reasonable efforts to ensure that all users comply with the Acceptable Use Rules.
8. The library will post an “Acceptable Use Agreement” as a landing page for reviewing before using the library’s Internet. Consequently, anyone not adhering to the ‘Acceptable Use Agreement’ will have their library privileges suspended and will be legally and financially responsible for damages.

Section 8: Assistance from Staff

1. Library staff will assist patrons with internet use as time permits but cannot offer in-depth training. Users who require extra help or training are encouraged to take advantage of training if scheduled in the library and to investigate formal education programs available elsewhere in the region.
2. Staff will provide assistance with:
 - finding and evaluating the quality of an internet site
 - access to the public workstations
 - helping users begin their search for information
 - access to subscription databases and e-books

Section 9: Printing

1. Printouts are available for a fee.

Section 10: Wireless Access

1. The library offers no guarantee or warranty with respect to wireless access. The library assumes no responsibility or liability for personal equipment, configuration, security measures and/or data connected to, or travelling through the library’s network.
2. Library staff are not permitted to provide technical assistance with the configuration of personal equipment.
3. No guarantee can be provided that users will be able to make a wireless connection or connect at a particular speed.

Section 11: The Port Colborne Public Library’s Website

1. The library will maintain a website that provides:
 - a) information about services and operations
 - b) access to the catalogue and to users' online accounts
 - c) access to subscription databases and e-books
 - d) a selected, evaluated and organized collection of reliable and current information sources available on the Internet
 - e) a range of accessibility features through assistive technology conforming with WCAG 2.0 guidelines

Related Documents:

- Port Colborne Public Library. OP 01: Privacy, Access to Information and Electronic Messages under CASL
- Port Colborne Public Library. FN 04: Statement on Intellectual Freedom
- Port Colborne Public Library. OP 15: Accessibility in the Library