

## Port Colborne Public Library Board Meeting Agenda

**Date:** Wednesday, October 2, 2024  
**Time:** 6:00 pm  
**Location:** Library Auditorium, Port Colborne Public Library  
 310 King St, Port Colborne

**Pages**

<b>1. Call to Order</b>	
<b>2. Land Acknowledgement</b>	
<p>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.</p>	
<b>3. Disclosures of Interest</b>	
<b>4. Adoption of Agenda</b>	
<b>5. Approval of Minutes</b>	1
<b>6. Business Arising from the Minutes</b>	
<b>7. Consent Items</b>	
7.1 Financial Reports	
a. 2024 Operating Budget (as of September 27, 2024)	8
b. 2024 Facilities Budget (as of September 27, 2024)	10
7.2 Circulation Reports	
a. Circulation Report, August 2024	12

b.	Circulation Snapshot, August 2024	15
7.3	Staff Reports	
a.	Librarian Report, September 2024	16
7.4	Media Items	
a.	City Hall News - September 2024	21
7.5	Correspondence	
a.	CFLA-FCAB Board Meeting Update -5 September 2024	32
b.	Joint Statement from NFPL and SCPL	33
<b>8.</b>	<b>Discussion and Decision Items</b>	
8.1	Board Evaluation (M. Cooper)	
8.2	CEO's Report - Verbal (R. Tkachuk)	
<b>9.</b>	<b>Policies</b>	
9.1	OP-13: Local History	35
9.2	OP-14: Information Services	38
9.3	OP-20: Art Exhibits in the Library	40
9.4	OP-21: Lendable Technology Items Policy	45
9.5	OP-22: Lendable Non-Traditional Library Collections	48
<b>10.</b>	<b>Motions</b>	
<b>11.</b>	<b>Notice of Motions</b>	
<b>12.</b>	<b>Roundtable</b>	
<b>13.</b>	<b>Other Business</b>	
<b>14.</b>	<b>Next Meeting Date and Adjournment</b>	



## Port Colborne Public Library Board Meeting Minutes

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

**Members Present:** A. Desmarais  
H. Cooper  
B. Ingram, Vice-Chair  
C. MacMillan  
M. Booth  
E. Tanini

**Member(s) Absent:** M. Cooper, Chair  
M. Bagu, Councillor  
B. Beck

**Staff Present:** R. Tkachuk, Chief Executive Officer

**Others Present:** B. Boles, Director of Corporate Finance/Treasurer  
M. Murray, Chief Human Resources Officer

### 1. Call to Order

The Vice-Chair called the meeting to order at approximately 6:03 p.m.

### 2. Land Acknowledgement

### 3. Disclosures of Interest

There were no disclosures of interest.

### 4. Adoption of Agenda

The 2025 Draft Capital Budget and the 2025 Draft Operating Budget were moved from the Discussion and Decision Items section to be considered first.

Moved by C. MacMillan  
Seconded by H. Cooper

That the agenda dated September 4, 2024, be adopted, as amended.

Carried

**5. Approval of Minutes**

Moved by A. Desmarais

Seconded by E. Tanini

That the minutes dated June 5, 2024, be approved, as circulated.

Carried

**6. Business Arising from the Minutes**

Nil.

**7. Presentations**

**7.1 Human Resources Presentation (M. Murray)**

M. Murray provided a human resources information update.

Moved by A. Desmarais

Seconded by C. MacMillan

That the Board receives the information, as presented.

Carried

**7.2 Library AODA Audit (M. Murray)**

The Board discussed the results of the AODA Audit of the library facility.

Moved by H. Cooper

Seconded by M. Booth

That the Board receives the Library AODA Audit, as presented.

Carried

**7.3 2025 Draft Capital Budget (R. Tkachuk)**

The CEO presented the 2025 Draft Capital Budget submission.

Moved by A. Desmarais

Seconded by E. Tanini

That the Board receives the 2025 Draft Capital Budget, as presented; and

2

That the Board approve the proposal for a roof replacement Capital Project in 2025.

**7.4 2025 Draft Operating Budget (R. Tkachuk)**

The CEO presented the 2025 Draft Operating Budget submission.

Moved by C. MacMillan  
Seconded by H. Cooper

That the Board approves the 2025 Draft Operating Budget submission, as presented.

Carried

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

B. Boles provided an update on development charges.

Moved by A. Desmarais  
Seconded by H. Cooper

That the Board receives the information, as presented.

Carried

**7.6 Draft - Memorandum of Understanding (B. Boles)**

The Board discussed the draft Memorandum of Understanding between the Port Colborne Public Library Board and the Corporation of the City of Port Colborne.

Moved by H. Cooper  
Seconded by A. Desmarais

That the Board defer this item to the regular meeting of the Board.

Carried

**8. Consent Items**

Moved by C. MacMillan  
Seconded by E. Tanini

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

**8.1 Financial Reports**

- a. **2024 Operating Budget (as of August 29, 2024)**
- b. **2024 Facilities Budget (as of August 29, 2024)**

**8.2 Circulation Reports**

- a. **Circulation Report, June 2024**
  - a. **June 2024 Snapshot**
- b. **Circulation Report, July 2024**
  - a. **July 2024 Snapshot**
- c. **2nd Quarter Circulation Report**
  - a. **2nd Quarter 2024 Snapshot**

**8.3 Staff Reports**

- a. **Librarian Report, Summer 2024**
- b. **CEO Report (R. Tkachuk)**

**8.4 Media Items**

- a. **Family Summer Activity Flyer**
- b. **Off-the-Shelf Newsletter, July/August 2024**
- c. **Port Colborne Lion's Club, Wonderbook Donation**
- d. **Off-the-Shelf Newsletter, September/October 2024**

**8.5 Correspondence**

- a. **Mayor's Youth Advisory Council**

**9. Discussion and Decision Items**

**9.1 Capital Projects Update (R. Tkachuk)**

The CEO provided an update of the outstanding 2024 capital projects.

Moved by H. Cooper

Seconded by E. Tanini

That the Board receives the Capital Projects Update, as presented.

Carried

**9.2 Draft Resolution - Public Libraries and Older Adults (R. Tkachuk)**

The Board discussed the Township of Wainfleet resolution regarding Public Libraries and Older Adults.

Moved by A. Desmarais

Seconded by C. MacMillan

That the Board receives and supports the Township of Wainfleet resolution re: Public Libraries and Older Adults, as presented; and

That the Board acknowledges and supports the Town of Lincoln resolution re: Urgent Need for Increased Funding for Libraries and Museums in Ontario; and

That the Board expresses gratitude to Port Colborne City Council for supporting the Town of Lincoln resolution; and

That the Board supports the efforts of the Ontario Library Services and the Federation of Public Libraries advocating for an increase of funding for Ontario public libraries.

Carried

**a. Township of Wainfleet Resolution**

**10. Committee Updates**

**10.1 Fundraising Committee**

The Fundraising Committee provided an update on fundraising efforts.

**11. Policies**

Moved by A. Desmarais

Seconded by M. Booth

That the Board approves the policies listed in 11.1 to 11.4, as presented.

Carried

**11.1 OP-01: Privacy, Access to Information & Electronic messages under CASL**

**11.2 OP-04: Collection Development**

**11.3 OP-05: Resource Sharing**

**11.4 OP-06: Programming**

**12. Confidential Items**

Moved by H. Cooper  
Seconded by E. Tanini

That the Board do now proceed into closed session in order to address the following matters at approximately 7:42 p.m.

Carried.

**12.1 Minutes of the closed session of the June 5, 2024, closed meeting**

Moved by H. Cooper  
Seconded by M. Booth

That the Board do now rise from closed session at approximately 7:44 p.m.

Carried.

**13. Motions**

Nil.

**14. Notice of Motions**

Nil.

**15. Roundtable**

Nil.

**16. Other Business**

The Board requested that the CEO apply for additional Ontario Public Service Awards before the September 13, 2024, deadline.

**17. Next Meeting Date and Adjournment**

The next regular meeting of the Board will be held Wednesday, October 2, 2024, in the Auditorium of the Port Colborne Public Library.

The Vice-Chair adjourned the meeting at approximately 7:52 p.m.



---

Michael Cooper, Chair

---

Rachel Tkachuk, Chief Executive  
Officer/Board Secretary-Treasurer



**PORT COLBORNE**

**City of Port Colborne  
Library**

**For the Nine Months Ending September 30, 2024**

	YTD Sep ACTUAL	2024 BUDGET	VARIANCE	VAR %
<b>Revenue</b>				
Donations	\$4,012.77	\$4,800.00	(\$787.23)	(16.40%)
Rentals	640.00	650.00	-10.00	(1.54%)
Other Revenue	-9.96		-9.96	0.00%
Fees	5,100.60	3,500.00	1,600.60	45.73%
Grants - Other	1,113.00		1,113.00	0.00%
Grant - Provincial	9,600.00	38,300.00	-28,700.00	(74.93%)
Sales	2,113.05		2,113.05	0.00%
<b>Total Revenue</b>	<b>22,569.46</b>	<b>47,250.00</b>	<b>-24,680.54</b>	<b>(52.23%)</b>
<b>Expense</b>				
<b>Personnel Expense</b>				
Salaries and Wages - Full Time	282,962.95	451,200.00	-168,237.05	(37.29%)
Salaries and Wages - Part Time	62,555.28	69,900.00	-7,344.72	(10.51%)
Overtime Pay	5,205.22		5,205.22	0.00%
Employee Benefits	111,902.02	187,900.00	-75,997.98	(40.45%)
<b>Subtotal Personnel Expense</b>	<b>462,625.47</b>	<b>709,000.00</b>	<b>-246,374.53</b>	<b>(34.75%)</b>
<b>Operating Expense</b>				
Association/Membership Fees	1,300.00	1,500.00	-200.00	(13.33%)
Library Collection	31,308.60	44,800.00	-13,491.40	(30.11%)
Library Digital Resources	23,638.69	30,000.00	-6,361.31	(21.20%)
Comm and Public Relations		500.00	-500.00	(100.00%)
Computer Software		1,000.00	-1,000.00	(100.00%)
Contract Services	580.04	4,000.00	-3,419.96	(85.50%)
Equipment - Purchase	1,057.25	7,000.00	-5,942.75	(84.90%)
Financial Expenses	18.30		18.30	0.00%
Hospitality Expense	301.89	750.00	-448.11	(59.75%)
Office Supplies	2,275.43	3,000.00	-724.57	(24.15%)
Postage & Courier	131.14	700.00	-568.86	(81.27%)
Program Supplies	1,591.85	3,500.00	-1,908.15	(54.52%)
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	12,657.40	17,100.00	-4,442.60	(25.98%)
Travel	105.08	500.00	-394.92	(78.98%)
<b>Subtotal Operating Expense</b>	<b>78,372.10</b>	<b>129,850.00</b>	<b>-51,477.90</b>	<b>(39.64%)</b>
<b>Total Expense</b>	<b>540,997.57</b>	<b>838,850.00</b>	<b>-297,852.43</b>	<b>(35.51%)</b>
<b>Surplus/(Deficit) Before Allocation</b>	<b>-518,428.11</b>	<b>-791,600.00</b>	<b>273,171.89</b>	<b>(34.51%)</b>
<b>Surplus/(Deficit) After Allocation</b>	<b>-518,428.11</b>	<b>-791,600.00</b>	<b>273,171.89</b>	<b>(34.51%)</b>
Transfer Between Funds		-791,600.00	791,600.00	(100.00%)

	YTD Sep ACTUAL	2024 BUDGET	VARIANCE	VAR %
<b>Total Transfer</b>		-791,600.00	791,600.00	(100.00%)
<b>Surplus / (Deficit)</b>	<b>(\$518,428.11)</b>		<b>(\$518,428.11)</b>	

2024-09-27  
12:32 PM

&P of &N



**PORT COLBORNE**

**City of Port Colborne  
2024 Facilities**

**For the Nine Months Ending September**

Facilities	Gas		Hydro		Water		Repair & Mtnc	
	YTD Actual	2024 Budget	YTD Actual	2024 Budget	YTD Actual	2024 Budget	YTD Actual	2024 Budget
Library Facility:								
0-070-90020-8330-1211 Facilities - Contract Services - Library Facility								0-070-90020-8330-121
0-070-90020-8480-1211 Facilities - R & M-Con & Parts - Library Facility							1,232.99	5,000.00 0-070-90020-8480-121
0-070-90020-8540-121	5,854.58	12,480.00						0-070-90020-8540-121
0-070-90020-8545-1211 Facilities - Utilities-Hydro - Libr			8,688.92	14,600.00				0-070-90020-8545-121
0-070-90020-8550-1211 Facilities - Utilities-Water - Library Facility					1,590.83	2,090.00		0-070-90020-8550-121
<b>Total Library Facility</b>	<b>5,854.58</b>	<b>12,480.00</b>	<b>8,688.92</b>	<b>14,600.00</b>	<b>1,590.83</b>	<b>2,090.00</b>	<b>1,232.99</b>	<b>5,000.00 Total Library Facility</b>

2024-09-27 12:34 PM

**September 30, 2024**

Contract Services		Equipment		Land Lease		Total		
YTD	2024	YTD	2024	YTD	2024	Actual	Budget	Variance
Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Variance
33,438.60	43,700.00					33,438.60	43,700.00	10,261.40
1 Facilities - R & M-Con & Parts - Library Facility						1,232.99	5,000.00	3,767.01
1 Facilities - Utilities-Gas - Library Facility						5,854.58	12,480.00	6,625.42
1 Facilities - Utilities-Hydro - Library Facility						8,688.92	14,600.00	5,911.08
1 Facilities - Utilities-Water - Library Facility						1,590.83	2,090.00	499.17
33,438.60	43,700.00					50,805.92	77,870.00	27,064.08
								&P of &N

<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	4598	4497	101	33388	32590	25392	2%	31%
Periodicals	275	52	223	1535	516	547	197%	181%
DVDs	1300	1672	-372	11778	10160	6808	16%	73%
CDs	16	15	1	230	656	85	-65%	171%
Audiobooks	72	93	-21	550	702	477	-22%	15%
Board Games	57	49	8	311	294	174	6%	79%
Seed Library	166	2	164	1159	393	416	195%	179%
Video Games	83	114	-31	917	1155	594	-21%	54%
Lendable Non-Traditional	7	2	5	38	30	28	27%	36%
Lendable Technology	3	3	0	19	19	0	0%	100%
Library of Things	12	57	-45	125	191	68	-35%	84%
Toys and Puzzles	245	377	-132	1981	1808	43	10%	4507%
Microfilm	25	41	-16	213	272	130	-22%	64%
<b>TOTAL CIRCULATION</b>	<b>6859</b>	<b>6974</b>	<b>-115</b>	<b>52244</b>	<b>48786</b>	<b>34762</b>	<b>7%</b>	<b>50%</b>
Materials Returned	6074	6532	-458	45546	43377	32822	5%	39%
<b>TOTAL TRANSACTIONS</b>	<b>12933</b>	<b>13506</b>	<b>-573</b>	<b>97790</b>	<b>92163</b>	<b>67584</b>	<b>6%</b>	<b>45%</b>
<u>CIRCULATION (DIGITAL)</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
Electronic Databases	144	99	45	1245	2346	4707	-47%	-74%
Downloadable Audiobooks	606	550	56	4951	4029	3813	23%	30%
Downloadable eBooks	1015	947	68	8249	7618	8114	8%	2%
Downloadable Music	1	0	1	17	9	17	89%	0%
Downloadable Video	36	33	3	314	255	702	23%	-55%
Downloadable Magazines	384	175	209	3624	1367	959	165%	278%
<b>TOTAL CIRCULATION</b>	<b>2186</b>	<b>1804</b>	<b>382</b>	<b>18400</b>	<b>15624</b>	<b>18312</b>	<b>18%</b>	<b>0%</b>
<u>ILLO &amp; RECIP. BORROWING</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
Interlibrary Loans --IN	10	9	1	89	91	36	-2%	147%
LINC Reciprocal IN	681	545	136	4917	4759	4101	3%	20%
<b>TOTAL RECEIVED</b>	<b>691</b>	<b>554</b>	<b>137</b>	<b>5006</b>	<b>4850</b>	<b>4137</b>	<b>3%</b>	<b>21%</b>
Interlibrary Loans --OUT	0	66	-66	89	199	49	-55%	82%
LINC Reciprocal OUT	878	834	44	6733	5947	5896	13%	14%
<b>TOTAL SENT</b>	<b>878</b>	<b>900</b>	<b>-22</b>	<b>6822</b>	<b>6146</b>	<b>5945</b>	<b>11%</b>	<b>15%</b>
<u>REGISTRATIONS</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
Adults	57	48	9	562	332	269	69%	109%
Children	17	18	-1	136	122	94	11%	45%
Non-Resident	10	5	5	72	91	57	-21%	26%
Teen	1	4	-3	21	9	11	133%	91%
<b>TOTAL REGISTRATIONS</b>	<b>85</b>	<b>75</b>	<b>10</b>	<b>791</b>	<b>554</b>	<b>431</b>	<b>43%</b>	<b>84%</b>
<u>RECEIPTS</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
Library Receipts	283.59	117.50	166.09	1454.28	927.04	576.90	57%	152%
Auditorium Rental	33.90	0.00	33.90	553.70	384.30	0.00	44%	100%
Donations	0.00	0.00	0.00	1000.00	1000.00	1000.00	0%	0%
Book Sales	139.75	288.25	-148.50	2035.65	2533.95	1684.30	-20%	21%
Photocopy Revenue	108.00	65.00	43.00	1140.45	758.40	210.90	50%	441%
Sign Rental	0.00	0.00	0.00	113.00	0.00	169.50	100%	-33%
Print Server	280.60	159.05	121.55	2445.30	1936.85	1451.70	26%	68%
Programme Revenue	0.00	191.00	-191.00	120.00	1573.25	45.00	-92%	167%
Fundraiser Items Revenue	9.00	57.00	-48.00	63.00	882.00	10.00	-93%	530%
Capital Asset Disposal	0.00	0.00	0.00	0.00	0.00	0.00	0%	0%
<b>SUBTOTAL</b>	<b>854.84</b>	<b>877.80</b>	<b>-22.96</b>	<b>8925.38</b>	<b>9995.79</b>	<b>5148.30</b>	<b>-11%</b>	<b>73%</b>
Capital Donations	0.00	455.00	-455.00	1874.00	4164.53	560.00	-55%	235%
<b>TOTAL RECEIPTS</b>	<b>854.84</b>	<b>1332.80</b>	<b>-477.96</b>	<b>10799.38</b>	<b>14160.32</b>	<b>5708.30</b>	<b>-24%</b>	<b>89%</b>

<b>MATERIALS</b>	<b>2024</b>	<b>2023</b>	<b>+/-</b>	<b>2024 YTD</b>	<b>2023 YTD</b>	<b>2022 YTD</b>	<b>% Change 2024/2023</b>	<b>% Change 2024/2022</b>
No. of Books Repaired	29	42	-13	252	331	211	-24%	19%
Donations added to Collection	1	16	-15	133	231	13	-42%	923%
Used Books Sold	127	209	-82	1390	3422	1957	-59%	-29%
<b>PROGRAMS AND EVENTS</b>	<b>2024</b>	<b>2023</b>	<b>+/-</b>	<b>2024 YTD</b>	<b>2023 YTD</b>	<b>2022 YTD</b>	<b>% Change 2024/2023</b>	<b>% Change 2024/2022</b>
<b>No. of Prog/Events</b>							0%	0%
Teen Programs	2	4	-2	12	14	13	-14%	-8%
Pop-Up Library Visits	3	1	2	13	17	18	-24%	-28%
Community Events	15	42	-27	148	477	140	-69%	6%
Children's Programmes	34	44	-10	175	164	40	7%	338%
Class Visits	0	0	0	23	8	0	188%	100%
* Tech	41		41	301	0	0	100%	100%
* Seniors	2		2	19	0	0	100%	100%
<b>TOTAL</b>	<b>97</b>	<b>91</b>	<b>6</b>	<b>691</b>	<b>680</b>	<b>211</b>	<b>2%</b>	<b>227%</b>
<b>No. of Attendees</b>								
Teen Programs	17	26	-9	60	246	126	-76%	-52%
Pop-Up Library Visits	31	13	18	365	556	414	-34%	-12%
Community Events	61	332	-271	1910	2318	539	-18%	254%
Children's Programmes	1657	1920	-263	4467	4502	2827	-1%	58%
Class Visits	0	0	0	683	226	0	202%	100%
* Tech	41		41	301	0	0	100%	100%
* Seniors	5		5	102	0	0	100%	100%
<b>TOTAL</b>	<b>1812</b>	<b>2291</b>	<b>-479</b>	<b>7888</b>	<b>7848</b>	<b>3906</b>	<b>1%</b>	<b>102%</b>
* Tech and Seniors previously categorized under Community Events								
<b>No. of Rentals/Reservations</b>								
Room Rentals	3		3	41			100%	100%
Bookable Spaces	11		11	66			100%	100%
Sign Rentals	0		0	8			100%	100%
<b>No. of Attendees</b>								
Room Rentals	55		55	498			100%	100%
Bookable Spaces	15		15	100			100%	100%
*Room Rentals previously categorized under Community Events								
<b>ALL COMPUTER USERS</b>	<b>2024</b>	<b>2023</b>	<b>+/-</b>	<b>2024 YTD</b>	<b>2023 YTD</b>	<b>2022 YTD</b>	<b>% Change 2024/2023</b>	<b>% Change 2024/2022</b>
Wireless Computer Users	303	406	-103	2596	3263	1366	-20%	90%
Computer Workstation Users	265	380	-115	2250	2469	1300	-9%	73%
<b>TOTAL</b>	<b>568</b>	<b>786</b>	<b>-218</b>	<b>4846</b>	<b>5732</b>	<b>2666</b>	<b>-15%</b>	<b>82%</b>
<b>PATRON COUNT</b>	<b>2024</b>	<b>2023</b>	<b>+/-</b>	<b>2024 YTD</b>	<b>2023 YTD</b>	<b>2022 YTD</b>	<b>% Change 2024/2023</b>	<b>% Change 2024/2022</b>
	4805	4927	-122	35822	28932	23083	24%	55%
<b>LIBRARY HOMEPAGE HITS</b>	<b>2024</b>	<b>2023</b>	<b>+/-</b>	<b>2024 YTD</b>	<b>2023 YTD</b>	<b>2022 YTD</b>	<b>% Change 2024/2023</b>	<b>% Change 2024/2022</b>
	1642	1612	30	12940	13190	13164	-2%	-2%
<b>ONLINE CATALOGUE HITS</b>	<b>2024</b>	<b>2023</b>	<b>+/-</b>	<b>2024 YTD</b>	<b>2023 YTD</b>	<b>2022 YTD</b>	<b>% Change 2024/2023</b>	<b>% Change 2024/2022</b>
	3405	1967	1438	17328	14136	12899	23%	34%

<b>SOCIAL MEDIA</b>	<b>2024</b>	<b>2023</b>	<b>+/-</b>		<b>2024 YTD</b>	<b>2023 YTD</b>	<b>2022 YTD</b>	<b>% Change 2024/2023</b>	<b>% Change 2024/2022</b>
<b>Facebook</b>									
Page Likes/Followers	1681	1532	149		1681	1532	1081	10%	56%
Total Post Views	14193	14495	-302		135894	154084	77964	-12%	74%
Total Post Interactions	398	112	286		2855	6659	2170	-57%	32%
Total Posts	41	41	0		274	326	273	-16%	0%
<b>Instagram</b>									
Page Likes/Followers	1290	1187	103		1290	1187	1067	9%	21%
Total Post Views	3521	5256	-1735		31960	44361	12050	-28%	165%
Total Post Interactions	292	204	88		1391	3252	583	-57%	139%
Total Posts	43	40	3		312	315	118	-1%	164%
<b>Twitter / X</b> Discontinued Oct. 2023									
<b>eNEWSLETTER</b>	<b>2024</b>	<b>2023</b>	<b>+/-</b>		<b>2024 YTD</b>	<b>2023 YTD</b>	<b>2022 YTD</b>	<b>% Change 2024/2023</b>	<b>% Change 2024/2022</b>
New Contacts	8	9	-1		53	112	152	-53%	-65%
Total Contacts to Date	439	361	78		439	361	213	22%	106%
Email Opens	0	202	-202		1235	1395	629	-11%	96%
Clickthroughs	0	49	-49		217	327	176	-34%	23%
<b>PRINTING</b>	<b>2024</b>	<b>2023</b>	<b>+/-</b>		<b>2024 YTD</b>	<b>2023 YTD</b>	<b>2022 YTD</b>	<b>% Change 2024/2023</b>	<b>% Change 2024/2022</b>
Public Computers	157	300	-143		1319	2901	3626	-55%	-64%
Mobile Print	86	0	86		506	0	0	100%	100%
Pages in Black and White	834	616	218.4		7459	7181	3620	4%	106%
Pages in Colour	72	5	67		334	184	140	82%	139%
Total Jobs	243	300	-57		1825	2901	3626	-37%	-50%
Total Number of Pages	906	621	285		7793	7365	3760	6%	107%
<b>PHOTOCOPIER</b>	<b>2024</b>	<b>2023</b>	<b>+/-</b>		<b>2024 YTD</b>	<b>2023 YTD</b>	<b>2022 YTD</b>	<b>% Change 2024/2023</b>	<b>% Change 2024/2022</b>
Pages copied	432	260	172		4562	3034	844	50%	441%



# AUGUST 2024

## MONTHLY REPORT

### INTERACTIONS

NEW PATRONS

85

PATRON VISITS

4,805

CATALOGUE VISITS

3,405

WEB VISITS

1,642

PHYSICAL CIRC

6,859

DIGITAL CIRC

2,186

ITEMS BORROWED FROM LINC LIBRARIES

681

ITEMS LOANED TO LINC LIBRARIES

878

### CIRCULATION

### PROGRAMS

TOTAL PROGRAMS

97

PROGRAM ATTENDANCE

1,812

SOCIAL MEDIA POSTS

41

eNEWSLETTER SUBSCRIPTIONS

8

PAGES PRINTED & COPIED

1,388

COMPUTER USERS

265

WIRELESS USERS

303

### LIBRARY TECH

- ePRINTit users sent 86 remote print jobs for a total of 429 pages.

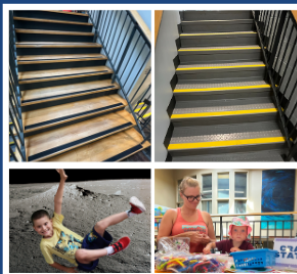
TECH HELP SESSIONS

41

### HIGHLIGHTS

#### Programs and Events

- Stair refurbishment
- TDSRC + Summer programs
- TDSRC Party (several stations in library and Archives). 65 attended.



Date: October 2, 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. Programming**

- Story Time with Shelly  
On two Saturdays in September, Story Time with Shelly ran in the Children’s Room from 10:30 – 11:30 a.m. Shelly read a variety of picture books to families.
- Lego Club  
Three Lego Club sessions were offered after school on Mondays in September. Children ages 5+ were encouraged to complete challenges or to use their imaginations to build something new.
- Craft Cart  
Two Craft Cart sessions were offered after school on Wednesdays in September. Children were encouraged to choose craft supplies and make a craft of their own choosing.
- Dungeons & Dragons  
One Dungeons & Dragons session was held this September as part of the ongoing campaign.
- Teen Board Game Night  
Teens were invited to the library on Thursday, September 26 for a drop-in board game night.



- Documentary Films

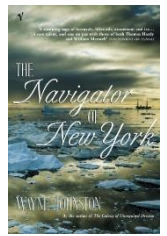
On Monday, September 23, 2024, there was a screening and discussion of the documentary film **Ever Deadly** (2022, 90 min.). The documentary, which explores Inuit throat-singer Tanya Tagaq's transformation of sound with an eye to colonial fallout, natural freedom and Canadian history, was part of the library's recognition of the National Day for Truth and Reconciliation.



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

- Port Colborne Public Library Book Club

In September, the PCPL Book Club read **The Navigator of New York** by Wayne Johnston and met on Monday, September 9 to discuss the book. The book club has 11 members.



## 2. Passive Programming

- Scavenger Hunts

Daily scavenger hunts were available daily in the Children's Room with a different theme each week. Children reported how many scavenger hunt items they found to receive a small prize. In September, there were four scavenger hunts with over 45 participants.

- Colouring Sheets

Every month, three colouring sheets are available for free in the Children's Room. In September, over 75 participated in the activity.

- Design Our Bookmark Contest

In August, the theme for the monthly bookmark contest was "It's a Zoo Out There". The winning bookmark submission for August was designed by Maggie, who drew a monkey wearing a dress at the zoo. Maggie received a small prize package and her bookmark was handed out to all



patrons at checkout.

All bookmark submissions were on display in the Children's Room throughout September. In September, the Bookmark Contest theme was "I'm Thankful for..."

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

### 3. Summer Reading Clubs

#### TD Summer Reading Club

Children ages 0 – 12 were encouraged to track their reading to earn prizes for every 5, 10, 15, and 20 books read during the summer. 282 children participated in the program and read a combined total of over 2,680 books!

The TDSRC prizes were sponsored in part by the generous donations of 7-Eleven, McDonald's, and Safari Niagara.



#### Teen Summer Reading Club

Teens ages 13 – 17 were encouraged to track their summer reading. Every five books read equaled one entry into the prize draw. 12 teen entries were submitted, and five winners will be drawn before August 31<sup>st</sup>.

The Teen Summer Reading Club prizes were sponsored in part by the generous donations of Harvey's and Swiss Chalet.

#### Adult Summer Reading Club

Adults ages 18+ were invited to join the Adult Summer Reading Club by tracking their reading. Every three books read equaled one entry into the prize draw.

Patrons submitted 253 ballots for a total of 759 books read!

The Adult Summer Reading Club prize was sponsored in part by the generous donation of Niagara Parks. The winner will be drawn before August 31<sup>st</sup>.

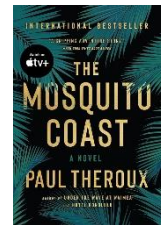
#### TDSRC Party

On Wednesday, August 28 we celebrated summer reading with a drop-in party. Families were invited to participate in a variety of activities, including the Green Screen, Button Makerspace, Lego challenges, and the Craft Cart. 65 people attended the party.

#### 4. **Bill's Best Reads with William Thomas**

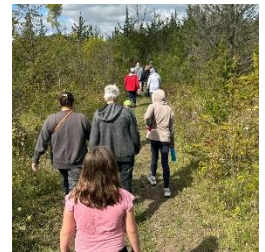
Each month, we feature a different book hand-selected by local author William Thomas. Patrons are invited to participate by reading the month's selection.

The September selection was **The Mosquito Coast** by Paul Theroux.



#### 5. **Mud Lake Walk**

On Saturday, September 7, families learned about local wildlife, native plants, and hiking from the NPCA at Mud Lake. This program was presented in partnership with Welland Public Library.



#### 6. **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 first session took place on September 23 and was a presentation on conservation in Niagara.

The upcoming sessions in October and November will be on residential electrification and on building empathy for local watersheds.

The series is generously sponsored by Jungbunzlauer Canada Inc.

## 7. Community Connect

In September, two new community partners joined the Community Connect program: the Senior Citizens Advisory Committee and Niagara College's Newcomer Language Programs.

The Senior Citizens Advisory Committee provided information on local programs, services, and resources for older adults. Niagara College provided information on their free language programs for newcomers.

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

- September 3, 2024 – PC Works – Resume Refresh
- September 4, 2024 – Bridges CHC – Ontario Seniors' Dental Care Program
- September 9, 2024 – Birchway Niagara – Programs & Services
- September 10, 2024 – PC Works – Resume Refresh
- September 14, 2024 – PFLAG Niagara
- September 17, 2024 – PC Works – Resume Refresh
- September 17, 2024 – Service Canada
- September 19, 2024 – Senior Citizens Advisory Committee
- September 24, 2024 – PC Works – Resume Refresh
- September 26, 2024 – Niagara College – Newcomer Language Programs



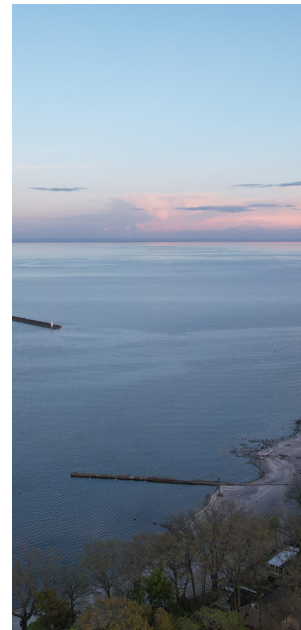


PORT COLBORNE

# CITY HALL NEWS

September 2024

A farewell  
to summer!



A MESSAGE FROM

CAO

SCOTT LUEY

---

**Hello everyone, and welcome to the September edition of City Hall News.**

We have had a wonderful summer of events here in Port Colborne. Along with Canal Days and numerous other gatherings, we also enjoyed the second summer of our Community Concert Series, which was sponsored this year by Asahi Kasei.

These free evening concerts welcomed hundreds of folks to H.H. Knoll Lakeview Park throughout the summer to enjoy an array of musical acts that featured everything from the rock and roll of the Beatles to the swinging and swaying of big band favourites. The best part is that our community enjoyed these evenings while taking the time to share with others. Throughout the summer, concertgoers have donated more than 1,500 pounds of non-perishable food items to Port Cares. This is an amazing demonstration of the way people in our community care for one another and makes me even more proud to call Port Colborne home.

But there is still one more concert to enjoy. On Friday, Sept. 13, Blues Etc. with special guest Spencer MacKenzie will perform. On that night, we will be recognizing many of our fantastic staff and volunteers for supporting Canal Days and other community events, as well as welcoming friends from the Cruise Association, who will be bringing their classic cars to the show.



Later that weekend, there will be a free tree giveaway for local residents who reserved their tree in advance using Eventbrite. We've made the switch to online registration to better organize the day. Reserved trees will be picked up Saturday, Sept. 14, and I'm happy to report there are only a few trees left to be claimed online thanks to tremendous uptake from the community in the registration process. This initiative is a branch of the City's new Urban Forest Management Plan and is rooted in the desire to expand the tree canopy in Port Colborne. Thanks to a partnership with Forest City Models and Partners Outdoor, residents can purchase a rain barrel for \$40, which can be picked up the same day.

At the end of the month, the City will observe the National Day for Truth and Reconciliation on Monday, Sept. 30. In preparation, the Every Child Matters flag will be flown at City Hall and will be lowered to half staff with all flags on display for four days beginning Friday, Sept. 27. I encourage everyone to spend time that day remembering the children who never returned home from residential schools as well as survivors, their families, and communities. You can also honour survivors by wearing an orange shirt that day.

With so much going on this time of year, I look forward to seeing many of you out and about this fall.

Ahoy!

CAO, Scott Luey



# SEPTEMBER EVENTS



Port Colborne  
Public Library



Port Colborne  
Historical & Marine  
Museum



City of  
Port Colborne

## Mud Lake Walk



Learn about local wildlife, native plants, and hiking in all seasons with the NPCA. Please wear sturdy shoes and weather-appropriate clothing. Uneven ground and slippery conditions possible. Presented in partnership with Welland Public Library.

**Date:**  
Sept. 7

**Time:**  
10 a.m. to 12 p.m.

**Location:**  
Mud Lake  
3031 Elm St.

**Free Admission**  
Call the library at  
905-834-6512 to  
register.

## Speaker Series – Tornado in Niagara: An 18th Century Canadian Catastrophe



Join us to hear presenter Jessica Linzel, M.A. discuss her research on the 1792 tornado which left a path of destruction across Niagara.

**Date:**  
Sept. 7

**Time:**  
1 p.m.

**Location:**  
L.R. Wilson Archives  
(286 King St.)

**Free Admission**

## Community Concert Series - Blues Etc.



Join us for Blues Etc. Tribute in Port Colborne. A reminder to bring a non-perishable food item, which will be collected and donated to Port Cares.

**Date:**  
Sept. 13

**Time:**  
7 p.m.

**Location:**  
H.H. Knoll Lakeview Park

**Free Admission**

## Lego Club



Complete a challenge, follow a pattern, or use your imagination to make something new – however you like to build, you're sure to create something amazing at Lego Club!

**Date:**  
Sept. 9, 16 & 23

**Time:**  
3 to 6 p.m.

**Location:**  
Public Library

**Free Admission**



## Speaker Series: "With Great Sadness" – Exploring the Victorians' Unique Approach to Mourning Their Dead

Join Anna Carlsen, M.A., and Katelynn Best as they discuss Victorian mourning practices. Accompanying this presentation is an optional Victorian Mourning Cemetery Tour at Oakwood Cemetery from 1:30 to 2:30 p.m.

**Date:**  
Sept. 21

**Time:**  
1 p.m.

**Location:**  
L.R. Wilson Archives  
(286 King St.)

**Free Admission**



## Kid's Craft Cart

We bring the craft supplies; you bring the creativity. Create something unique to you at our after-school craft cart.

**Date:**  
Sept. 18 & 25

**Time:**  
3 to 4:30 p.m.

**Location:**  
Public Library

**Free Admission**



## Tree Giveaway & Rain Barrell Sales

Port Colborne residents can sign up for a free tree as part of an initiative to expand the city's tree canopy. Registration is open from August 19 to September 9, with 150 native trees available for pickup on September 14 at the Vale Health and Wellness Centre. Additionally, rain barrels are available for purchase. Proof of residency is required. For more details, visit [portcolborne.ca](http://portcolborne.ca)

**Date:**  
Sept. 14

**Time:**  
8:30 a.m. to  
1:30 p.m.

**Location:**  
H.H. Knoll Lakeview Park

**Free Admission**



## Fall into Fashion High Tea

Join the Friends of Roselawn Centre as they host their second High Tea with community partners The Pie Guys Bakery & Café and 270 Degrees West. Enjoy an afternoon of sweet treats and a fashion show of the latest fall trends!

**Date:**  
Sept. 29

**Time:**  
1 p.m.

**Location:**  
The Roselawn Centre  
(296 Fielden Ave.)

**\$50 per person**



## Truth and Reconciliation Day

On September 30, 2021, Canada observed its first National Day for Truth and Reconciliation, marking a crucial step in acknowledging the tragic and painful history of residential schools. As we continue this journey, residents are encouraged to take time on this day to reflect, honour the survivors, and remember the children who never made it home. The Every Child Matters flag will be raised at City Hall this week to symbolize our commitment to meaningful reconciliation.

**Date:**  
Sept. 30

Please note, Municipal offices will be closed Monday, Sept. 30.



# COMMUNITY EVENTS

## Terry Fox Walk



The annual Terry Fox Run has become a fall tradition in Canada, with nearly 600 communities, big and small, urban and rural, English and French, fundraising for cancer research. This year, please participate, fundraise, and support someone you love on Sunday, September 15!

**Date:**  
Sept. 15

**Time:**  
Registration at 12 p.m.

**Location:**  
H.H. Knoll Lakeview Park

## Cruise Nights



Port Colborne Downtown Cruiser's Association presents Cruise Nights in Port Colborne on Thursday nights from May to September. Bring out your cars and enjoy specials offered by local businesses.

**Date:**  
Thursday nights  
from May to  
September

**Time:**  
Starting at 5 p.m.

**Location:**  
Clarence St.



## Community Calendar

Did you know we have a Community Event Calendar on our website? Be sure to visit and subscribe to make sure your calendar is up to date for all the upcoming community events.

Do you have an event you want promote?

[Add an event to the Community Calendar >](#)

# WHAT'S IN THE WORKS

## WITH PUBLIC WORKS

Summer may be coming to an end, but the Roads and Parks team is still hard at work performing grass cutting responsibilities in our many parks. As the summer students head back to school, maintaining the parks around the city becomes a challenge, but our Roads and Parks team always does a great job keeping up with the demand. Grass cutting is far from the only big job that Roads and Parks will see this fall, as an asphalt path and basketball court will be installed at Lockview Park.

Autumnal events around the city will also see involvement of the Public Works team, as they prepare for both the Touch-a-Truck event that takes place in October, and the BIA's Harvest Fest. These events rely on the Public Works teams, as they provide information and education for the Touch-a-Truck event and beautify the area of the Harvest Fest.

As fast as summer has seemed to say its goodbyes, so will Fall, and the Public Works team is already in the process of beginning winter preparations. A refresher course on snowplow operations for all operators will take place to kick off the winter season operations, followed by checking inventory to make sure we are fully stocked with the necessary equipment. That equipment will then be reviewed and maintenance will be performed as necessary.

Finally, budgets for Council consideration are being finalized.

With the changing of the seasons, our Public Works teams have busy months ahead. More information on Public Works services is available on the bridges, roads, sidewalks and streetlights web page.

[MORE DETAILS](#)



# AUGUST RECAP

## 46TH ANNUAL CANAL DAYS MARINE HERITAGE FESTIVAL

The 46th Annual Canal Days Marine Heritage Festival took place over the Civic Holiday long weekend in August. This year we welcomed new vendors such as Experience Boating and the Home Away from Home RV Show. Our Concert Series saw our musicians put on a fantastic show. This year's festival saw great success thanks to our City Staff and volunteers. Thank you to everyone who contributed to keeping Canal Days a safe and fun event for all involved!



## COMMUNITY CONCERT - THE CAVERNERS

H.H. Knoll Lakeview Park welcomed the Caverners for the fifth show in our Community Concert Series. The fab four fan favourites played many hits from The Beatles' extensive catalogue and had the crowd on their feet from the first song.



## LIBRARY DONATION

The Port Colborne Public Library received a \$1000 donation from the Port Colborne Lions Club, which has helped to expand the library's Wonderbooks collection. A Wonderbook is a children's book with a ready-to-play audio book included. These books help to enhance young reader's literacy skills. The books also include a "learning mode" to foster a strong learning foundation. The library now has 36 Wonderbooks in its collection. Thank you to the Lions Club for their generous donation!

[Read more >](#)



## COMMUNITY CONCERT - THE CHICKS

A huge thank you to everyone who joined us for the tribute to The Chicks Community Concert on August 30.

We're especially grateful to those who brought non-perishable food items for Port Cares. Your generosity truly makes a difference in our community.

A special shoutout to Asahi Kasei Battery Separator Canada for presenting this incredible event.



# COUNCIL CORNER



Council Meetings are scheduled for the second and fourth Tuesday of each month. The next Council meeting is scheduled for Sept. 10, 2024.

**[Committees, Boards and Council Calendar >](#)**

**Last month's Council Meeting**  
v



# AUGUST 27

## COUNCIL MEETING RECAP

Council proclaimed September 2024 as “Childhood Cancer Awareness Month” in the City of Port Colborne.

### Mayor’s Report:

- The Mayor shared that local swimmer Emma Van Dyk will be competing in the Paralympic Games in Paris, and said Port Colborne will be cheering her on. He discussed an upcoming trip to Japan that will take part in and will include delegates from across Niagara. He also reminded residents to drive slowly as schools return and wished residents a happy Labour Day weekend.

### Staff Remarks

- CAO Scott Luey introduced the City’s new Deputy Clerk Jessica Beaupre. He also discussed a legal review of the proposed lodging by-law.
- Director of Development and Government Relations Gary Long discussed his trip to the Association of Municipalities of Ontario (AMO) conference in Ottawa.

### Councillors’ Remarks

**Councillor Elliott** discussed attending the AMO conference and discussed the city’s growing profile. He also discussed a meeting at the Japanese embassy.

**Councillor Bruno** asked Planning about new units coming to Port Colborne, he asked public works about emergency notifications being sent to cell phones, and he asked the Director of Corporate Services about specifics of the short-term rental by-law.

**Councillor Bagu** discussed the work of Environmental Advisory Committee and an upcoming tree giveaway. He also asked about signage related to the temporary closure of canal bridges.

**Councillor Aquilina** thanked Public Works staff for hosting an open house for residents related to waterfront road allowances.

### Staff Reports

8.1 Council approved closing identified trust funds and disbursing the related funds directly to the intended purposes or related community group subject to applicable regulation, legislation, and regulatory agencies for the administrative changes as well as providing greater direction with respect to Trust Fund investing within the City Investment Policy.

8.2 Council approved updating beach user fees as of Oct. 15, 2024 and that 2025 Sugarloaf Marina user fees be approved effective Sept. 1, 2024, to provide for early registration discounts.

8.3 Council approved a zoning by-law amendment and draft plan of subdivision at 563 Killaly Street East and a vacant lot to the south.

8.4 Council directed the Drainage Superintendent to advance the Northland Municipal Drain Engineer’s Report to a ‘Meeting to Consider’, which will tentatively take place Sept. 18, 2024.

8.5 Council directed staff to jointly apply with the YMCA of Niagara to the Niagara Region for more licensed child care spaces in Port Colborne, and that subject to approval for more spaces, staff be directed to procure architectural services for a child care centre at the Vale Health and Wellness Centre.

8.6 Council approved the creation of a Shared Fire Services Management Committee and that Councillor Hoyle be appointed as Council’s representative on the Committee. Council directed Staff to negotiate a Shared Services Agreement for the delivery of fire administration and management services, and to negotiate and execute employment contracts for the positions of Fire Chief and Deputy Fire Chief of Community Risk Reduction & Administration, and to recruit a candidate for the position of Deputy Chief of Operations & Training. Council also directed that an annual review of the shared management team be conducted and that a community risk assessment and master fire plan be undertaken by year two of the agreement.



# Canadian Federation of Library Associations Fédération canadienne des associations de bibliothèques

## CFLA-FCAB Update

September 5, 2024 Board Meeting

The [CFLA-FCAB Board](#) provides updates to our members every six weeks following Board meetings. Meeting minutes are posted on our [website](#). Minutes for the September 5, 2024 meeting will be posted once approved at our October meeting.

- The CFLA-FCAB put forward a written submission to the federal government in advance of the 2025 Federal Budget. The submission included three key recommendations:
  - Increased funding to public libraries to support them as an essential part of the social infrastructure of our communities.
  - Increased investment in organizations that provide accessible reading services.
  - Increased support for Indigenous libraries and Indigenous library workers.
- Following a nearly two-year long consultation of the Canadian library community, and upon the recommendation of the Cataloguing and Metadata Standards Committee, the CFLA-FCAB Board officially endorsed the [Cataloguing Code of Ethics](#), a joint project of the American Library Association, the Chartered Institute of Library and Information Professionals (UK), and CFLA-FCAB.
- In support of the Prison Library Network and the rights of incarcerated people inside Canadian correctional institutions, the CFLA-FCAB Board endorsed an updated version of the Prison Library Network's Prisoners' Right to Read Statement.
- Following a review of the issues raised by CFLA-FCAB members at recent stakeholder meetings, the Board's Governance Review Steering Committee proposed a series of recommendations that have been approved by the Board. The recommendations identified a series of opportunities for improvement in relation to:
  - the clarification and routinization of the CFLA appointment process for committees;
  - the enhancement of committee accountability and an alignment of committee work with the CFLA's strategic priorities;
  - capacity building for committees and their members;
  - the clarification of the committee structure and organisation;
  - an improved process in relation to position statements;
  - improved Board member recruitment;
  - the development of a membership recruitment campaign; and
  - modifications to the terms of reference for CFLA-FCAB executive.

A workplan is being developed to action and implement these various items over the next few months.

- Planning for the 2025 National Forum, to be held in Toronto on Wednesday, January 29<sup>th</sup> in collaboration with the Ontario Library Association, is well under way. Mark your calendars! Full details and registration information will be released this Fall.

For more information or to contact the CFLA-FCAB Board, please email [info@cfla-fcab.ca](mailto:info@cfla-fcab.ca).



## **Joint Statement from NFPL and SCPL**

Dear Colleagues,

We hope this message finds you well. We are writing to inform you about an important initiative that NFPL and SCPL have embarked upon to enhance our library services and better serve our communities.

NFPL and SCPL have been collaborating on standardizing our cataloging records and processing standards over the last two years. As we are getting closer to the expiration dates of our current ILS service agreements, after careful consideration, we have decided to work together to issue a Request for Proposal (RFP) for sharing an Integrated Library System (ILS). Our primary objective is to identify a service provider that can offer the best product, services and support at a reasonable cost, ensuring that we can continue to provide high-quality services to our customers while managing our resources efficiently.

We understand that any significant change in library operations can raise concerns and questions. Therefore, we want to ensure complete transparency throughout this process and address any potential misunderstandings that may arise.

1. **Collaboration and Mutual Benefit:** By working together, we aim to leverage our collective needs to negotiate better terms and conditions, which we believe will ultimately benefit our respective libraries and our communities.

2. **Standardization Efforts:** Our work on standardizing cataloging records and processing standards is aimed at improving efficiency and consistency across our libraries. This initiative aligns with our shared goal of enhancing service quality.

3. **Transparency and Open Communication:** We are committed to maintaining open lines of communication with all our neighboring libraries. We welcome any questions or concerns you may have and are happy to share our process, findings, and decisions as we progress.

4. **Commitment to Service Quality:** Our focus is on improving service quality and operational efficiency. This initiative is not intended to negatively impact any other libraries in the region but rather to strengthen our ability to serve our customers.

5. Regional Cooperation: We value the strong sense of community and cooperation that exists among libraries in the region. This initiative is a reflection of our commitment to continually improve and innovate, and we believe that such efforts will contribute positively to the broader library community.

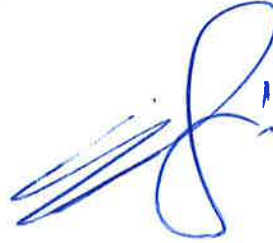
We will keep you updated on significant milestones and decisions throughout the RFP process. In the meantime, if you have any questions or would like to discuss this further, please do not hesitate to reach out to us.

Thank you for your understanding and support.

Sincerely,



Alicia Subnaik Kilgour  
CEO  
Niagara Falls Public Library



Ken Su  
CEO  
St. Catharines Public Library

## Local History

Policy Number: **OP-13**

Initial Policy Approval Date: **June 2019**

Last Review/Revision Date: **2024**

Year of Next Review: **2028**

---

The Port Colborne Public Library maintains a special collection in order to conserve local history and to provide access to unique materials that help researchers and the public better understand our past. The collection complements the collections of the Port Colborne Historical and Marine Museum, and will not duplicate those collections.

The library's local history collection strives to reflect respect for, and reconciliation with, Indigenous people of this area and its unceded territory. Some collection materials may have a historical colonial perspective. The library makes every effort to develop this collection to recognize and reflect all peoples who have lived here.

### Section 1: Collections

1. Staff under the supervision of the CEO, or designate, will be responsible for collecting and organizing materials for the local history collection, **including arranging for preservation or digitization as required**
2. The Port Colborne Public Library will collect materials pertaining to the history of Port Colborne and its surrounding areas. Materials include originals and reproductions. Priority will be given to the acquisition of items that will contribute to the knowledge related to the **diverse** social, civic, religious, economic and cultural life, both past and present. Items to be acquired include:
  - a) works and primary source material documenting local history and genealogy
  - b) local research
  - c) oral histories
  - d) cemetery records
  - e) municipal records
  - f) photographs and negatives
  - g) copies of photographs
  - h) monographs
  - i) historical atlases and maps
  - j) papers

- k) brochures, pamphlets and programs of events
  - l) limited personal papers, including correspondence and family bibles (related to the early settlement of the community)
3. Writings of local authors, that are not about Port Colborne or the surrounding area, are subject to OP-04 Collection Development Policy.
  4. The library will subscribe to databases relevant to local history and genealogy research, **as possible**.
  5. The library may work alone or in partnership with others to undertake the digitization of local history materials in order to provide the public with greater access to local history information.
  6. At the discretion of the CEO, and in collaboration with the Port Colborne Historical and Marine Museum, some items in the library's local history collection may be stored at the L.R. Wilson Heritage Research Archives for shared usage and access.
  7. The library will continue to purchase, catalogue, and maintain its microfilm collection, which will be stored at the L.R. Wilson Heritage Research Archives for shared usage and access.

## **Section 2: Donations**

1. The library will accept donations of local history materials from the community and from other sources, **and may solicit donations of specific material types**.
2. Donated materials are assessed by library staff in order to determine their suitability to the collection.
3. Some materials may be deemed to be too fragile or bulky to accept. Any problematic items will be discussed with the donor and then returned or redirected as is mutually agreed upon.
4. A record will be kept on file for items donated to the library to clearly indicate whether ownership resides with the library, or if items are on indefinite loan from a donor.
5. Donors may also be referred to the Port Colborne Historical and Marine Museum.

6. All donated materials become the property of the Port Colborne Public Library and are subject to collection development policy and procedure. See General Gift Acceptance Policy FR-01.

### **Section 3: Use**

1. Local history materials may be used in the library only and will not circulate.
2. In special situations, a short-term loan may be arranged with the approval of the CEO.

### **Related Documents:**

- Port Colborne Public Library. OP-04: Collection Development Policy
- Port Colborne Public Library. FR-01: General Gift Acceptance Policy

## Information Services

Policy Number: **OP-14**

Initial Policy Approval Date: **June 2019**

Last Review/Revision Date: **2024**

Year of Next Review: **2028**

---

The Port Colborne Public Library's information services link people with resources to fulfil their informational, educational, cultural and recreational needs. This policy describes information services at the library and guides library staff when answering reference questions.

1. All users seeking information will be treated equally regardless of sex, age, ability, and ethnicity. The library will provide welcoming spaces and library services to Indigenous peoples and share elements of First Nations culture with non-Indigenous persons.
2. The library will provide welcoming spaces and library services to Indigenous peoples, and share elements of First Nations culture with non-Indigenous persons. **See FN-05 Respect and Land Acknowledgement Statement and FN-06 Diversity and Inclusion Policy.**
3. The staff will respect and protect the confidential and private nature of requests for information.
4. The staff will answer all reference questions efficiently, accurately and as completely as possible and will be guided by the board's policy on Intellectual Freedom (FN-04). All questions will be considered important and legitimate, unless it becomes clearly apparent that they are otherwise.
5. Library staff will assist the user in finding information and will provide instruction on how to use library resources based upon the user's needs. Staff provide the following services:
  - a) **Quick reference:** These questions can usually be answered immediately using library and online resources.
  - b) **General reference:** These questions usually require a more in-depth process to arrive at a complete answer **and may as a result require a mutually agreed upon timeframe to complete.**



6. If it is not possible to find an answer using the library's own resources, library staff will refer users to the inter-library loan service, other libraries, agencies and community resources.
7. The extent of individual service to each person will depend on the number of users needing to be served. The following priorities will apply:
  - 1<sup>st</sup> priority:** requests presented in person
  - 2<sup>nd</sup> priority:** requests presented by telephone/voice mail
  - 3<sup>rd</sup> priority:** requests sent in by mail/fax/e-mail
  - 4<sup>th</sup> priority:** requests received via the interlibrary loan network
8. **Print and electronics reference collections are maintained by library staff with a focus on the currency and relevancy of the material, and in accordance with Port Colborne Public Library **OP-04 Collection Development Policy**.**
9. To assess and evaluate information services, and to comply with the requirements of the Annual Survey of Public Libraries, statistics on reference questions will be kept and analyzed.

#### **Related Documents:**

- Port Colborne Public Library. OP-01: Privacy, Access to Information & Electronic messages under CASL
- Port Colborne Public Library. OP-04: Collection Development Policy
- Port Colborne Public Library. FN-04: Intellectual Freedom Policy
- Port Colborne Public Library. FN-05: Respect and Acknowledgement Declaration Policy
- Port Colborne Public Library. FN-06: Diversity and Inclusion Policy

## **Art Exhibits in the Library**

Policy Number: **OP-20**

Initial Policy Approval Date: **Nov. 2019**

Last Review/Revision Date: **2024**

Year of Next Review: **2027**

---

Through its collections, the library provides access to a wide range of expressions of imagination, knowledge, creativity, intellectual activity and thought, in a welcoming and supportive environment. The library also does this by providing space in the atrium to local community artists and artisans for the display of their work. This exhibit space enables library visitors to participate in the creative life of their community, and provides community artists with a venue for exhibiting their work locally.

This policy applies to art exhibits that are offered by individuals, community organizations, or community groups for display on Library premises.

### **Section 1: Scope**

1. The library welcomes applications from individuals and from community organizations and groups seeking to display artwork on Library property.
2. Preference will be given to exhibitors who live or work in the City of Port Colborne.

### **Section 2: Art Committee**

1. The Library strives to create a welcoming environment for visitors of diverse ages and backgrounds. The library retains the right to determine the suitability of any proposed exhibit for display on its premises and has final authority over the review, selection, and arrangement of all public exhibitions on its premises.
2. The library will establish an Art Committee to review and select work for exhibit in accordance with this policy. The Art Committee will be appointed by the library board.
3. The Art Committee will liaise with the exhibitor to confirm terms and conditions as outlined in this policy.
4. The Art Committee will ensure that space will be provided in the library for exhibits that:

- a) are responsive to the diverse interests of the community
  - b) are compatible with Port Colborne Public Library's vision, mission and values
  - c) are appropriate to the library environment
  - d) are not in contravention of federal or provincial laws and regulations, or municipal by-laws
  - e) do not contain advertisements or solicitations for recruitment, business, or fund-raising
5. The Library reserves the right to reject any part of an exhibit or to change the manner of display. In particular, exhibits must be reviewed within the context of the public space and its users. The library may require the removal of any item during the period of the exhibit.
6. In the event that the whole or any part of an exhibit is rejected by the library, a request to reconsider may be submitted to the Chief Executive Officer (CEO)..

### Section 3: Terms and Conditions

1. Applications to exhibit in library premises must be made in writing. In every case, the library and the exhibitor, or the exhibiting group's representative, will sign a formal written contract that will detail the rights and responsibilities of each party. See Appendix 1..
2. Artwork will be delivered framed and ready to be hung in a manner compatible with the hanging system at the library.
3. Exhibits may be displayed for the long or short term; however, the standard time for exhibitions is two (2) months.
4. Exhibits are unsupervised and are accessible to the public throughout library open hours, except when the space is required for library purposes.
5. All artwork will be handled with care but **exhibitors are responsible for their own insurance and release the Library and the Corporation of the City of Port Colborne from any responsibility for exhibited items.**
6. The library may publicize the event but the artist is also free to provide additional coverage.

7. Once the work is hung, it should not be moved except for its protection. The committee must be notified if any work is moved, changed, or removed from the library.
8. All art may be sold if the exhibitor so wishes, and a catalogue of works and prices will be made available to the public.
9. The library will receive a commission of 10% on the sale of all art work.
10. The exhibitor must provide:
  - a) standard information on each work available to the public either in printed form or on cards that will not deface the wall or the artwork
  - b) two (2) posters of at least legal size to be placed in the library
  - c) a list of works with standard information on each work and prices if necessary
  - d) dates and times for delivery and removal of work



# Port Colborne Public Library

## Art Exhibit Agreement and Release Form

Attached: OP-20: Art Exhibit Policy

### Exhibitor Contact Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Dates of Exhibit: \_\_\_\_\_ to \_\_\_\_\_

Installation Date: \_\_\_\_\_ Time: \_\_\_\_\_

Removal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number of Items: \_\_\_\_\_

### General Description of Items

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inventory of Works Submitted: \_\_\_\_\_ (initial of artist)

Sale of works:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Port Colborne Public Library

I, the undersigned, accept the terms and conditions of the Port Colborne Public Library **Atrium Art Exhibit Policy**. I further agree to indemnify and save harmless the Corporation of the City of Port Colborne and the Port Colborne Public Library Board and all persons for whom they are legally responsible from any and all liabilities, damages, costs, claims, suits or actions that might arise as a result of displaying my artwork or other items at the Port Colborne Public Library's premises. I agree to assume all responsibility for my artworks or other items while on display at the Library. I understand that the Library cannot guarantee against theft or damage to my property during library hours, nor can it guarantee that the building will not be unlawfully entered when it is closed. I further acknowledge that I have received a copy of the **Atrium Art Exhibit Policy** stipulating regulations governing the use of exhibit and display space at the Port Colborne Public Library, and declare that I have read and understood the policy and regulations therein and agree to fully abide by and comply with them.

---

*Exhibitor Signature*

---

*Date*

## Lendable Technology

Policy Number: **OP-21**

Initial Policy Approval Date: **June 2021**

Last Review/Revision Date: **Oct. 2022, 2024**

Year of Next Review: **2026**

---

The Port Colborne Public Library promotes and supports digital literacy in the community by providing access to technology resources for the public to use at the library, or at home.

The library's collection of lendable technology may include:

- tablets
- iPads
- laptops
- gaming consoles
- Wi-Fi hotspots

### Section 1: Lendable Technology Program

1. Lendable technology items may only be borrowed by patrons 18 years or older, provided the patron presents a valid library card. ~~along with valid ID bearing the patron's name and current address (e.g., driver's license, passport, etc.).~~
2. This program is limited to those patrons whose library accounts are in good standing, and whose outstanding fines are below the threshold that prevents the borrowing of materials.
3. The Port Colborne Public Library takes no responsibility for any loss or damage to a patron's data or media while using the library's device.
4. Patrons may add content to the tablet, iPad, laptop, or other such device during the borrowing period; however, upon check-in, all devices will be restored to the library's default content and settings. The Library is not responsible for a patron's data or media lost when the device is restored to default settings.

5. Staff members are available to assist patrons with basic questions regarding use of lendable technology items, but extensive training on their use is not available. A basic instructional booklet will be included as part the checkout package.
6. The library reserves the right to restrict or terminate use of a tablet, iPad, laptop, or other device if a staff member deems the patron to be using the device in a way which contravenes the library's Internet Services and Technology Policy (OP-07).

## **Section 2: Loan Periods and Fines**

1. The borrowing period for lendable technology will be seven (7) calendar days, with no renewals allowed.
2. Only one device (tablet, iPad, Wi-Fi hub, etc.) per person may be checked out at any time.
3. Some items may only be available for loan to Port Colborne Public Library users who are Port Colborne residents and/or pay Port Colborne taxes, and will not be circulated to Libraries in Niagara Cooperative (LiNC) users.

Other items may be included in a resource-sharing program with partner LiNC libraries and will be subject to the loan periods, fines, fees, and user criteria outlined in this policy. The Library reserves the right to determine which items will be available through reciprocal borrowing.

4. The working condition of the device will be assessed before checkout, and again upon its return.
5. To prevent damage, devices must not be returned in the library book drop. A charge for damage will be added to the borrower's account should any damage occur through use of the book drop return.

## **Section 3: Loss or Damage**

1. The patron to whom the device is loaned is solely responsible for any loss or damage to the device, and is liable for all costs associated with repairing or replacing the device in the event that loss or damage is deemed the fault of the patron.



2. Patrons who are liable for repair or replacement costs will be invoiced within one month from the date the loss or damage occurred. If the item is lost or damaged beyond repair, the patron will be invoiced for the full replacement cost.
3. Invoices left unpaid for a period exceeding 90 days may be sent to a collection agency in an effort to recoup the amount of the invoice.
4. Library privileges will be suspended until payment has been made in full.

**Related Documents:**

- Port Colborne Public Library. OP-12: Circulation Policy
- Port Colborne Public Library. OP-07: Internet Services and Technology

## Non-Traditional Circulating Items

Policy Number: **OP-22**

Initial Policy Approval Date: **June 2021**

Last Review/Revision Date: **Oct. 2022, 2024**

Year of Next Review: **2026**

---

The library's collection of non-traditional circulating items complements the library's vision to empower, enrich, and educate by providing diverse opportunities for learning and engagement. To further this goal, the collection may include:

- musical instruments
- recreation and crafting equipment
- science and technology equipment
- audiovisual equipment and assistive devices

The collection of non-traditional items is not intended to be comprehensive and the Library is limited by a finite amount of storage space for these items. The development of this collection will follow the same selection and collection maintenance policies and procedures as other collections.

Some non-traditional items are intended to be used by patrons on-site as part of the library's Makerspace program. Some items may also be available to circulate under the Library's Non-Traditional Items Lending Program.

### Section 1: Non-Traditional Circulating Items Lending Program

1. Lendable non-traditional circulating items may only be borrowed by patrons 18 years or older, provided the patron presents a valid library card ~~along with valid ID bearing the patron's name and current address (e.g., driver's license, passport, etc.).~~
2. This program is limited to patrons whose library accounts are in good standing, and whose outstanding fines are below the threshold that prevents the borrowing of materials.
3. Staff members are available to assist patrons with basic questions regarding use of lendable non-traditional items, but extensive training on their use is not available. A basic instructional booklet will be included as part the checkout package.

4. The Library reserves the right to restrict or terminate the use of any non-traditional circulating item.

## **Section 2: Loan Periods and Fines**

1. The borrowing period for non-traditional circulating items will be seven (7) calendar days, with no renewals allowed.
2. Restrictions on the number of items borrowed may apply.
3. Some items may only be available for loan to Port Colborne Public Library users who are Port Colborne residents and/or pay Port Colborne taxes, and will not be circulated to Libraries in Niagara Cooperative (LiNC) users.

Other items may be included in a resource-sharing program with partner LiNC libraries and will be subject to the loan periods, fines, fees, and user criteria outlined in this policy. The Library reserves the right to determine which items will be available through reciprocal borrowing.

4. The working condition of the item will be assessed before checkout, and again upon its return.
5. To prevent damage, non-traditional lending items must not be returned in the library book drop. A charge for damage will be added to the borrower's account should any damage occur through use of the book drop return.

## **Section 3: Loss or Damage**

1. The patron to whom the item is loaned is solely responsible for any loss or damage to the item, and is liable for all costs associated with repairing or replacing the item in the event that loss or damage is deemed the fault of the patron.
2. Patrons who are liable for repair or replacement costs will be invoiced within one week from the date the loss or damage occurred. If the item is lost or damaged beyond repair, the patron will be invoiced for the full replacement cost.
3. Invoices left unpaid for a period exceeding 30 days may be sent to a collection agency in an effort to recoup the amount of the invoice.

4. Library privileges will be suspended until payment has been made in full.

**Related Documents:**

- Port Colborne Public Library. OP-12: Circulation Policy