

## Port Colborne Public Library Board Meeting Agenda

**Date:** Wednesday, September 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. Presentations**

7.1 Human Resources Presentation (M. Murray)

7.2 Library AODA Audit (M. Murray)

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7.3 Financial Presentation (B. Boles)

7.4 Draft - Memorandum of Understanding (B. Boles)

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## 8. Consent Items

The following items are considered to be routine and non-controversial by the Library board and will be approved at this time. There will be no separate discussion of any of these items unless a Board member requests it, in which case the item will not be consented to and will be considered in the normal sequence of the agenda.

### 8.1 Financial Reports

- a. 2024 Operating Budget (as of August 29, 2024) 25
- b. 2024 Facilities Budget (as of August 29, 2024) 27

### 8.2 Circulation Reports

- a. Circulation Report, June 2024 29
  - a. June 2024 Snapshot 32
- b. Circulation Report, July 2024 33
  - a. July 2024 Snapshot 36
- c. 2nd Quarter Circulation Report 37
  - a. 2nd Quarter 2024 Snapshot 40

### 8.3 Staff Reports

- a. Librarian Report, Summer 2024 41
- b. CEO Report (R. Tkachuk) 47

### 8.4 Media Items

- a. Family Summer Activity Flyer 55
- b. Off-the-Shelf Newsletter, July/August 2024 63
- c. Port Colborne Lion's Club, Wonderbook Donation 73
- d. Off-the-Shelf Newsletter, September/October 2024 75

### 8.5 Correspondence

a.	Mayor's Youth Advisory Council	85
<b>9.</b>	<b>Discussion and Decision Items</b>	
9.1	Capital Projects Update (R. Tkachuk)	86
9.2	2025 Draft Capital Budget (R. Tkachuk)	105
9.3	2025 Draft Operating Budget (R. Tkachuk)	114
9.4	Draft Resolution - Public Libraries and Older Adults (R. Tkachuk)	126
a.	Township of Wainfleet Resolution	127
<b>10.</b>	<b>Committee Updates</b>	
10.1	Fundraising Committee	
<b>11.</b>	<b>Policies</b>	
11.1	OP-01: Privacy, Access to Information & Electronic messages under CASL	133
11.2	OP-04: Collection Development	139
11.3	OP-05: Resource Sharing	151
11.4	OP-06: Programming	154
<b>12.</b>	<b>Confidential Items</b>	
	Confidential reports will be distributed under separate cover. Items may require a closed meeting in accordance with the Public Libraries Act and Municipal Act.	
12.1	Minutes of the closed session of the June 5, 2024 closed meeting	
<b>13.</b>	<b>Motions</b>	
<b>14.</b>	<b>Notice of Motions</b>	
<b>15.</b>	<b>Roundtable</b>	
<b>16.</b>	<b>Other Business</b>	
<b>17.</b>	<b>Next Meeting Date and Adjournment</b>	



## Port Colborne Public Library Board Meeting Minutes

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

**Members Present:** A. Desmarais  
M. Bagu, Councillor (Attended virtually)  
B. Ingram, Vice-Chair (Attended virtually)  
B. Beck  
M. Booth  
E. Tanini

**Member(s) Absent:** M. Cooper, Chair  
H. Cooper  
C. MacMillan

**Staff Present:** B. Boles, Director of Corporate Finance/Treasurer, City of Port Colborne  
R. Tkachuk, Library Services Manager/Acting Chief Executive Officer

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

The Vice-Chair called the meeting to order at 6:07 p.m.

### 2. **Land Acknowledgement**

The Vice-Chair recited the Land Acknowledgement Statement.

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

There were no disclosures of interest.

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

Moved by E. Tanini  
Seconded by A. Desmarais

That the agenda dated June 5, 2024 be confirmed, as circulated.

Carried

**5. Approval of Minutes**

Moved by M. Booth  
Seconded by E. Tanini

That the minutes dated May 8, 2024 be approved, as circulated.

Carried

**6. Business Arising from the Minutes**

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

**7.1 2023 Year-End Financial Statements**

City Treasurer B. Boles presented the 2023 Financial Statements to the Board and recommended transfers for the Board's approval. Items 7.2 to 7.5 were discussed.

Moved by A. Desmarais  
Seconded by M. Booth

That the Board receives the audited 2023 Financial Statements, as presented.

Carried

Moved by B. Beck  
Seconded by Councillor M. Bagu

That the Board approves the 2023 year-end transfers as follows:

1. Transfer \$30,111 of surplus salaries, wages, benefit expenses to the future liabilities reserve from the 2023 operating budget; and
2. Transfer \$59,907 (the balance of the operating surplus) to the stabilization reserve from the 2023 operating budget.

Carried

**7.2 Memorandum of Understanding**

**7.3 Development Charges**

**7.4 2025 Budget**

**7.5 Workday Accounting and HR Software**

**8. Policies**

Moved by A. Desmarais

Seconded by B. Beck

That the Board defer policies listed in items 8.1 to 8.3 to a future meeting; and

That the Board approves policy 8.4, as presented.

Carried

**8.1 GOV-06: Financial Control and Oversight**

**8.2 GOV-12: Library Reserves and Reserves Funds**

**8.3 OP-02: Tangible Capital Asset Policy**

**8.4 OP-19: King Street Sign**

**9. Consent Items**

Moved by E. Tanini

Seconded by M. Booth

That consent items 9.1 to 9.4 be received, as presented.

Carried

**9.1 Financial Reports**

a. **2024 Operating Budget (as of May 31, 2024)**

b. **2024 Facilities Budget (as of May 31, 2024)**

**9.2 Circulation Report**

a. **Circulation Report, April 2024**

b. **Circulation Snapshot, April 2024**

**9.3 Public Relations Report**

a. **Librarian's Report, May 2024**

**9.4 Correspondence**

- a. **Festival of the Arts**
- b. **Steele St. Class Visits**

**10. Discussion and Decision Items**

**10.1 Board Evaluation (M. Cooper)**

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

Moved by A. Desmarais  
Seconded by B. Beck

That the Board defer item 10.2 to the next regular meeting.

Carried

**a. Township of Wainfleet Resolution**

**10.3 St. Catharines Public Library Reciprocal Borrowing Agreement (R. Tkachuk)**

Moved by M. Booth  
Seconded by B. Beck

That the Board accepts the agreement, as presented.

Carried

**10.4 Memorandum from Acting CEO Rachel Tkachuk - Erwin Taylor Charitable Foundation Donation Transfer**

Acting CEO R. Tkachuk presented a staff report on the Erwin Taylor Charitable Foundation Donation to the Board and recommended a transfer for the Board's approval.

Moved by A. Desmarais  
Seconded by E. Tanini

That the Port Colborne Public Library Board approves a transfer of \$10,000 from the stabilization reserve to the 2024 operating budget for the purpose of expanding the Library of Things / Non-Traditional Items collection.

Carried

**10.5 Acting CEO Report - Verbal (R. Tkachuk)**

The Acting CEO gave a verbal update on capital projects and operations.

Moved by B. Beck

Seconded by E. Tanini

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

Carried

**11. Confidential Items**

R. Tkachuk left the meeting at approximately 8:02 p.m.

R. Tkachuk returned to the meeting at approximately 8:05 p.m.

Moved by A. Desmarais

Seconded by M. Booth

That the Board do now proceed into closed session in order to address the following matters at approximately 8:02 p.m.

Carried

Moved by B. Beck

Seconded by A. Desmarais

That the Board do now rise from closed session at approximately 8:05 p.m.

Carried

**11.1 Minutes of the closed session of the May 22, 2024 closed meeting**

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

**12. Motions**

Nil.

**13. Notice of Motions**

Nil.

**14. Roundtable**



Nil.

**15. Other Business**

Nil.

**16. Next Meeting Date and Adjournment**

The next regular meeting of the Board will be held September 4, 2024 in the auditorium of the Port Colborne Public Library.

The Vice-Chair adjourned the meeting at approximately 8:09 p.m.

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Michael Cooper, Chair

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Rachel Tkachuk, Chief Executive  
Officer / Board Secretary-Treasurer

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	Correction Type
Port Colborne - Port Colborne Library	1	Entrance	Door - Clear Space	Front doors: 940 mm - 955 mm wide; automatic opener installed: 1000 mm high x 115 mm wide; decal on door. Slope to entrance from Ramp 2: 3.8% - 8.6%, no warning pattern for change in level	Install detectable warning surface at change in level at entrance of library in accordance with ISO 23599 Tactile Walking Surface Indicators.	Not Compliant	2	Accessibility
Port Colborne - Port Colborne Library	1	Entrance	Exterior Accessible Route	Courtyard at entrance - 2.4% slope.	N/A	OBC/FADS/DOPSS Compliant	Compliant	
Port Colborne - Port Colborne Library	1	Exterior Access	Detectable Warning Surfaces	No tactile indicators at ramp	Install detectable warning surface at top and bottom of ramp, stairs and at landings. Surface shall be constructed in accordance with ISO 23599 Tactile Walking Surface Indicators including colour contrasting, truncated domes set back 300-500 mm from start	Not Compliant	2	Building Code
Port Colborne - Port Colborne Library	1	Exterior Access	Ramps	Ramp 1: 1560 mm - 960 mm wide. Ramp 2: 1370 mm wide. Railings on both sides of ramp. Ramp 1: 935 mm high x 45 mm wide x 45 mm from the wall. Ramp 2: 875 mm high x 45 mm wide.	N/A	OBC/FADS/DOPSS Compliant	Compliant	
Port Colborne - Port Colborne Library	1	Exterior Access	Running Slope	Ramp 1: 4.7% - 7.2%. Ramp 2: 4.7% - 6.6%	N/A	OBC/FADS/DOPSS Compliant	Compliant	

Port Colborne - Port Colborne Library	1	Level 1 - Accessible Washroom	Signage	No accessible signage on door.	Install accessible signage that has high contrast, symbols, braille and tactile lettering and a minimum contrast of 70% light reflectance no higher than 1525 mm according to FADS/OBC requirements	Not Compliant	2	Maintenance
Port Colborne - Port Colborne Library	1	Level 1 - Accessible Washroom	Toilet	Toilet does not have lid for back support. Seat: 445 mm high. Clear space beside toilet: 1210 mm wide; in front: 1570 mm deep. Sanitary disposal: 810 mm high.	Install lid for back support.	Not Compliant	2	Maintenance
Port Colborne - Port Colborne Library	1	Level 1 - Accessible Washroom	Vanity / Counter / Sink	Sink: 815 mm high; knee space: 700 mm high. Automatic water: 410 mm deep. Garbage can placement makes it impossible to access sink from a front approach/ Soap is automatic - 1220 mm high. Paper towel is automatic: 1230 mm high. Sharps disposal: 1500 mm high	Relocate garbage can under paper towel dispenser. Lower sharps disposal to 1200 mm from the floor.	Not Compliant	2	Maintenance
Port Colborne - Port Colborne Library	1	Level 1 - Accessible Washroom	Grab Bars	Bar behind toilet: 900 mm high x 780 mm long. Lshaped bar beside toilet - Horizontal: 770 mm high x 780 mm long. Vertical: 1170 mm high x 780 mm long. No fold-down bar on transfer side.	Install wall-mounted fold down grab bar on open side of toilet. Bar should be 750 mm long. Horizontal component should be no more than 750 mm above floor (690 mm preferred), and between 390 - 410 mm from the centre line of the water closet.	Not Compliant	2	Building Code
Port Colborne - Port Colborne Library	1	Level 1 - Accessible Washroom	Call Systems	Emergency call button: 905 mm high	Install emergency call button with controls between 400-600 mm high. Ensure emergency call is wired to staffed area.	OBC/FADS/ DOPSS Compliant	3	
Port Colborne - Port Colborne Library		Level 1 - Accessible Washroom	Mirrors	Mirror: 990 mm high	N/A	OBC/FADS/ DOPSS Compliant	Compliant	

Port Colborne - Port Colborne Library	1	Level 1 - Accessible Washroom	Change Table	Change table - Control: 1175 mm high; Surface: 830 mm high. Braille instructions on table.	N/A	OBC/FADS/ DOPSS Compliant	Compliant	
Port Colborne - Port Colborne Library	1	Level 1 - Accessible Washroom	Doors	Door: 890 mm wide. Automatic opener and locking mechanism: 880 mm high x 115 mm wide. Light switch - automatic: 1040 mm high	N/A	OBC/FADS/ DOPSS Compliant	Compliant	
Port Colborne - Port Colborne Library	1	Level 1 - Accessible Washroom	Fixtures	Hook: 1240 mm hig, protrudes: 40 mm deep.	N/A	OBC/FADS/ DOPSS Compliant	Compliant	
Port Colborne - Port Colborne Library	1	Level 1 - Accessible Washroom	Path of Travel	Dimensions: 3130 mm wide x 2275 mm long	N/A	OBC/FADS/ DOPSS Compliant	Compliant	
Port Colborne - Port Colborne Library	1	Level 1 - Accessible Washroom	Toilet Paper Holder	Dispenser: is in front of Lshaped bar - 820 mm high	N/A	OBC/FADS/ DOPSS Compliant	Compliant	
Port Colborne - Port Colborne Library	1	Level 1 - Accessible Washroom	Visual Alarms	Visual alarm installed	N/A	OBC/FADS/ DOPSS Compliant	Compliant	

Port Colborne - Port Colborne Library		Level 1 - Circulation Desk	Service Counter	Circulation Desk has accessible section marked with decal: 860 mm high; knee space: 830 mm high x 455 mm deep x 800 mm wide. Surface to service window: 380 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	
Port Colborne - Port Colborne Library	1	Level 1 - Elevator	Audio Cues in Elevator	Audible signal sounds when elevator arrives on floor. No voice announcement of floor or direction.	Install an annunciator panel with voice announcement of direction and floor	Not Compliant	3	Accessibility
Port Colborne - Port Colborne Library	1	Level 1 - Elevator	Elevator Doors	Door: 905 mm wide.	N/A	FADS Compliant	Compliant	
Port Colborne - Port Colborne Library	1	Level 1 - Elevator	Emergency Car Controls in Elevator	Controls have symbols and tactile and braille lettering: 880 mm high	N/A	FADS Compliant	Compliant	
Port Colborne - Port Colborne Library	1	Level 1 - Elevator	Hallway Indicators in Elevators	Call button: 1040 mm - 1090 mm high	N/A	FADS Compliant	Compliant	
Port Colborne - Port Colborne Library	1	Level 1 - Elevator	Inside Elevator	Railings on all non-access walls: 900 mm high x 35 mm from the wall.	N/A	FADS Compliant	Compliant	

Port Colborne - Port Colborne Library	1	Level 1 - Stacks Area	Book Drop	External book drop: 1100 mm high, reach to open: 500 mm deep, across flower bed	Install book drop that is easier to reach without obstructions in front to allow wheelchair to access	Not Compliant	3	Accessibility
Port Colborne - Port Colborne Library	1	Level 1 - Stacks Area	Accessible Fixed Seating	Study desks: 760 mm high; knee space: 710 mm high x 320 mm deep.	N/A	FADS Compliant	Compliant	
Port Colborne - Port Colborne Library	1	Level 1 - Stacks Area	Acoustics	Acoustics are free of unnecessary background noise.	N/A	FADS Compliant	Compliant	
Port Colborne - Port Colborne Library	1	Level 1 - Stacks Area	Traffic Control	Paths: 1095 mm - 1205 mm wide	N/A	OBC/FADS/DOPSS Compliant	Compliant	
Port Colborne - Port Colborne Library		Level 2 - Auditorium	Path of Travel	Paths: 920 mm - 1080 mm wide, fully adjustable based on furniture placement. Work table: 735 mm high; knee space: 710 mm high x 370 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	
Port Colborne - Port Colborne Library	2	Level 2 - Auditorium	Door - Clear Space	Door to Auditorium: 900 mm wide; automatic door opener installed: 1030 mm high x 115 mm wide. Door to Sound Room: 900 mm wide; warning on glass walls and door: 1200 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	

Port Colborne - Port Colborne Library	2	Level 2 - Auditorium	Visual Alarms	Visual alarm installed	N/A	OBC/FADS/ DOPSS Compliant	Compliant	
Port Colborne - Port Colborne Library		Level 2 - Stacks Area	Door - Clear Space	Study Room - Door: 900 mm wide; dpull handle. Desk is adjustable	N/A	OBC/FADS/ DOPSS Compliant	Compliant	
Port Colborne - Port Colborne Library		Level 2 - Stacks Area	Wall Mounted Fixtures	Fire extinguisher: 1105 mm high. Sanitizer: 970 mm high	N/A	OBC/FADS/ DOPSS Compliant	Compliant	
Port Colborne - Port Colborne Library	2	Level 2 - Stacks Area	Accessible Fixed Seating	Accessible computer station: desk is adjustable, is marked with a decal; has large print keyboard. Study carrel - 730 mm high; knee space: 705 mm high x 740 mm deep x 1030 mm wide.	N/A	FADS Compliant	Compliant	
Port Colborne - Port Colborne Library	2	Level 2 - Stacks Area	Acoustics	Acoustics are free of unnecessary background noise	N/A	FADS Compliant	Compliant	
Port Colborne - Port Colborne Library	2	Level 2 - Stacks Area	Computer Workstation	Catalogue computer: 845 mm high; knee space: 815 mm high has wheelchair decal	N/A	FADS Compliant	Compliant	

Port Colborne - Port Colborne Library	2	Level 2 - Stacks Area	Information Systems	Self serve kiosk: Table - 850 mm high; knee space: 820 mm high x 375 mm deep x 450 mm to lowest control and 850 mm high to highest control	N/A	FADS Compliant	Compliant	
Port Colborne - Port Colborne Library	2	Level 2 - Stacks Area	Interior Accessible Routes Interior Paths of Travel Interior Paths	Paths in stacks: 1090 mm - 1355 mm wide	N/A	OBC/FADS/ DOPSS Compliant	Compliant	
Port Colborne - Port Colborne Library	2	Level 2 - Stacks Area	Visual Alarms	Visual alarms installed	N/A	OBC/FADS/ DOPSS Compliant	Compliant	
Port Colborne - Port Colborne Library	2	Level 2 - Stair	Nosings	Low contrast at nosing	Install a colour contrasting, slip resistant strip at nosings.	Not Compliant	2	Maintenance
Port Colborne - Port Colborne Library	2	Level 2 - Stair	Warning Surfaces	No warning plate installed at top of stairs or landing	Install detectable warning surface at top and bottom of stairs and at landings. Surface shall be constructed in accordance with ISO 23599 Tactile Walking Surface Indicators including colour contrasting, truncated domes set back 300-500 mm from start of tread.	Not Compliant	2	Building Code
Port Colborne - Port Colborne Library	2	Level 2 - Stair	Handrails	Railings: Stair 1 - 930 mm high x 100 mm wide x 20 mm from the wall. Stair 2: 930 mm high x 100 mm wide x 65 mm from the wall. Extensions at top and bottom: 275 mm long.	Consider installing handrail that is not wider than 40 mm for better grip.	Not Compliant	3	Accessibility



Port Colborne - Port Colborne Library	2	Level 2 - Stair	Stairs	Stair 1: Riser: 180 mm high x 255 mm deep. Stair 2: 180 mm high x 270 mm deep.	N/A	FADS Compliant	Compliant	
Port Colborne - Port Colborne Library	3	Level 3 - Children	Wall Mounted Fixtures	Hooks: 1310 mm high; protrudes 90 mm deep	Install two coat hooks that protrude no more than 40 mm. Install on wall no higher than 1200 mm.	Not Compliant	2	Maintenance
Port Colborne - Port Colborne Library	3	Level 3 - Children	Acoustics	Acoustics are free of unnecessary background noise	N/A	FADS Compliant	Compliant	
Port Colborne - Port Colborne Library	3	Level 3 - Children	Interior Accessible Routes Interior Paths of Travel Interior Paths	Paths: 1480 mm - 1525 mm high.	N/A	OBC/FADS/ DOPSS Compliant	Compliant	
Port Colborne - Port Colborne Library	4	Level 4 - Administration	Accessible Route for Doors	Door to Staff Kitchen: 745 mm wide.	Widen doors to 950 mm. If technically infeasible, an acceptable minimum width is 860 mm. Non-public doors may be 860 mm wide	Not Compliant	2	Accessibility
Port Colborne - Port Colborne Library		Level 4 - Administration	Storage Shelving	Lockers: 180 mm - 1600 mm high	Designate lockers in the mid-range (no higher than 1200 mm) with a wheelchair decal as a way of reserving them for those who need this type of access.	OBC/FADS/ DOPSS Compliant	3	Accessibility

Port Colborne - Port Colborne Library	4	Level 4 - Administration	Call Systems	No emergency call system installed	See recommendation to retrofit washroom	OBC/FADS/ DOPSS Compliant	3	
Port Colborne - Port Colborne Library	4	Level 4 - Administration	Change Table	No change table	See recommendation to retrofit washroom	OBC/FADS/ DOPSS Compliant	3	
Port Colborne - Port Colborne Library	4	Level 4 - Administration	Appliance Controls and Outlets	Microwave mounted under cabinet. Controls are 1200 mm - 1300 mm high.	Relocate microwave to counter when accommodating staff	Not Compliant	3	Accessibility
Port Colborne - Port Colborne Library	4	Level 4 - Administration	Doors	Door: 645 mm wide	Retrofit to create a universal toilet room with all related features according to FADS/OBC	Not Compliant	3	Accessibility
Port Colborne - Port Colborne Library	4	Level 4 - Administration	Path of Travel	Dimensions: 2160 mm wide x 2080 mm long; halfway in the middle of the room reduces path to 600 mm wide	See recommendation to retrofit washroom	Not Compliant	3	Accessibility
Port Colborne - Port Colborne Library	4	Level 4 - Administration	Sink	Sink: 900 mm high; faucet has knob controls - 540 mm deep	Install long lever faucet handles with tactile lettering (H&C) or install automatic faucets	Not Compliant	3	Accessibility

Port Colborne - Port Colborne Library	4	Level 4 - Administration	Path of Travel	Paths: 1060 mm - 1215 mm wide. Interior office doors: 855 mm wide; lever handle.	N/A	OBC/FADS/ DOPSS Compliant	Compliant	
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## 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**

# City of Port Colborne

Library

For the Eight Months Ending August 31, 2024

	YTD			
	Aug	2024		
	ACTUAL	BUDGET	VARIANCE	VAR %
<b>Revenue</b>				
Donations	\$3,002.15	\$4,800.00	(\$1,797.85)	(37.46%)
Rentals	600.00	650.00	-50.00	(7.69%)
Other Revenue	-9.96		-9.96	0.00%
Fees	4,252.13	3,500.00	752.13	21.49%
Grants - Other	1,113.00		1,113.00	0.00%
Grant - Provincial	9,600.00	38,300.00	-28,700.00	(74.93%)
Sales	1,950.90		1,950.90	0.00%
<b>Total Revenue</b>	<b>20,508.22</b>	<b>47,250.00</b>	<b>-26,741.78</b>	<b>(56.60%)</b>
<b>Expense</b>				
<b>Personnel Expense</b>				
Salaries and Wages - Full Time	240,813.38	451,200.00	-210,386.62	(46.63%)
Salaries and Wages - Part Time	51,509.59	69,900.00	-18,390.41	(26.31%)
Overtime Pay	5,205.22		5,205.22	0.00%
Employee Benefits	95,862.68	187,900.00	-92,037.32	(48.98%)
<b>Subtotal Personnel Expense</b>	<b>393,390.87</b>	<b>709,000.00</b>	<b>-315,609.13</b>	<b>(44.51%)</b>
<b>Operating Expense</b>				
Association/Membership Fees	1,300.00	1,500.00	-200.00	(13.33%)
Library Collection	21,818.22	44,800.00	-22,981.78	(51.30%)
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	127.03	700.00	-572.97	(81.85%)
Program Supplies	972.89	3,500.00	-2,527.11	(72.20%)
Protective & Uniform Clothing		1,300.00	-1,300.00	(100.00%)
Staff Training & Development	797.71	7,000.00	-6,202.29	(88.60%)
SME - Audit and Actuary		7,200.00	-7,200.00	(100.00%)
Telephone/Internet	11,368.14	17,100.00	-5,731.86	(33.52%)
Travel	105.08	500.00	-394.92	(78.98%)
<b>Subtotal Operating Expense</b>	<b>64,360.67</b>	<b>129,850.00</b>	<b>-65,489.33</b>	<b>(50.43%)</b>
<b>Total Expense</b>	<b>457,751.54</b>	<b>838,850.00</b>	<b>-381,098.46</b>	<b>(45.43%)</b>
<b>Surplus/(Deficit) Before Allocation</b>	<b>-437,243.32</b>	<b>-791,600.00</b>	<b>354,356.68</b>	<b>(44.76%)</b>
<b>Surplus/(Deficit) After Allocation</b>	<b>-437,243.32</b>	<b>-791,600.00</b>	<b>354,356.68</b>	<b>(44.76%)</b>
Transfer Between Funds		-791,600.00	791,600.00	(100.00%)

**PORT COLBORNE**

	YTD Aug ACTUAL	2024 BUDGET	VARIANCE	VAR %
<b>Total Transfer</b>		-791,600.00	791,600.00	(100.00%)
<b>Surplus / (Deficit)</b>	<b>(\$437,243.32)</b>		<b>(\$437,243.32)</b>	<b>0.00%</b>

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# City of Port Colborne

2024 Facilities

For the Eight Months Ending August

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							1,113.94	5,000.00
0-070-90020-8540-121	5,773.54	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					1,408.39	2,090.00		0-070-90020-8550-121
<b>Total Library Facility</b>	<b>5,773.54</b>	<b>12,480.00</b>	<b>8,688.92</b>	<b>14,600.00</b>	<b>1,408.39</b>	<b>2,090.00</b>	<b>1,113.94</b>	<b>5,000.00</b>

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<b>Contract Services</b>		<b>Equipment</b>		<b>Land Lease</b>		<b>Total</b>		
<b>YTD</b>	<b>2024</b>	<b>YTD</b>	<b>2024</b>	<b>YTD</b>	<b>2024</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>			
26,147.52	43,700.00					26,147.52	43,700.00	17,552.48
1 Facilities - R & M-Con & Parts - Library Facility						1,113.94	5,000.00	3,886.06
1 Facilities - Utilities-Gas - Library Facility						5,773.54	12,480.00	6,706.46
1 Facilities - Utilities-Hydro - Library Facility						8,688.92	14,600.00	5,911.08
1 Facilities - Utilities-Water - Library Facility						1,408.39	2,090.00	681.61
26,147.52	43,700.00					43,132.31	77,870.00	34,737.69
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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	3409	3657	-248	23714	23024	16571	3%	43%
Periodicals	77	49	28	996	387	405	157%	146%
DVDs	1511	1200	311	9137	7097	4684	29%	95%
CDs	16	17	-1	178	462	51	-61%	249%
Audiobooks	71	101	-30	406	516	337	-21%	20%
Board Games	30	29	1	209	213	113	-2%	85%
Seed Library	185	20	165	939	381	394	146%	138%
Video Games	92	101	-9	746	864	375	-14%	99%
Lendable Non-Traditional	4	7	-3	22	24	17	-8%	29%
Lendable Technology	2	4	-2	15	13	0	15%	100%
Library of Things	5	3	2	110	110	44	0%	150%
Toys and Puzzles	118	282	-164	1370	1059	31	29%	4319%
Microfilm	30	30	0	166	199	99	-17%	68%
<b>TOTAL CIRCULATION</b>	<b>5550</b>	<b>5500</b>	<b>50</b>	<b>38008</b>	<b>34349</b>	<b>23121</b>	<b>11%</b>	<b>64%</b>
Materials Returned	5114	4874	240	33306	30958	21634	8%	54%
<b>TOTAL TRANSACTIONS</b>	<b>10664</b>	<b>10374</b>	<b>290</b>	<b>71314</b>	<b>65307</b>	<b>44755</b>	<b>9%</b>	<b>59%</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	272	399	-127	796	2109	3075	-62%	-74%
Downloadable Audiobooks	616	489	127	3709	2968	2785	25%	33%
Downloadable eBooks	948	967	-19	6252	5724	5993	9%	4%
Downloadable Music	2	4	-2	16	9	14	78%	14%
Downloadable Video	51	24	27	235	189	505	24%	-53%
Downloadable Magazines	412	184	228	2842	1013	675	181%	321%
<b>TOTAL CIRCULATION</b>	<b>2301</b>	<b>2067</b>	<b>234</b>	<b>13850</b>	<b>12012</b>	<b>13047</b>	<b>15%</b>	<b>6%</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	4	11	-7	65	64	4	2%	1525%
LINC Reciprocal IN	588	553	35	3591	3641	3064	-1%	17%
<b>TOTAL RECEIVED</b>	<b>592</b>	<b>564</b>	<b>28</b>	<b>3656</b>	<b>3705</b>	<b>3068</b>	<b>-1%</b>	<b>19%</b>
Interlibrary Loans --OUT	0	6	-6	75	109	10	-31%	650%
LINC Reciprocal OUT	711	731	-20	4885	4279	4389	14%	11%
<b>TOTAL SENT</b>	<b>711</b>	<b>737</b>	<b>-26</b>	<b>4960</b>	<b>4388</b>	<b>4399</b>	<b>13%</b>	<b>13%</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	36	39	-3	445	245	180	82%	147%
Children	15	11	4	100	85	48	18%	108%
Non-Resident	11	8	3	50	60	34	-17%	47%
Teen	3	0	3	15	3	6	400%	150%
<b>TOTAL REGISTRATIONS</b>	<b>65</b>	<b>58</b>	<b>7</b>	<b>610</b>	<b>393</b>	<b>268</b>	<b>55%</b>	<b>128%</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	271.00	155.49	115.51	914.19	632.04	322.40	45%	184%
Auditorium Rental	67.80	22.60	45.20	474.60	361.70	0.00	31%	100%
Donations	0.00	0.00	0.00	1000.00	1000.00	1000.00	0%	0%
Book Sales	246.00	367.65	-121.65	1679.15	1852.90	954.55	-9%	76%
Photocopy Revenue	138.55	97.00	41.55	872.95	638.65	171.85	37%	408%
Sign Rental	0.00	0.00	0.00	113.00	0.00	169.50	100%	-33%
Print Server	295.75	259.00	36.75	1830.85	1657.30	887.05	10%	106%
Programme Revenue	0.00	247.00	-247.00	120.00	704.00	0.00	-83%	100%
Fundraiser Items Revenue	11.00	0.00	11.00	49.00	825.00	10.00	-94%	390%
Capital Asset Disposal	0.00	0.00	0.00	0.00	0.00	0.00	0%	0%
<b>SUBTOTAL</b>	<b>1030.10</b>	<b>1148.74</b>	<b>-118.64</b>	<b>7053.74</b>	<b>7671.59</b>	<b>3515.35</b>	<b>-8%</b>	<b>101%</b>
Capital Donations	<u>170.00</u>	<u>0.00</u>	<u>170.00</u>	<u>1374.00</u>	<u>3709.53</u>	<u>290.00</u>	<u>-63%</u>	<u>374%</u>
<b>TOTAL RECEIPTS</b>	<b>1200.10</b>	<b>1148.74</b>	<b>51.36</b>	<b>8427.74</b>	<b>11381.12</b>	<b>3805.35</b>	<b>-26%</b>	<b>121%</b>



<u>MATERIALS</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
No. of Books Repaired	25	45	-20	173	246	144	-30%	20%
Donations added to Collection	10	12	-2	126	185	13	-32%	869%
Used Books Sold	216	354	-138	1082	2843	888	-62%	22%
<u>PROGRAMS AND EVENTS</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
<b>No. of Prog/Events</b>							0%	0%
Teen Programs	2	1	1	8	6	12	33%	-33%
Pop-Up Library Visits	2	2	0	9	12	12	-25%	-25%
Community Events	8	75	-67	116	400	58	-71%	100%
Children's Programmes	14	17	-3	102	77	20	32%	410%
Class Visits	2	0	2	23	8	0	188%	100%
* Tech	48		48	240			100%	100%
* Seniors	6		6	15			100%	100%
<b>TOTAL</b>	<b>82</b>	<b>95</b>	<b>-13</b>	<b>513</b>	<b>503</b>	<b>102</b>	<b>2%</b>	<b>403%</b>
<b>No. of Attendees</b>								
Teen Programs	10	5	5	36	207	125	-83%	-71%
Pop-Up Library Visits	18	55	-37	319	500	318	-36%	0%
Community Events	110	298	-188	1781	1504	397	18%	349%
Children's Programmes	238	279	-41	2107	1544	707	36%	198%
Class Visits	42	0	42	683	226	0	202%	100%
* Tech	48		48	240			100%	100%
* Seniors	57		57	91			100%	100%
<b>TOTAL</b>	<b>523</b>	<b>637</b>	<b>-114</b>	<b>5257</b>	<b>3981</b>	<b>1547</b>	<b>32%</b>	<b>240%</b>
* Tech and Seniors previously categorized under Community Events								
<b>No. of Rentals/Reservations</b>								
Room Rentals	8		8	32			100%	100%
Bookable Spaces	10		10	37			100%	100%
Sign Rentals	0		0	7			100%	100%
<b>No. of Attendees</b>								
Room Rentals	131		131	381			100%	100%
Bookable Spaces	12		12	48			100%	100%
*Room Rentals previously categorized under Community Events								
<u>ALL COMPUTER USERS</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
Wireless Computer Users	349	572	-223	2025	2424	779	-16%	160%
Computer Workstation Users	265	372	-107	1713	1788	744	-4%	130%
<b>TOTAL</b>	<b>614</b>	<b>944</b>	<b>-330</b>	<b>3738</b>	<b>4212</b>	<b>1523</b>	<b>-11%</b>	<b>145%</b>
<u>PATRON COUNT</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
	4126	3752	374	25934	19200	14448	35%	79%
<u>LIBRARY HOMEPAGE HITS</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
	1354	1593	-239	9673	9734	10462	-1%	-8%
<u>ONLINE CATALOGUE HITS</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
	1835	1813	22	11824	10058	9527	18%	24%

<b><u>SOCIAL MEDIA</u></b>	<b><u>2024</u></b>	<b><u>2023</u></b>	<b><u>+/-</u></b>		<b><u>2024 YTD</u></b>	<b><u>2023 YTD</u></b>	<b><u>2022 YTD</u></b>	<b><u>% Change</u></b> <b><u>2024/2023</u></b>	<b><u>% Change</u></b> <b><u>2024/2022</u></b>
<b>Facebook</b>									
Page Likes/Followers	1668	1496	172		1668	1496	1031	11%	62%
Total Post Views	15813	25193	-9380		107164	137580	54142	-22%	98%
Total Post Interactions	367	844	-477		2137	5798	1754	-63%	22%
Total Posts	52	44	8		198	239	187	-17%	6%
<b>Instagram</b>									
Page Likes/Followers	1272	1158	114		1272	1158	1060	10%	20%
Total Post Views	4669	7808	-3139		24022	32979	8023	-27%	199%
Total Post Interactions	190	430	-240		931	2246	411	-59%	127%
Total Posts	58	49	9		222	226	68	-2%	226%
<b>Twitter / X</b> Discontinued Oct. 2023									
<b><u>eNEWSLETTER</u></b>	<b><u>2024</u></b>	<b><u>2023</u></b>	<b><u>+/-</u></b>		<b><u>2024 YTD</u></b>	<b><u>2023 YTD</u></b>	<b><u>2022 YTD</u></b>	<b><u>% Change</u></b> <b><u>2024/2023</u></b>	<b><u>% Change</u></b> <b><u>2024/2022</u></b>
New Contacts	12	22	-10		37	85	115	-56%	-68%
Total Contacts to Date	423	334	89		423	334	176	27%	140%
Email Opens	0	171	-171		1009	1003	399	1%	153%
Clickthroughs	0	42	-42		165	231	121	-29%	36%
<b><u>PRINTING</u></b>	<b><u>2024</u></b>	<b><u>2023</u></b>	<b><u>+/-</u></b>		<b><u>2024 YTD</u></b>	<b><u>2023 YTD</u></b>	<b><u>2022 YTD</u></b>	<b><u>% Change</u></b> <b><u>2024/2023</u></b>	<b><u>% Change</u></b> <b><u>2024/2022</u></b>
Public Computers	198	304	-106		1183	2119	2168	-44%	-45%
Mobile Print	80	0	80		410	0	0	100%	100%
Pages in Black and White	555	805	-250		6032	6100	2331	-1%	159%
Pages in Colour	157	33	124		372	171	119	118%	213%
Total Jobs	278	304	-26		1593	2119	2168	-25%	-27%
Total Number of Pages	712	838	-126		6404	6271	2450	2%	161%
<b><u>PHOTOCOPIER</u></b>	<b><u>2024</u></b>	<b><u>2023</u></b>	<b><u>+/-</u></b>		<b><u>2024 YTD</u></b>	<b><u>2023 YTD</u></b>	<b><u>2022 YTD</u></b>	<b><u>% Change</u></b> <b><u>2024/2023</u></b>	<b><u>% Change</u></b> <b><u>2024/2022</u></b>
Pages copied	554	388	166		3492	2555	687	37%	408%

# JUNE 2024

## MONTHLY REPORT

### INTERACTIONS

NEW PATRONS

65

PATRON VISITS

4,126

CATALOGUE VISITS

1,835

WEB VISITS

1,354

PHYSICAL CIRC

5,550

DIGITAL CIRC

2,301

ITEMS BORROWED FROM LINC LIBRARIES

588

ITEMS LOANED TO LINC LIBRARIES

711

### CIRCULATION

- Physical Circulation
  - June 2023: 5,500
  - June 2024: 5,550 
- Digital Circulation
  - June 2023: 2,067
  - June 2024: 2,301 

### PROGRAMS

TOTAL PROGRAMS

82

PROGRAM ATTENDANCE

523

SOCIAL MEDIA POSTS

110

eNEWSLETTER SUBSCRIPTIONS

12

PAGES PRINTED & COPIED

1,266

COMPUTER USERS

349

WIRELESS USERS

265

### LIBRARY TECH

- ePRINTit users sent 80 remote print jobs for a total of 467 pages.

TECH HELP SESSIONS

48

### HIGHLIGHTS

#### Programs and Events

- Elevator passed TSSA Inspections for Modernization
- New Community Connect partner: Alzheimer Society Niagara Region
- Communities in Bloom



Communities in Bloom, bookmark winner  
Chloe, elevator

<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	5076	5069	7	28790	28093	20868	2%	38%
Periodicals	264	77	187	1260	464	464	172%	172%
DVDs	1341	1391	-50	10478	8488	5690	23%	84%
CDs	36	179	-143	214	641	70	-67%	206%
Audiobooks	72	93	-21	478	609	398	-22%	20%
Board Games	45	32	13	254	245	142	4%	79%
Seed Library	54	10	44	993	391	415	154%	139%
Video Games	88	177	-89	834	1041	487	-20%	71%
Lendable Non-Traditional	9	4	5	31	28	24	11%	29%
Lendable Technology	1	3	-2	16	16	0	0%	100%
Library of Things	3	24	-21	113	134	56	-16%	102%
Toys and Puzzles	366	372	-6	1736	1431	38	21%	4468%
Microfilm	22	32	-10	188	231	114	-19%	65%
<b>TOTAL CIRCULATION</b>	<b>7377</b>	<b>7463</b>	<b>-86</b>	<b>45385</b>	<b>41812</b>	<b>28766</b>	<b>9%</b>	<b>58%</b>
Materials Returned	6166	5887	279	39472	36845	26969	7%	46%
<b>TOTAL TRANSACTIONS</b>	<b>13543</b>	<b>13350</b>	<b>193</b>	<b>84857</b>	<b>78657</b>	<b>55735</b>	<b>8%</b>	<b>52%</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	305	138	167	1101	2247	3926	-51%	-72%
Downloadable Audiobooks	636	511	125	4345	3479	3283	25%	32%
Downloadable eBooks	982	947	35	7234	6671	7052	8%	3%
Downloadable Music	0	0	0	16	9	15	78%	7%
Downloadable Video	43	33	10	278	222	594	25%	-53%
Downloadable Magazines	398	179	219	3240	1192	790	172%	310%
<b>TOTAL CIRCULATION</b>	<b>2364</b>	<b>1808</b>	<b>556</b>	<b>16214</b>	<b>13820</b>	<b>15660</b>	<b>17%</b>	<b>4%</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	14	18	-4	79	82	14	-4%	464%
LINC Reciprocal IN	645	573	72	4236	4214	3553	1%	19%
<b>TOTAL RECEIVED</b>	<b>659</b>	<b>591</b>	<b>68</b>	<b>4315</b>	<b>4296</b>	<b>3567</b>	<b>0%</b>	<b>21%</b>
Interlibrary Loans --OUT	14	24	-10	89	133	33	-33%	170%
LINC Reciprocal OUT	970	834	136	5855	5113	5081	15%	15%
<b>TOTAL SENT</b>	<b>984</b>	<b>858</b>	<b>126</b>	<b>5944</b>	<b>5246</b>	<b>5114</b>	<b>13%</b>	<b>16%</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	60	39	21	505	284	223	78%	126%
Children	19	19	0	119	104	76	14%	57%
Non-Resident	12	26	-14	62	86	45	-28%	38%
Teen	5	2	3	20	5	7	300%	186%
<b>TOTAL REGISTRATIONS</b>	<b>96</b>	<b>86</b>	<b>10</b>	<b>706</b>	<b>479</b>	<b>351</b>	<b>47%</b>	<b>101%</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	256.50	177.50	79.00	1170.69	809.54	460.40	45%	154%
Auditorium Rental	45.20	22.60	22.60	519.80	384.30	0.00	35%	100%
Donations	0.00	0.00	0.00	1000.00	1000.00	1000.00	0%	0%
Book Sales	216.75	392.80	-176.05	1895.90	2245.70	1364.05	-16%	39%
Photocopy Revenue	159.50	54.75	104.75	1032.45	693.40	201.90	49%	411%
Sign Rental	0.00	0.00	0.00	113.00	0.00	169.50	100%	-33%
Print Server	333.85	120.50	213.35	2164.70	1777.80	1191.95	22%	82%
Programme Revenue	0.00	678.25	-678.25	120.00	1382.25	0.00	-91%	100%
Fundraiser Items Revenue	5.00	0.00	5.00	54.00	825.00	10.00	-93%	440%
Capital Asset Disposal	0.00	0.00	0.00	0.00	0.00	0.00	0%	0%
<b>SUBTOTAL</b>	<b>1016.80</b>	<b>1446.40</b>	<b>-429.60</b>	<b>8070.54</b>	<b>9117.99</b>	<b>4397.80</b>	<b>-11%</b>	<b>84%</b>
Capital Donations	500.00	0.00	500.00	1874.00	3709.53	390.00	-49%	381%
<b>TOTAL RECEIPTS</b>	<b>1516.80</b>	<b>1446.40</b>	<b>70.40</b>	<b>9944.54</b>	<b>12827.52</b>	<b>4787.80</b>	<b>-22%</b>	<b>108%</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	50	43	7	223	289	187	-23%	19%
Donations added to Collection	6	30	-24	132	215	13	-39%	915%
Used Books Sold	181	370	-189	1263	3213	1389	-61%	-9%
<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	10	10	12	0%	-17%
Pop-Up Library Visits	1	4	-3	10	16	15	-38%	-33%
Community Events	17	35	-18	133	435	78	-69%	71%
Children's Programmes	39	43	-4	141	120	30	18%	370%
Class Visits	0	0	0	23	8	0	188%	100%
* Tech	20		20	260	0		100%	100%
* Seniors	2		2	17	0		100%	100%
<b>TOTAL</b>	<b>81</b>	<b>86</b>	<b>-5</b>	<b>594</b>	<b>589</b>	<b>135</b>	<b>1%</b>	<b>340%</b>
<b>No. of Attendees</b>								
Teen Programs	7	13	-6	43	220	125	-80%	-66%
Pop-Up Library Visits	15	43	-28	334	543	329	-38%	2%
Community Events	68	482	-414	1849	1986	426	-7%	334%
Children's Programmes	703	1038	-335	2810	2582	1695	9%	66%
Class Visits	0	0	0	683	226	0	202%	100%
* Tech	20		20	260	0		100%	100%
* Seniors	6		6	97	0		100%	100%
<b>TOTAL</b>	<b>819</b>	<b>1576</b>	<b>-757</b>	<b>6076</b>	<b>5557</b>	<b>2575</b>	<b>9%</b>	<b>136%</b>
* Tech and Seniors previously categorized under Community Events								
<b>No. of Rentals/Reservations</b>								
Room Rentals	6		6	38			100%	100%
Bookable Spaces	18		18	55			100%	100%
Sign Rentals	1		1	8			100%	100%
<b>No. of Attendees</b>								
Room Rentals	62		62	443			100%	100%
Bookable Spaces	37		37	85			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	268	433	-165	2293	2857	1097	-20%	109%
Computer Workstation Users	272	301	-29	1985	2089	988	-5%	101%
<b>TOTAL</b>	<b>540</b>	<b>734</b>	<b>-194</b>	<b>4278</b>	<b>4946</b>	<b>2085</b>	<b>-14%</b>	<b>105%</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>
	5083	4805	278	31017	24005	19466	29%	59%
<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>
	1625	1844	-219	11298	11578	11778	-2%	-4%
<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>
	2099	2111	-12	13923	12169	11055	14%	26%

<b><u>SOCIAL MEDIA</u></b>	<b><u>2024</u></b>	<b><u>2023</u></b>	<b><u>+/-</u></b>		<b><u>2024 YTD</u></b>	<b><u>2023 YTD</u></b>	<b><u>2022 YTD</u></b>	<b><u>% Change</u></b> <b><u>2024/2023</u></b>	<b><u>% Change</u></b> <b><u>2024/2022</u></b>
<b>Facebook</b>									
Page Likes/Followers	1674	1522	152		1674	1522	1035	10%	62%
Total Post Views	14537	2009	12528		121701	139589	65912	-13%	85%
Total Post Interactions	320	749	-429		2457	6547	1939	-62%	27%
Total Posts	35	46	-11		233	285	236	-18%	-1%
<b>Instagram</b>									
Page Likes/Followers	1277	1174	103		1277	1174	1059	9%	21%
Total Post Views	4417	6126	-1709		28439	39105	9925	-27%	187%
Total Post Interactions	168	802	-634		1099	3048	496	-64%	122%
Total Posts	47	49	-2		269	275	95	-2%	183%
<b>Twitter / X</b> Discontinued Oct. 2023									
<b><u>eNEWSLETTER</u></b>	<b><u>2024</u></b>	<b><u>2023</u></b>	<b><u>+/-</u></b>		<b><u>2024 YTD</u></b>	<b><u>2023 YTD</u></b>	<b><u>2022 YTD</u></b>	<b><u>% Change</u></b> <b><u>2024/2023</u></b>	<b><u>% Change</u></b> <b><u>2024/2022</u></b>
New Contacts	8	18	-10		45	103	144	-56%	-69%
Total Contacts to Date	431	352	79		431	352	205	22%	110%
Email Opens	226	190	36		1235	1193	507	4%	144%
Clickthroughs	52	47	5		217	278	151	-22%	44%
<b><u>PRINTING</u></b>	<b><u>2024</u></b>	<b><u>2023</u></b>	<b><u>+/-</u></b>		<b><u>2024 YTD</u></b>	<b><u>2023 YTD</u></b>	<b><u>2022 YTD</u></b>	<b><u>% Change</u></b> <b><u>2024/2023</u></b>	<b><u>% Change</u></b> <b><u>2024/2022</u></b>
Public Computers	177	482	-305		1162	2601	2899	-55%	-60%
Mobile Print	90	0	90		420	0	0	100%	100%
Pages in Black and White	1147	465	682		6625	6565	3011	1%	120%
Pages in Colour	47	8	39		262	179	136	46%	93%
Total Jobs	267	482	-215		1582	2601	2899	-39%	-45%
Total Number of Pages	1194	473	721		6887	6744	3147	2%	119%
<b><u>PHOTOCOPIER</u></b>	<b><u>2024</u></b>	<b><u>2023</u></b>	<b><u>+/-</u></b>		<b><u>2024 YTD</u></b>	<b><u>2023 YTD</u></b>	<b><u>2022 YTD</u></b>	<b><u>% Change</u></b> <b><u>2024/2023</u></b>	<b><u>% Change</u></b> <b><u>2024/2022</u></b>
Pages copied	638	219	419		4130	2774	808	49%	411%

# JULY 2024

## MONTHLY

## REPORT

### INTERACTIONS

NEW PATRONS

96

PATRON VISITS

5,083

CATALOGUE VISITS

2,099

WEB VISITS

1,625

PHYSICAL CIRC

7,377

DIGITAL CIRC

2,364

ITEMS BORROWED FROM LINC LIBRARIES

645

ITEMS LOANED TO LINC LIBRARIES

970

### CIRCULATION

### PROGRAMS

TOTAL PROGRAMS

81

PROGRAM ATTENDANCE

819

SOCIAL MEDIA POSTS

82

eNEWSLETTER SUBSCRIPTIONS

8

PAGES PRINTED & COPIED

1,832

COMPUTER USERS

272

WIRELESS USERS

268

### LIBRARY TECH

- ePRINTit users sent 90 remote print jobs for a total of 432 pages.

TECH HELP SESSIONS

20

### HIGHLIGHTS

#### Programs and Events

- New Community Connect partner: BIAN (Brain Injury Association of Niagara)
- TDSRC + Summer programs
- Summer program: Space Tomato Experiment



Summer programming, bookmark winner Avery

<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	11398	11335	63	23714	23024	16571	3%	43%
Periodicals	442	227	215	996	387	405	157%	146%
DVDs	4422	3347	1075	9137	7097	4684	29%	95%
CDs	101	87	14	178	462	51	-61%	249%
Audiobooks	201	299	-98	406	516	337	-21%	20%
Board Games	91	113	-22	209	213	113	-2%	85%
Seed Library	827	178	649	939	381	394	146%	138%
Video Games	319	405	-86	746	864	375	-14%	99%
Lendable Non-Traditional	15	22	-7	22	24	17	-8%	29%
Lendable Technology	6	8	-2	15	13	0	15%	100%
Library of Things	36	35	1	110	110	44	0%	150%
Toys and Puzzles	496	627	-131	1370	1059	31	29%	4319%
Microfilm	76	96	-20	166	199	99	-17%	68%
<b>TOTAL CIRCULATION</b>	<b>18430</b>	<b>16779</b>	<b>1651</b>	<b>38008</b>	<b>34349</b>	<b>23121</b>	<b>11%</b>	<b>64%</b>
Materials Returned	16571	15435	1136	33306	30958	21634	8%	54%
<b>TOTAL TRANSACTIONS</b>	<b>35001</b>	<b>32214</b>	<b>2787</b>	<b>71314</b>	<b>65307</b>	<b>44755</b>	<b>9%</b>	<b>59%</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	500	1029	-529	796	2109	3075	-62%	-74%
Downloadable Audiobooks	1829	1488	341	3709	2968	2785	25%	33%
Downloadable eBooks	2940	2823	117	6252	5724	5993	9%	4%
Downloadable Music	5	6	-1	16	9	14	78%	14%
Downloadable Video	111	70	41	235	189	505	24%	-53%
Downloadable Magazines	1197	503	694	2842	1013	675	181%	321%
<b>TOTAL CIRCULATION</b>	<b>6582</b>	<b>5919</b>	<b>663</b>	<b>13850</b>	<b>12012</b>	<b>13047</b>	<b>15%</b>	<b>6%</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	34	29	5	65	64	4	2%	1525%
LINC Reciprocal IN	1847	1807	40	3591	3641	3064	-1%	17%
<b>TOTAL RECEIVED</b>	<b>1881</b>	<b>1836</b>	<b>45</b>	<b>3656</b>	<b>3705</b>	<b>3068</b>	<b>-1%</b>	<b>19%</b>
	0	0						
Interlibrary Loans --OUT	27	49	-22	75	109	10	-31%	650%
LINC Reciprocal OUT	2301	1930	371	4885	4279	4389	14%	11%
<b>TOTAL SENT</b>	<b>2328</b>	<b>1979</b>	<b>349</b>	<b>4960</b>	<b>4388</b>	<b>4399</b>	<b>13%</b>	<b>13%</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	161	107	54	445	245	180	82%	147%
Children	51	32	19	100	85	48	18%	108%
Non-Resident	25	32	-7	50	60	34	-17%	47%
Teen	9	0	9	15	3	6	400%	150%
<b>TOTAL REGISTRATIONS</b>	<b>246</b>	<b>171</b>	<b>75</b>	<b>610</b>	<b>393</b>	<b>268</b>	<b>55%</b>	<b>128%</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	567.99	393.28	174.71	914.19	632.04	322.40	45%	184%
Auditorium Rental	282.50	158.30	124.20	474.60	361.70	0.00	31%	100%
Donations	0.00	0.00	0.00	1000.00	1000.00	1000.00	0%	0%
Book Sales	992.10	875.65	116.45	1679.15	1852.90	954.55	-9%	76%
Photocopy Revenue	494.95	371.25	123.70	872.95	638.65	171.85	37%	408%
Sign Rental	113.00	0.00	113.00	113.00	0.00	169.50	100%	-33%
Print Server	1055.75	828.50	227.25	1830.85	1657.30	887.05	10%	106%
Programme Revenue	0.00	447.00	-447.00	120.00	704.00	0.00	-83%	100%
Fundraiser Items Revenue	21.00	240.00	-219.00	49.00	825.00	10.00	-94%	390%
Capital Asset Disposal	0.00	0.00	0.00	0.00	0.00	0.00	0%	0%
<b>SUBTOTAL</b>	<b>3527.29</b>	<b>3313.98</b>	<b>213.31</b>	<b>7053.74</b>	<b>7671.59</b>	<b>3515.35</b>	<b>-8%</b>	<b>101%</b>
Capital Donations	520.00	550.00	-30.00	1374.00	3709.53	290.00	-63%	374%
<b>TOTAL RECEIPTS</b>	<b>4047.29</b>	<b>3863.98</b>	<b>183.31</b>	<b>8427.74</b>	<b>11381.12</b>	<b>3805.35</b>	<b>-26%</b>	<b>121%</b>



<b><u>MATERIALS</u></b>	<b><u>2024</u></b>	<b><u>2023</u></b>	<b><u>+/-</u></b>	<b><u>2024 YTD</u></b>	<b><u>2023 YTD</u></b>	<b><u>2022 YTD</u></b>	<b><u>% Change</u></b> <b><u>2024/2023</u></b>	<b><u>% Change</u></b> <b><u>2024/2022</u></b>
No. of Books Repaired	81	135	-54	173	246	144	-30%	20%
Donations added to Collection	39	130	-91	126	185	13	-32%	869%
Used Books Sold	606	869	-263	1082	2843	888	-62%	22%
<b><u>PROGRAMS AND EVENTS</u></b>	<b><u>2024</u></b>	<b><u>2023</u></b>	<b><u>+/-</u></b>	<b><u>2024 YTD</u></b>	<b><u>2023 YTD</u></b>	<b><u>2022 YTD</u></b>	<b><u>% Change</u></b> <b><u>2024/2023</u></b>	<b><u>% Change</u></b> <b><u>2024/2022</u></b>
<b>No. of Prog/Events</b>								
Teen Programs	5	3	2	8	6	12	33%	-33%
Pop-Up Library Visits	6	8	-2	9	12	12	-25%	-25%
Community Events	34	223	-189	116	400	58	-71%	100%
Children's Programmes	44	39	5	102	77	20	32%	410%
Class Visits	17	6	11	23	8	0	188%	100%
* Tech	142	0	142	240			100%	100%
* Seniors	11	0	11	15			100%	100%
<b>TOTAL</b>	<b>259</b>	<b>279</b>	<b>-20</b>	<b>513</b>	<b>503</b>	<b>102</b>	<b>2%</b>	<b>403%</b>
<b>No. of Attendees</b>								
Teen Programs	22	18	4	36	207	125	-83%	-71%
Pop-Up Library Visits	211	307	-96	319	500	318	-36%	0%
Community Events	476	839	-363	1781	1504	397	18%	349%
Children's Programmes	930	687	243	2107	1544	707	36%	198%
Class Visits	529	167	362	683	226	0	202%	100%
* Tech	142	0	142	240			100%	100%
* Seniors	73	0	73	91			100%	100%
<b>TOTAL</b>	<b>2383</b>	<b>2018</b>	<b>365</b>	<b>5257</b>	<b>3981</b>	<b>1547</b>	<b>32%</b>	<b>240%</b>
* Tech and Seniors previously categorized under Community Events								
<b>No. of Rentals/Reservations</b>								
Room Rentals	32		32	32			100%	100%
Bookable Spaces	37		37	37			100%	100%
Sign Rentals	7		7	7			100%	100%
<b>No. of Attendees</b>								
Room Rentals	381		381	381			100%	100%
Bookable Spaces	48		48	48			100%	100%
*Room Rentals previously categorized under Community Events								
<b><u>ALL COMPUTER USERS</u></b>	<b><u>2024</u></b>	<b><u>2023</u></b>	<b><u>+/-</u></b>	<b><u>2024 YTD</u></b>	<b><u>2023 YTD</u></b>	<b><u>2022 YTD</u></b>	<b><u>% Change</u></b> <b><u>2024/2023</u></b>	<b><u>% Change</u></b> <b><u>2024/2022</u></b>
Wireless Computer Users	1123	1387	-264	2025	2424	779	-16%	160%
Computer Workstation Users	815	926	-111	1713	1788	744	-4%	130%
<b>TOTAL</b>	<b>1938</b>	<b>2313</b>	<b>-375</b>	<b>3738</b>	<b>4212</b>	<b>1523</b>	<b>-11%</b>	<b>145%</b>
<b><u>PATRON COUNT</u></b>	<b><u>2024</u></b>	<b><u>2023</u></b>	<b><u>+/-</u></b>	<b><u>2024 YTD</u></b>	<b><u>2023 YTD</u></b>	<b><u>2022 YTD</u></b>	<b><u>% Change</u></b> <b><u>2024/2023</u></b>	<b><u>% Change</u></b> <b><u>2024/2022</u></b>
	13448	10238	3210	25934	19200	14448	35%	79%
<b><u>LIBRARY HOMEPAGE HITS</u></b>	<b><u>2024</u></b>	<b><u>2023</u></b>	<b><u>+/-</u></b>	<b><u>2024 YTD</u></b>	<b><u>2023 YTD</u></b>	<b><u>2022 YTD</u></b>	<b><u>% Change</u></b> <b><u>2024/2023</u></b>	<b><u>% Change</u></b> <b><u>2024/2022</u></b>
	4368	4503	-135	9673	9734	10462	-1%	-8%
<b><u>ONLINE CATALOGUE HITS</u></b>	<b><u>2024</u></b>	<b><u>2023</u></b>	<b><u>+/-</u></b>	<b><u>2024 YTD</u></b>	<b><u>2023 YTD</u></b>	<b><u>2022 YTD</u></b>	<b><u>% Change</u></b> <b><u>2024/2023</u></b>	<b><u>% Change</u></b> <b><u>2024/2022</u></b>
	5736	4852	884	11824	10058	9527	18%	24%

<b><u>SOCIAL MEDIA</u></b>	<b><u>2024</u></b>	<b><u>2023</u></b>	<b><u>+/-</u></b>		<b><u>2024 YTD</u></b>	<b><u>2023 YTD</u></b>	<b><u>2022 YTD</u></b>	<b><u>% Change</u></b> <b><u>2024/2023</u></b>	<b><u>% Change</u></b> <b><u>2024/2022</u></b>
<b>Facebook</b>									
Page Likes/Followers	1668	1496	172		1668	1496	1031	11%	62%
Total Post Views	55930	82421	-26491		107164	137580	54142	-22%	98%
Total Post Interactions	1073	4243	-3170		2137	5798	1754	-63%	22%
Total Posts	117	123	-6		198	239	187	-17%	6%
<b>Instagram</b>									
Page Likes/Followers	1272	1158	114		1272	1158	1060	10%	20%
Total Post Views	12528	20283	-7755		24022	32979	8023	-27%	199%
Total Post Interactions	519	1451	-932		931	2246	411	-59%	127%
Total Posts	135	126	9		222	226	68	-2%	226%
<b>Twitter / X</b> Discontinued Oct. 2023									
<b><u>eNEWSLETTER</u></b>	<b><u>2024</u></b>	<b><u>2023</u></b>	<b><u>+/-</u></b>		<b><u>2024 YTD</u></b>	<b><u>2023 YTD</u></b>	<b><u>2022 YTD</u></b>	<b><u>% Change</u></b> <b><u>2024/2023</u></b>	<b><u>% Change</u></b> <b><u>2024/2022</u></b>
New Contacts	23	51	-28		37	85	115	-56%	-68%
Total Contacts to Date	423	334	89		423	334	176	27%	140%
Email Opens	426	520	-94		1009	1003	399	1%	153%
Clickthroughs	72	126	-54		165	231	121	-29%	36%
<b><u>PRINTING</u></b>	<b><u>2024</u></b>	<b><u>2023</u></b>	<b><u>+/-</u></b>		<b><u>2024 YTD</u></b>	<b><u>2023 YTD</u></b>	<b><u>2022 YTD</u></b>	<b><u>% Change</u></b> <b><u>2024/2023</u></b>	<b><u>% Change</u></b> <b><u>2024/2022</u></b>
Public Computers	659	1264	-605		1183	2119	2168	-44%	-45%
Mobile Print	226	0	226		410	0	0	100%	100%
Pages in Black and White	3251	2968	283		6032	6100	2331	-1%	159%
Pages in Colour	243	99	144		372	171	119	118%	213%
Total Jobs	885	1264	-379		1593	2119	2168	-25%	-27%
Total Number of Pages	3494	3067	427		6404	6271	2450	2%	161%
<b><u>PHOTOCOPIER</u></b>	<b><u>2024</u></b>	<b><u>2023</u></b>	<b><u>+/-</u></b>		<b><u>2024 YTD</u></b>	<b><u>2023 YTD</u></b>	<b><u>2022 YTD</u></b>	<b><u>% Change</u></b> <b><u>2024/2023</u></b>	<b><u>% Change</u></b> <b><u>2024/2022</u></b>
Pages copied	1980	1485	495		3492	2555	687	37%	408%

# Q2 2024 QUARTERLY REPORT

## INTERACTIONS

NEW PATRONS

246

PATRON VISITS

13,448

CATALOGUE VISITS

5,763

WEB VISITS

4,368

PHYSICAL CIRC

18,430

DIGITAL CIRC

6,582

ITEMS BORROWED FROM LINC LIBRARIES

1,847

ITEMS LOANED TO LINC LIBRARIES

2,301

## CIRCULATION

## PROGRAMS

- Scrabble for Seniors, Seniors' Craft Circle, Teen Board Games, D&D, and Lego Club launched as ongoing programming.

TOTAL PROGRAMS

259

PROGRAM ATTENDANCE

2,383

SOCIAL MEDIA POSTS

252

eNEWSLETTER SUBSCRIPTIONS

23

PAGES PRINTED & COPIED

5,474

COMPUTER USERS

815

WIRELESS USERS

1,123

## LIBRARY TECH

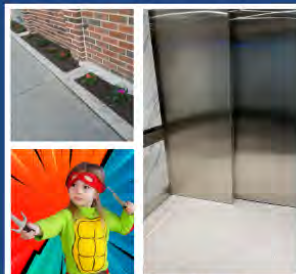
- ePRINTit users sent 226 remote print jobs this quarter.

TECH HELP SESSIONS

142

## UPDATES

- April 8th Eclipse
- Elevator passed TSSA Inspections for Modernization project
- Communities in Bloom 2024
- Free Comic Book Day 2024
- New Community Connect partner: Alzheimer Society Niagara Region



Communities in Bloom 2024, elevator, Free Comic Book Day



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

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**Recommendation:**

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

**Public Relations Report Items**

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

Pop-Up Library

- Port Colborne Farmer’s Market – July 19, 2024
- Northland Pointe – August 13, 2024
- Port Colborne Farmer’s Market – August 16, 2024



Stories Under the Sails

On Saturday, August 3, 2024 library volunteer Shelly popped up on the museum grounds for a special Canal Days story time.

**2. Programming**

- Baby Time  
Baby Time sessions included songs, stories, and discussions for families. Five Baby Time sessions were offered in July and August.
- Story Time with Shelly  
On Saturdays in July and August, 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

Seven Lego Club sessions were offered on Mondays in July and August. Children were encouraged to complete challenges or to use their imaginations to build something new.



- Dungeons & Dragons

Two Dungeons & Dragons sessions were held this summer as part of the ongoing campaign. Six teens attended each session.

- Teen Board Game Night

Teens were invited to the library on Thursday, July 25 and August 22, 2024 for a drop-in board game night.

- Documentary Films

On Monday, July 29, 2024, there was a screening and discussion of the documentary film **Sovereign Soil** (2019, 91 min.). The documentary, which is an ode to the beauty of the ferocious, remote land of the sub-Arctic Yukon, was part of the library's Canada Day celebrations.



On Monday, August 26, 2024, there was a screening and discussion of the documentary film **Stateless** (2020, 90 min.) The film explores the complex history and present-day politics of Haiti and the Dominican Republic.



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

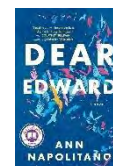


- Port Colborne Public Library Book Club

In July, the PCPL Book Club read **Sparks Like Stars** by Nadia Hashimi and met on Monday, July 8, 2024, to discuss the book.



In August, the Book Club read **Dear Edward** by Ann Napolitano and met on Monday, August 12, 2024 to discuss the book. The Book Club has nine members.

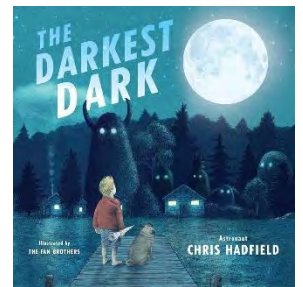


- Adult Chess Club  
Adult Chess Club had weekly sessions on Mondays in July and August. The program included a series of chess workshops for beginner and experienced players and was volunteer-run.

### 3. Summer Programs

- Tomatosphere  
Children participated in a multi-session experiment to grow tomato seeds that had been to space. Sponsored by Let's Talk Science.

- Bilingual StoryWalk®  
During July and August, TD Summer Reading Club provided licensing for a bilingual StoryWalk® called The Darkest Dark by Chris Hadfield. The StoryWalk® was installed along the King St walkway for families to read while at the library. Approximately 280 people participated in the StoryWalk®.



- Take and Makes  
Free Take and Make craft kits were available each Monday during the summer. Fifty kits were handed out each week, for a total of 400 kits picked up.

- Other Summer Programs  
Staff ran the following summer programs: Craft Carts, Mission Control with Botley, Musical Story Time, Space Rocks!, Rocketship Bookmark, Alien Friends Story Time, Starry Mosaics, Button Makerspaces, Out of this World Perler Beads, Outer Space Green Screen, Family Movie: What Shines Up There? (sponsored by the NFB), Rocketship Story Time, and Cosmic Story Time.



#### 4. 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 July and August, there were nine scavenger hunts with over 350 participants.
- Colouring Sheets  
Every month, three colouring sheets are available for free in the Children’s Room. In July and August, over 400 participated in the activity.
- Design Our Bookmark Contest  
In June, the theme for the monthly bookmark contest was “Forest Friends”. The winning bookmark submission for June was designed by Adam, who drew a fox and a bear in the forest.

In July, the theme was “Summer Vacation”. The winning July submission was designed by Avery, who drew summer at the lake with a pelican silhouette.

Adam and Avery each received a small prize package and their bookmarks were handed out to all patrons at checkout.

All bookmark submissions were on display in the Children’s Room throughout the summer. In August, the Bookmark Contest theme was “It’s a Zoo Out There.”

- Library of Things  
On Fridays during the summer, three Library of Things stations were set up throughout the library. Families were invited to explore the library’s non-traditional collection.



## 5. 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, 2024. 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, 2024.

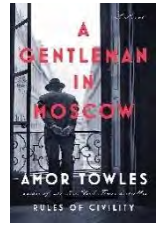
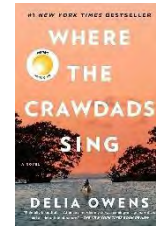
### TDSRC Party

On Wednesday, August 28, 2024, 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.



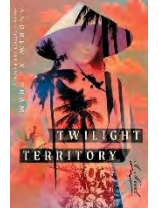
**6. Bill's Best Reads with William Thomas**

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 July selection was *Where the Crawdads Sing* by Delia Owens. The August selection was *A Gentleman in Moscow* by Amor Towles.



**7. Big Library Read**

From July 11 – 25, 2024 patrons were invited to borrow a copy of *Twilight Territory* by Andrew X. Pam, no waitlists or holds, through Libby. The book is a sweeping novel of love, war, and resistance set in post-WWII Vietnam.



**8. Community Connect**

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

- July 2, 2024 – PC Works – Resume Refresh
- July 6, 2024 – PFLAG Niagara
- July 9, 2024 – PC Works – Resume Refresh
- July 10, 2024 – Bridges CHC – Ontario Seniors' Dental Care Program
- July 15, 2024 – Birchway Niagara – Programs & Services
- July 16, 2024 – PC Works – Resume Refresh
- July 16, 2024 – Brain Injury Association of Niagara – Programs & Services
- July 23, 2024 – PC Works – Resume Refresh
- July 24, 2024 – Service Canada
- July 30, 2024 – PC Works - Resume Refresh
- August 1, 2024 – Bridges CHC – Registered Dietician
- August 6, 2024 – PC Works – Resume Refresh
- August 7, 2024 – Bridges CHC – Ontario Seniors' Dental Care Program
- August 10, 2024 – PFLAG Niagara
- August 12, 2024 – Birchway Niagara – Programs & Services
- August 13, 2024 – PC Works – Resume Refresh
- August 14, 2024 – Service Canada
- August 20, 2024 – PC Works – Resume Refresh





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

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## **Recommendation**

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

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### **1. Board Governance and Training**

The Board is invited to attend the OLS Stronger Libraries, Stronger Communities Virtual Conference on Thursday, October 24, 2024 (Registration can be found at: [Public Library Boards: Thursday, October 24, 2024](#)). Opportunities for Board development can be found on the Ontario Library Service [GovernanceHub](#) website.

### **2. Community Connect Partnerships**

Two new local community support agency partnerships have been established for the Community Connect program:

- Brain Injury Association of Niagara (Their mission: BIAN is committed to empowering and maximizing the quality of life for individuals living with the effects of an acquired brain injury and their families through support, social activities, community and peer opportunities, advocacy, and information. We are committed to education, awareness, and prevention of brain injury in St. Catharines and the Niagara region.)

In July, BIAN ran an information session to distribute resources at the library. In January 2025, art masks created by members of the BIAN will be showcased in the Art in the Atrium display.

- Niagara College's Newcomers to Canada Program  
The NC Newcomers Office offers a wide range of free immigrant language training programs for students and job seekers.

Staff from the Newcomer's to Canada program will host monthly information sessions at the library in the fall/winter.

### **3. City Partnerships**

- The CEO and Communications Team collaborated on a press release highlighting a donation of Wonderbooks from the Port Colborne Lions Club. The CEO was interviewed about the donation on 610 CKTB and gave a fall update about library programming: [Niagara in The Morning with Steph Vivier Audio Bites: Rachel Tkachuk - CEO, Port Colborne Public Library](#). The press release was picked up by the Welland Tribune: [Lions Club helps expand Wonderbooks collection at library](#). The CEO and the Communications Team will collaborate on a press release for the Erwin Taylor Charitable Foundation Donation.
- Librarian H. Madsen will attend the City's Touch-a-Truck on Thursday, October 3, 2024. This is an annual event with the library attending as a pop-up with an activity for children and families.
- Since June, French Marigold seeds have been distributed at the library to Port Colborne residents for the Communities in Bloom initiative through the City of Port Colborne.
- Library staff and the Communications Teams collaborated on making pinback buttons to identify community groups working during Canal Days. Communications staff created the design, and library staff and volunteers created the 70 buttons for the event.
- The Human Resources department has included an optional library membership form in the onboarding package for new hires, volunteers, and co-op students.

### **4. Cultural Block**

Staff from the Library and Museum will meet in the fall to discuss partnering for a 2025 Art in the Atrium showcase at the library.

Cultural Block programs are cross promoted through social media and promotional materials at each location.

The library provided an Under the Sails Story Time during the Canal Days Marine Heritage Festival. The Museum provided family activities for the TD Summer Reading Club party for the library on Wed. August 28, 2024.

## 5. Committee Partnerships

- City of Port Colborne’s Senior Citizens Advisory Committee  
The SCAC offers advice and recommendations to Council with respect to issues which have or will have an impact on Port Colborne's seniors, as well as ways in which Port Colborne can become a more age-friendly community for persons of all ages and ability levels.

Members from the SCAC are scheduled to host two information sessions at the library to distribute resources.

- City of Port Colborne’s Environmental Advisory Committee  
The EAC advises Council on environmental, energy conservation, and shoreline protection issues that affect the City of Port Colborne and those matters referred to the committee by Council.

The EAC will present a monthly Environmental Awareness Speaker Series at the L.R. Wilson Archives on the following dates:

- Monday, September 23, 2024, 6:30 – 7:30 p.m.  
Conservation in Niagara: Taking Action for Nature by Natalie Green,  
Manager of Climate Change & Special Programs, Niagara Peninsula  
Conservation Authority
- Monday, October 28, 2024, 6:30 – 7:30 p.m.  
Residential Electrification: Taking Steps for a Sustainable Future by Tim  
Lamb, EAC Member & Electrification Advocate
- Monday, November 25, 2024, 6:30 – 7:30 p.m.  
Building Empathy for Local Watersheds by Dr. Julia Baird, Canada  
Research Chair & Professor at Brock University

## 6. Libraries in Niagara Cooperative (LiNC) Services

The Library is a partner library in LiNC. LiNC was established in 2010 and is a cooperative library consortium that was created to share an open source library catalogue system called Evergreen. The Library joined in 2020 and benefits from resource-sharing and from reduced costs associated with a shared integrated library system (ILS).

LiNC Expenses	2022	2023	2024
Consortium dues	\$5,066.00	\$5,066.00	\$6,192
Courier cost	\$2,338.53	\$2,604.00	\$2,604
Other expenses (ILS training, LiNC module development costs)		\$1,355.00	

The increase in consortium costs was due in part to Niagara College leaving the consortium.

### 7. St. Catharines Public Library Reciprocal Borrowing

The Reciprocal Borrowing Agreement between St. Catharines Public Library and Port Colborne Public Library was signed and finalized on June 26, 2024. A social media announcement was made to the public on Wednesday, September 3, 2024.

### 8. Bridge: Data Solution Platform Update

The Bridge Data Solution Platform aims to achieve the following goal through collecting data from library staff and library users:

- Measure equity and demonstrate impact, to drive digital inclusion, and respond to community needs
- Provide critical feedback to manage technology resources more efficiently and effectively, fostering continuous improvement and data-driven decision support.
- Empower advocacy and accountability in reporting requirements, with implications for meeting strategic priorities and securing sustainable funding

Bridge patron surveys were conducted between July 8 – 13, 2024. The next sessions are scheduled for: September 9 – 14, 2024 and November 4 – 9, 2024. A Bridge staff survey is scheduled for early October.

## 9. Staff Development and Training

Training and webinars are ongoing and available to all library staff throughout the year including CyberSecurity training. In particular, staff are enrolled in the following programs:

- One staff member is enrolled in the **Advancing Public Library Leadership (APLL) Institute**. APLL is a two-year certificate program designed to expand and advance the leadership capacity of public library CEOs and managers. Launched in 2008, the program addressed current issues and changes in the landscape of Ontario public libraries and is aimed at public library staff with leadership aspirations. Courses provide participants with a shared body of knowledge, covering themes related to organizational leadership and leading in the municipal environment.
- Two staff are enrolled in the **Mohawk College Library Technician program**. Mohawk offers a part-time distance education program for library technician courses. The library currently employs two full-time staff who hold Library Technician diplomas.
- One staff member has completed a **certification in CELA (Centre for Equitable Library Access)**. The course provides a comprehensive overview of CELA services to assist patrons with print disabilities. The course focuses on assistive technologies, devices, and apps.
- All full-time staff will receive **ILLO Migration Training for Resource Sharing for Groups** in September and October through the Ontario Library Service.

## 10. Health and Safety Training

- Two staff updated their **First Aid CPR C & AED** certificate through the St. John Ambulance program.
- All library staff are scheduled for **De-escalation Training** on Wednesday, September 11, 2024 (7 hours). The library will be closed to the public. This training focuses on how to deal with difficult situations in the workplace.

## 11. Meetings and Committees

In June-August 2024, the CEO attended the following:



- New CEO Networking Meeting (OLS)
- Quarterly Informal Library Chats (OLS)
- Workday HR & Accounting Kick-off (City)
- LINC CEO meeting
- Niagara Children's Planning Council Meeting (Niagara Region)
- Quarterly Ward Council Meetings
- OverDrive Annual General Meeting
- Fundraising Committee Meeting
- Staff Canal Days Training

## **12. Facility Updates**

- Children's Room HVAC repair completed by contractor on Thursday, August 22, 2024.
- The CEO met with AODA auditors for an assessment of the library facility on Tuesday, July 2, 2024.
- Step repair on North/Elgin St. stairs was completed.
- Roof repairs have been ongoing, and a full roof evaluation is currently underway.
- New flowers added to King St. Garden.

## **13. Library/Citizen Incidents**

In July, an increase in afterhours visitors was reported resulting in minor damage and clean-up of drug paraphernalia. The CEO met with the Niagara Regional Police Service Staff Sergeant to assess areas and damage.

## **14. Programming**

New programming includes:

- Teen Book Launch with local author: Sara de Waard
- Mud Lake Walk in partnership with Welland Public Library and the Niagara Peninsula Conservation Authority.
- Weekly afterschool craft cart for children
- EAC speaker series
- Portal Village Book Club



- PD Day: Friendship Bracelets
- Adult Board Game Night
- Adult Craft Circle
- Community Connect: Seniors Advisory Committee
- Community Connect: Newcomer Programs

## **15. Art in the Library**

Art by Eleanor Jane (Yost) Ryczak will be featured in the library's art gallery in September 2024. Eleanor was a Registered Nurse who lived and worked in Port Colborne. Eleanor's art includes landscapes, portraits, and posters for local community events.

## **16. Centre for Equitable Library Access Deposit Collection**

The Centre for Equitable Library Access (CELA) is an accessible library service, providing books and other materials to Canadians with print disabilities. CELA provides immediate access to books, newspapers and magazines in formats that people with print disabilities can read, such as audio, digital text and braille. These resources can also be accessed through a free app.

Starting in October, a CELA deposit collection of 100 children's, teen, and adult audio books will be available at the library for patrons to borrow. These items can be played in a CD player, or in a DAISY player.

A DAISY player is a device used to play DAISY audio books, which are designed to be used by people with print impairments, such as visual impairments or reading difficulties resulting from dyslexia. DAISY is a technical standard for digital audiobooks, periodicals, and computerized text.

## **17. Annual Survey of Public Libraries – Ministry of Tourism, Culture, and Sport**

2023 Ontario Public Library Statistics are available on the provincial government's Open Data website at the following link: <https://data.ontario.ca/dataset/ontario-public-library-statistics>

Individual Library Profile Report and customized reports, such as comparator library report, are available from the Ministry upon request.

## **18. Donations**



In August, a \$500 memorial donation was made to the library. A signed letter from the Board Chair was issued to the donor to acknowledge the donation.

In August, a donation of 807 heirloom seed packages was made to the library from an anonymous donor. The donation will be added to the Port Colborne Public Library's Seed Library, and includes over 100 varieties of vegetables, herbs, and flowers. The retail value of the donation is more than \$1600.

### **19. Erwin Taylor Charitable Donation Foundation**

In November 2023, the Erwin Taylor Charitable Foundation donated \$10,000 to the Port Colborne Public Library Board. The purpose of the donation was to expand the Library of Things / Non-Traditional Items collection. Items for the collection have started being purchased and are expected to be available to the public in early 2025.

### **20. Ontario Public Library Service Awards**

The Ministry of Tourism, Culture and Sport is accepting applications for their annual Ontario Public Library Service Awards. This opportunity allows libraries to spotlight a great initiative that their library has implemented. There are two awards, each with three categories (small, medium, and large libraries) for a total of six award winners.

- **Minister's Award for Innovation** recognizes a new approach that demonstrates a positive impact in a community and is of continued value for public libraries.
- **Angus Mowat Award of Excellence** recognizes best practices and a commitment to excellence in the delivery of public library service; these services need not be new and may be ongoing.

An application for the Minister's Award for Innovation will be submitted on behalf of the Board to spotlight the Port Colborne Public Library's Community Connect program.

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Respectfully submitted,



Rachel Tkachuk  
Chief Executive Officer

📍 310 King Street , Port Colborne, ON 📞 905-834-6512

🌐 portcolbornelibrary.org ✉ library@portcolborne.ca

📷 @PortColborneLib 📺 @PortColbornePublicLibrary

**EMPOWER.  
ENRICH. EDUCATE.**

**SUMMER READING CLUBS  
FOR EVERYONE  
JUNE 17 - AUGUST 17**

Registration for summer reading clubs begins Monday June 17 at 9:30 a.m.



Summer Reading Clubs are FREE with a valid Port Colborne Library Card. Call us for more details: 905-834-6512



**SAVE THE DATE:  
SUMMER READING PARTY**

Join us Wednesday August 28 to celebrate your summer reading accomplishments!

We'll celebrate with games, stories, and fun activities for the whole family.

**TD SUMMER READING CLUB**



June 17 – Aug. 17  
Registration for the TDSRC opens Mon. June 17 at 9:30 a.m. Read books and collect prizes all summer long! Blast off into summer reading with our spaceship photoshoot. For ages 0 – 12. Pre-register. Free.

**TEEN SUMMER READING CLUB**



June 17 – Aug. 17  
Join the Teen Summer Reading Club for out-of-this-world reading fun! Pick up your bingo card starting Mon. June 17 at 9:30 a.m. to get started. Each line counts as one entry into the prize draw. For ages 13 – 17. Free.

**ADULT SUMMER READING CLUB**



June 17 – Aug. 17  
Track your reading this summer and enter to win! Three books read equals one entry into the prize draw. Participants may submit multiple entries. For ages 18+. Free.

Developed by



In partnership with



Title sponsor



## FUN FOR ALL AGES

### THE DARKEST DARK BILINGUAL STORYWALK®

June 24 – Aug. 17

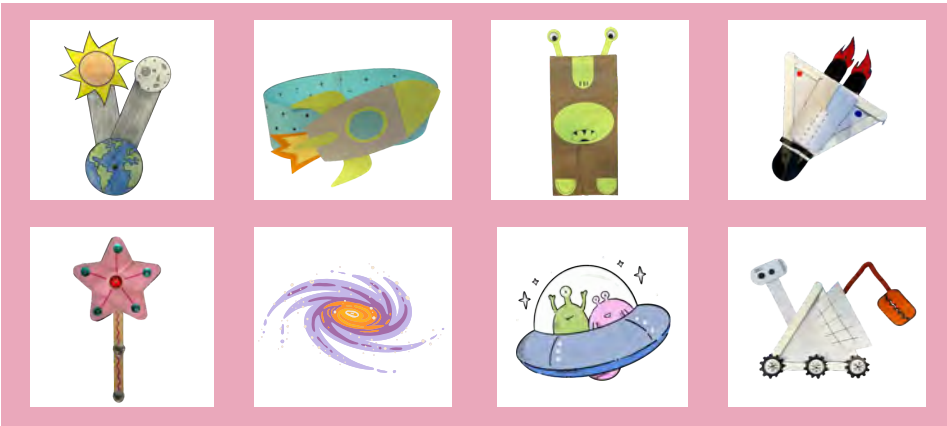
Dream the impossible with real-life astronaut Chris Hadfield. Chris loves rockets and planets and pretending he's a brave astronaut, exploring the universe. There's only one problem--at night, Chris doesn't feel so brave. He's afraid of the dark. For families. Drop-in. Free.



### TAKE & MAKE KITS

Beginning June 24

Pick up a free Take & Make craft kit each Monday this summer. Available while supplies last. For all ages. Free.



### FAMILY MOVIE SHOWING: WHAT SHINES UP THERE?

Mon. July 22 & Aug. 19, 1:30 – 3 p.m.

Learn about gravity, space flight, and astrogeology in this series of short films. Sponsored by the NFB. For families. Pre-register. Free.



### SCAVENGER HUNTS

Find the scavenger hunt items and win a small prize. This program runs in the Children's Room every day with a new theme each week. Drop-in. Free.

June 30 – July 6: Canada, Eh?

July 7 – 13: Bugs

July 14 – 20: Fishing

July 21 – 27: Monsters

July 28 – Aug 3: Ocean

Aug 4 – 10: Jungle

Aug 11 – 17: Frogs

Aug 18 – 24: Birds

Aug 25 – 31: Butterflies



### BOOKMARK CONTEST

Submit a bookmark design for a chance to be our featured artist for the month. Available in the Children's Room. For ages 0 – 12. Drop-in. Free.

July Theme: Summer Vacation

Submissions due: Wed. July 31

August Theme: It's a Zoo Out There

Submissions due: Sat. Aug. 31



## FOR BABIES/YOUNG CHILDREN

### ROWING RECYCLERS



**Tues. Aug. 13, 9:45 – 10:45 a.m.**

Rowing Recyclers, are you ready to start your training? Learn how to sort litter using the Blue Box, Grey Box, and Green Bin. Presented by the Niagara Region.

For ages 5 – 7. Pre-register. Free.



### BABY TIME

**Tuesdays, July 2, 9, 16, 23, 30 & Aug. 6, 10:15 – 10:45 am.**

Meet new friends, sing songs, and enjoy stories with your little one. For ages 0 to 2. Pre-register. Free.

### TOT TIME

**Thursdays, July 4, 11, 18, 25 & Aug. 1 & 8, 10 – 10:45 a.m.** Enjoy play time, colouring, and stories. For ages 2 to 5 with a parent, grandparent, or caregiver. Pre-register. Free.



### SUNCATCHER PLANET CRAFT

**Tues. Aug. 6, 10 – 10:45 a.m.**

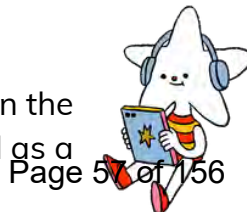
Create a suncatcher planet out of tissue paper. For ages 5 – 7. Pre-register. Free.



### TDSRC: PRE-READERS

**June 17 – Aug. 17**

Little ones who don't read on their own can join the Summer Reading Club, too! Register your child as a pre-reader and start reading together.



### ALIEN FRIENDS STORY TIME

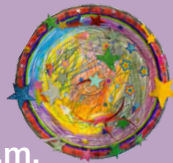


**Wed. July 17, 10 – 10:45 a.m.**

Make some alien friends and enjoy space-themed stories.

For ages 5 – 7. Pre-register. Free.

### COSMIC STORY TIME



**Wed. Aug 14, 10 – 10:45 a.m.**

Create a cosmic whirligig and enjoy space-themed stories.

For ages 5 – 7. Pre-register. Free.

### ROCKETSHIP STORY TIME



**Thurs. Aug. 8, 3:30 – 4:15 p.m.**

Enjoy space-themed stories and build your own rocketship. How far will you fly? For ages 5 – 7. Pre-register. Free.

### MUSICAL STORY TIME



**Tues. July 9, 10:30 – 11:15 a.m.**

Enjoy interactive stories with musical instruments. For ages 5 – 7.

Pre-register. Free.



## FOR CHILDREN & FAMILIES

### MUSIC MAKERSPACE DROP-IN

Mon. Aug. 12, 3:30 – 5:30 p.m.

Jam with the fam at our Music Makerspace! Explore a keyboard, drum set, ukeleles, guitar, and bells and shakers. For all ages. Drop-in. Free. Children must be accompanied by a parent/guardian with a valid PCPL library card.



### STORY TIME WITH SHELLY



Saturdays, July 6, 13, 20, 27 & Aug. 10, 17, 24 & 31, 10:30 – 11:30 a.m. Meet us in the Children's Room for a fun, free, family story time. All ages. Drop-in. Free.

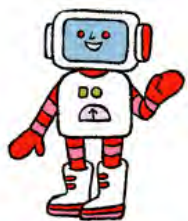
### SPACE GREEN SCREEN

Sat. July 27, 10 a.m. – 1 p.m.

Hang out with Perseverance on Mars, visit a space shuttle, step foot on the moon, or visit the International Space Station. For all ages. Drop-in. Free.



### MISSION CONTROL WITH BOTLEY



Thurs. July 4 & Aug. 1, 3:30 – 4:30 p.m. Do you have what it takes to be a part of Botley's crew? Join us to learn how to program Botley to play games and solve puzzles! For ages 5+. Drop-in. Free.

### BUTTON MAKERSPACE

Tues. July 23, 2 – 3 p.m. &

Thurs. Aug. 15, 5 – 6 p.m.

Create a space dino button from one of our designs, or get creative and design your own! For all ages. Drop-in. Free.



### FAMILY SUMMER CHALLENGE

June 17 – Aug. 17

We're challenging you to explore everything the library has to offer. Complete the challenges together and enter to win! Pick up your form starting Mon. June 17, at 9:30 a.m. to get started.



### CRAFT CART

Wednesdays, July 3 & 31, 10:30 a.m. – 12:30 p.m.

We bring the craft supplies, you bring the creativity. Create something unique to you at our Craft Cart. For families. Drop-in. Free.



### KIDS RECOMMENDED READS

June 17 – Aug. 17

Have you read a book this summer that you loved? Send us a picture of you with your new favourite book and tell us why you loved it. We'll post on social media! For ages 2 – 12. Free.





## TOMATOSPHERE

**GROW SPACE TOMATOES  
THIS SUMMER  
AT THE LIBRARY**



Participate in this summer's experiment to grow tomatoes from seeds that have been to space. Planting begins **Tuesday July 2**. Call 905-834-6512 to register.



### **JULY 2 - PLANTING**

Plant your space seeds and regular seeds.



### **JULY 16 & 30, AUG 13 - CHECK-IN**

Check on how your plants are growing.



### **AUG 27 - PICK-UP**

Take home your tomato plants. What will you make with your space tomatoes?

Children ages 5 – 7 attend from 1 – 2 p.m.

Tweens ages 8 – 12 attend from 2:30 – 3:30 p.m.



As humans seek ways to travel deeper into space, we must discover ways to expand life-support systems. One possible solution is a plant-based system.

Tomato plants are an ideal choice as they provide wholesome nourishment and water through transpiration from their leaves. Through photosynthesis, tomato plants also convert light energy and carbon dioxide exhaled by astronauts into oxygen that is needed for survival.

During this experiment, plant two sets of tomato seeds (one exposed to space or space-like conditions and the other untreated) and watch them grow. Sponsored by Let's Talk Science.

## SUMMER PRIZES

### WITH THE TDSRC, EARN PRIZES WHEN YOU READ:



#### 5 BOOKS READ

Stickers, eraser, and bendy pencil



#### 10 BOOKS READ

Stickers, Play-Doh, fun straw, and coupon for a free Slurpee from 7-Eleven



#### 15 BOOKS READ

Stickers, pop-it keychain, temporary tattoos, and coupon for a free ice cream cone from McDonald's



#### 20 BOOKS READ

Gold seal of completion and free book

### DON'T STOP AT 20!

Have you read 20 books already? Keep reading to see how many books you can read this summer.

The pre-reader and reader with the most books read will win a prize package, including a day pass to

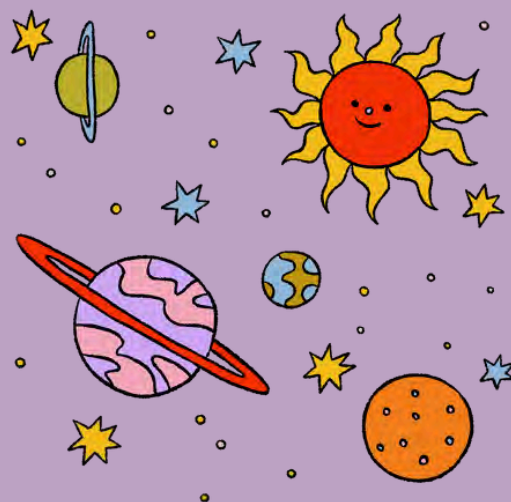


### TEENS: ENTER TO WIN

Submit your ballots for a chance to win one of five prize packages.

Prize packages include books and coupons for a free burger or sandwich from Harvey's and free quarter chicken dinner from Swiss Chalet.

Thank you to our sponsors for their generous donations of prizes.



## FOR CHILDREN & TWEENS

### OLYMPIC WASTE TRIATHLON

Tues. Aug. 13, 11 a.m. – 12 p.m.

Do you have what it takes to compete in the Waste Triathlon? Test your skills and learn how to properly sort waste into the Blue Box, Grey Box, and Green Bin. Presented by the Niagara Region. For ages 8 – 12. Pre-register. Free.



### SPACE ROCKS!

Wed. July 10, 1:30 – 2:30 p.m.  
Paint an alien pal or UFO on a rock. For ages 8 – 12.  
Pre-register. Free.



### OUT OF THIS WORLD PERLER BEADS

Wed. July 24, 2:30 – 3:30 p.m.  
Craft your own planet, UFO, rocketship, or star out of Perler beads. For ages 8 – 12. Pre-register. Free.



### STARRY MOSAICS

Thurs. July 18, 3:30 – 4:30 p.m.  
Craft a beautiful mosaic of a star. For ages 8 – 12. Pre-register. Free.



### ROCKETSHIP BOOKMARK

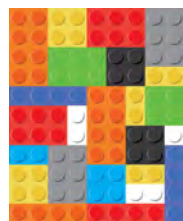
Thurs. July 11, 6:30 – 7:30 p.m.  
Learn a basic origami fold to make your bookmark, then turn it into a rocketship and zoom into reading! For ages 8 – 12. Pre-register. Free.



### LEGO CLUB

Mondays, July 8, 15, 22, 29 & Aug. 12, 19 & 26, 4 – 6 p.m.

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!  
For ages 8 – 12. Drop-in. Free.



### HANDS ON HERITAGE WORKSHOPS

Saturdays, June 29, July 20 & Aug. 10, 1 – 3 p.m.

Visit our friends at the museum for workshops on decoupage, basket weaving, and rug hooking. For ages 10+. Pre-register by calling Sloane at 905-228-8055 or emailing Sloane.McDowell@portcolborne.ca. Cost is \$10 / person.



### LIBRARY OF THINGS

Fridays, June 28, July 5, 12, 19, 26,  
Aug. 2, 9, 16, 23 & 30, 9:30 – 4:30 p.m.

Explore Meccano, Lite Brite, Snap Circuits, and more from our Library of Things!  
For families. Drop-in. Free.






## FOR TEENS

### CONSTELLATION WIND CHIMES

**Wed. Aug. 7, 3:30 – 4:30 p.m.**  
Using reclaimed materials, build your own constellation wind chimes.  
For ages 13– 17. Pre-register. Free.



### SELF-SERVE BOARD GAMES

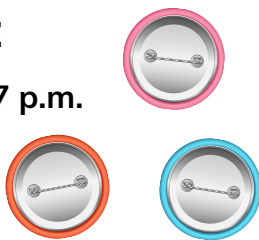


Drop in any time this summer to play a board game at the library. We have dozens of games to choose from, so bring some friends and get ready to roll!

Stop by the library on **Thurs. July 25 & Aug. 22 from 4:30 – 6:30 p.m.** to browse our Game Cart and play with friends.

### TEEN BUTTON MAKERSPACE

**Tues. July 23, 3 – 4 p.m. & Thurs. Aug. 15, 6 – 7 p.m.**  
Create a space dino button from one of our designs, or get creative and design your own!  
For ages 13 – 17. Free.



### DUNGEONS & DRAGONS

**Wednesdays, July 17 & Aug. 14, 2:30 – 4:30 p.m.**  
Adventurers needed: Only true heroes need apply. A call has gone out across the Sword Coast in the Forgotten Realms for adventurers to investigate unexplained deaths. But beware: danger lurks around every corner of the Sword Coast, and it is possible none of the adventurers who set out will return.

### TEEN LIBRARY CARDS



Did you know that you can register for a library card if you're between the ages of 13 and 17? With a card, you can check out books, board games, video games, and DVDs. Bring your ID and sign up today!

### TEEN BOOK REVIEWS

Did you know that you can earn community service hours from the books you read? Teens can earn five community service hours by writing a book review for the library.



To learn more or to register, please call: 905-834-6512 or email: [library@portcolborne.ca](mailto:library@portcolborne.ca)

### TEEN SUMMER READING CLUB

**June 17 – Aug. 17**  
Join the Teen Summer Reading Club for out-of-this-world reading fun! Pick up your bingo card starting **Mon. June 17 at 9:30 a.m.** to get started. Each line counts as one entry into the prize draw. For ages 13 – 17. Free.





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

905-834-6512

**EMPOWER.  
ENRICH. EDUCATE.**

portcolbornelibrary.org

library@portcolborne.ca

@PortColborneLib

@PortColbornePublicLibrary

## BOOK OUR MUSIC MAKERSPACE

Our Music Makerspace includes a keyboard, digital drum set, ukeleles, a guitar, and bells and shakers. Book the Music Makerspace for free for sessions starting at 30 minutes. Patrons must have a valid PCPL library card to book. Children must be accompanied by an adult with a valid PCPL library card.



## ADULT CHESS CLUB IS BACK!

**Mon. July 8, 15, 22 & 29, Aug. 12, 19 & 26, 6 – 7:30 p.m.** Do you play chess? Would you like to learn how to play chess? Adults are invited to join us for a series of chess workshops for both beginner and experienced players. Pre-register. Free.



## ADULT SUMMER READING CLUB

**June 17 – Aug. 17**

Track your reading this summer and enter to win! Three books read equals one entry into the prize draw. Participants may submit multiple entries. For ages 18+. Free.



## LOOKING FOR A NEW AUTHOR?

Check out our new Staff Recommended Authors pamphlet for some librarian-approved picks!

## TEEN SUMMER READING CLUB

**June 17 – Aug. 17**

Join the Teen Summer Reading Club for out-of-this-world reading fun! Pick up your bingo card to get started. Each line counts as one entry into the prize draw. For ages 13 – 17. Free.



## TD SUMMER READING CLUB

**June 17 – Aug. 17**

Read books and collect prizes all summer long! For ages 0 – 12. Pre-register. Free.



## HOLIDAY HOURS

Monday, July 1, 2024  
(Closed for Canada Day)

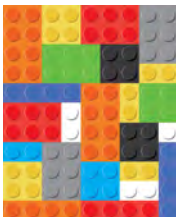
Monday, August 5, 2024  
(Closed for Civic Holiday)

## LEGO CLUB

**Mondays, July 8, 15, 22, 29 & Aug. 12, 19 & 26, 4 – 6 p.m.**

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!

For ages 8 – 12. Drop-in. Free.



## FAMILY MOVIE SHOWING: WHAT SHINES UP THERE?

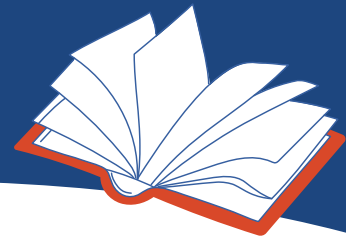
**Mon. July 22 & Aug. 19, 1:30 – 3 p.m.** Learn about gravity, space flight, and astrogeology in this series of short films. Sponsored by the NFB. For families. Pre-register. Free.



## PORT COLBORNE MARKET POP-UPS

**Fri. July 19 & Aug. 16, 9 a.m. – 12 p.m.**

Visit us at the Port Colborne Market! Learn about library services, or bring your ID and sign up for a library card.



Celebrate Canada Day with us! Browse our display for books by Canadian authors.

## CHILDREN'S PROGRAMS

### STORY TIME WITH SHELLY

Saturdays, July 6, 13, 20 & 27, Aug. 10, 17, 24 & 31,  
10:30 – 11:30 a.m. Meet us in the Children's Room for a fun, free,  
family story time. All ages. Drop-in. Free.

### BABY TIME

Tuesdays, July 2, 9, 16, 23 & 30, Aug. 6, 10:15 – 10:45 a.m.  
Meet new friends, sing songs, and enjoy stories with your little  
one. For ages 0 to 2. Pre-register. Free.

### TOT TIME

Thursdays, July 4, 11, 18 & 25, Aug. 1 & 8, 10 – 10:45 a.m.  
Enjoy play time, colouring, and stories. For ages 2 to 5 with a  
parent, grandparent, or caregiver. Pre-register. Free.

### BOOKMARK CONTEST

Submit a bookmark design for a chance to be  
our featured artist for the month. Available in  
the Children's Room. Free.



**July Theme: Summer Vacation**  
Submissions due: July 31, 2024

**August Theme: It's a Zoo Out There**  
Submissions due: Aug. 31, 2024



Congrats to our June winner, Chloe!  
Chloe drew jellyfish swimming in the deep  
blue sea for our ocean theme.

### SCAVENGER HUNTS

Find the scavenger hunt items and win a small prize. This  
program runs in the Children's Room every day with a new  
theme each week. Drop-in. Free.

July 7 – 13	Bugs	Aug. 4 – 10	Jungle
July 14 – 20	Fishing	Aug. 11 – 17	Frogs
July 21 – 27	Monsters	Aug. 18 – 24	Birds
July 28 – Aug. 3	Ocean	Aug. 25 – 31	Butterflies

### BILINGUAL STORYWALK: THE DARKEST DARK



June 24 to Aug. 17

Chris loves rockets and planets and  
pretending he's a brave astronaut,  
exploring the universe. There's only one  
problem – at night, Chris doesn't feel so  
brave. He's afraid of the dark.  
For families. Drop-in. Free.

### KIDS RECOMMENDED READS

June 17 – Aug. 17

Have you read a book this summer  
that you loved? Send us a picture of  
you with your new favourite book and  
tell us why you loved it. We'll post on  
social media! For ages 2 – 12. Free.

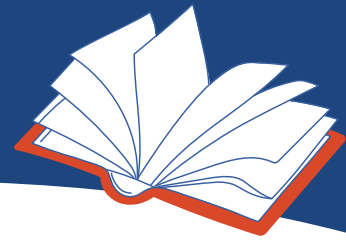
### FAMILY SUMMER CHALLENGE



June 17 – Aug. 17

We're challenging you to explore  
everything the library has to offer.  
Complete the challenges together and  
enter to win! Pick up your form  
starting today to get started.

**CHECK OUT OUR  
SUMMER ACTIVITIES  
FLYER FOR MORE  
SUMMER FUN!**



Explore the 520s in our nonfiction collections to learn more about outer space.

## ADULT PROGRAMS

### SCRABBLE FOR SENIORS

**A B C D**  
**E**  
**F G H**  
**I**

**Thurs. July 11 & Aug. 8, 2 – 3:30 p.m.**  
How do you spell fun? S-C-R-A-B-B-L-E! Make words and make friends at the library. New and experienced Scrabblers welcome. For ages 55+. Pre-register. Free.

### SENIORS' CRAFT CIRCLE

**Tues. July 23 & Aug. 27, 10 a.m. – 12 p.m.**  
Bring your own project and join the circle to enjoy a time of socializing and crafting. Don't have a project? Grab some supplies from our Craft Cart and get started! For ages 55+. Pre-register. Free.



### PORT COLBORNE PUBLIC LIBRARY BOOK CLUB

**Mon. July 8, 1:30 – 2:30 p.m.**  
Join us for a discussion of **Sparks Like Stars** by Nadia Hashimi. Limited spaces. Pre-register. Free.



**Mon. Aug. 12, 1:30 – 2:30 p.m.**  
Join us for a discussion of **Dear Edward** by Ann Napolitano. Limited spaces. Pre-register. Free.



### BILL'S BEST READS WITH WILLIAM THOMAS

Read a title hand-selected by local author William Thomas.



**July: Where the Crawdads Sing**  
by Delia Owens



**June: A Gentleman in Moscow**  
By Amor Towles



### SOVEREIGN SOIL

**Mon. July 29, 1:30 – 3 p.m.**

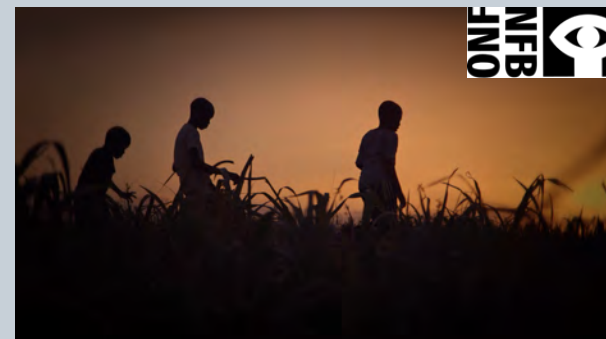
Join us for a screening and discussion of the documentary film **Sovereign Soil** (2019, 91 min). The film is an ode to the beauty of the ferocious, remote land of the sub-Arctic Yukon and to the wisdom of those who've chosen to call it home. Pre-register. Free.



### STATELESS

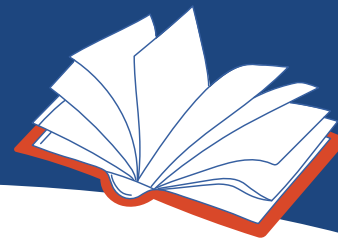
**Mon. Aug. 26, 1:30 – 3 p.m.**

Join us for a screening and discussion of the documentary film **Stateless** (2020, 90 min). The film uncovers the complex history and present-day politics of Haiti and the Dominican Republic through the grassroots electoral campaign of a young attorney named Rosa Iris. Pre-register. Free.



### SUBSCRIBE

Subscribe to our monthly newsletter by visiting our website.



Learn more about services and programs offered by local community support groups. Drop-in. Free.

## COMMUNITY CONNECT

### Resume Refresh with PC Works

Tuesdays, July 2, 9, 16, 23 & 30,  
Aug. 6, 13, 20 & 27, 10 a.m. – 12 p.m.



Bring in a paper or digital copy of your resume and get tips on how to improve it. Don't have a resume yet? PC Works can help get you started.

### Ontario Seniors Dental Care Program

Wed. July 10 & Aug. 7, 10 – 11:30 a.m.

The ODSCP is a free dental care program for low-income seniors (65 and older). Stop by to learn how to enroll. For other dental assistance questions, call Valerie Wehlann from Bridges at 905-871-7621 ext. 2245

### Speak with a Registered Dietician

Thurs. Aug. 1, 10:30 a.m. – 12 p.m.

Have questions about nutrition and diet? Speak with Christina, a Registered Dietician and Diabetes Educator from Bridges Community Health Centre.



### BIAN (Brain Injury Association of Niagara)

Tues. July 16, 12 – 2 p.m.

BIAN is committed to empowering and maximizing the quality of life for individuals living with the effects of acquired brain injury and their families through support, social activities, community and peer opportunities, advocacy, and information and are committed to education, awareness, and prevention of brain injury in the Niagara Region. Stop by the library to learn more about their programs and services.



### Service Canada

Wed. July 24 & Aug. 21,  
10 a.m. – 1 p.m.



Service Canada will be at your library to help you apply for programs and services including: Old Age Security (OAS), Canada Pension Plan (CPP), Employment Insurance (EI), Social Insurance Number (SIN), and My Service Canada Account (MSCA).

### Birchway Niagara (Formerly Women's Place)

Mon. July 15 & Aug. 12,  
10 a.m. – 12 p.m.

Learn about communication, boundaries, safety planning, and healthy relationships. Learn how to help someone who may be experiencing abuse. Confidential meeting spaces are available.

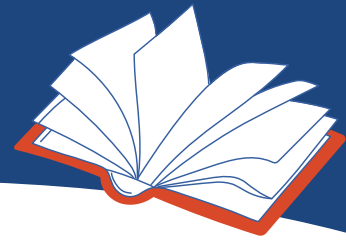


### PFLAG Niagara

Sat. July 6 & Aug. 10,  
11:30 a.m. – 1:30 p.m.



Wondering about pronouns? Struggling to keep track of the letters in 2S&LGBTQQIA+? Maybe you have questions but aren't sure if you'll say the right thing or use the correct terms. Pflag Niagara is here for you!



Need one-on-one tech help?

Book a Tech Time appointment with our friendly staff to help answer basic questions and provide step-by-step instruction on devices. Call us to learn more: 905-834-6512.

## E-RESOURCES

### FREE WITH YOUR LIBRARY CARD AND PIN

#### OUR DIGITAL WORLD

ODW provides open access to heritage collections from public and academic libraries, archives, museums, historical societies, women's institutes, newspaper publishers, and community organizations.



#### THE CANADIAN ENCYCLOPEDIA

A bilingual encyclopedia managed by the non-profit Historica Foundation.



#### TORONTO PUBLIC LIBRARY: DIGITAL ARCHIVE



Photos, maps, manuscripts, digitized books and more from the Toronto Public Library collections.

#### CBC CORNER

Discover the best Canadian shows, stories and more.



#### TVO TODAY

TVO Today is the immersive home for quality current affairs journalism, award-winning documentaries and podcasts.



#### LIBBY, BY OVERDRIVE

Libby is a free app for borrowing ebooks, digital audiobooks, and magazine. Stream titles or download them for offline use to read anytime, anywhere. Use your computer, ereader, and iOS & Android devices.



#### ANCESTRY LIBRARY EDITION

Start searching billions of records and discover your family's story. Accessible while in the Library.



#### HOOPLA DIGITAL

Borrow movies, music, audiobooks, ebooks, comics and TV shows on your computer, tablet, phone, or your TV with Hoopla Digital. Stream immediately or download to phones or tablets for offline enjoyment later.

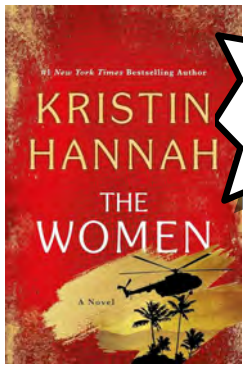
#### NOVELIST PLUS & NOVELIST K-8 PLUS

Find your next great read! NoveList is a trusted source of expert read-alike recommendations.

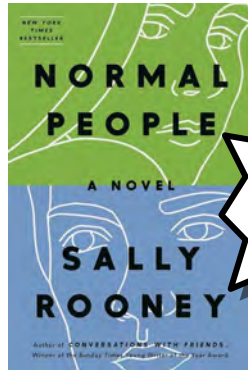
NoveList K-8 Plus helps kids find books that are just right for their reading level and interests.



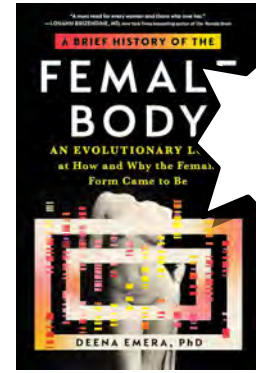
## CHECK OUT OUR STAFF PICKS



**HANNAH'S PICK**



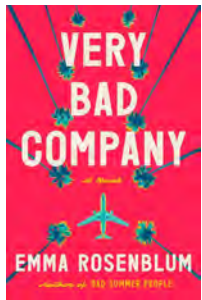
**ROBIN'S PICK**



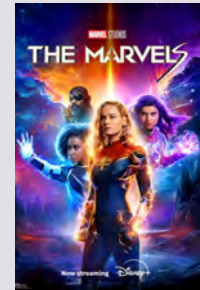
**JEN'S PICK**

## NEW LIBRARY MATERIALS

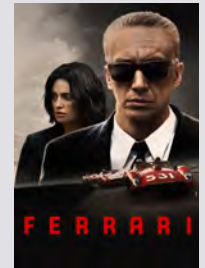
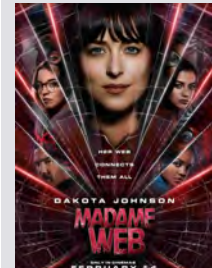
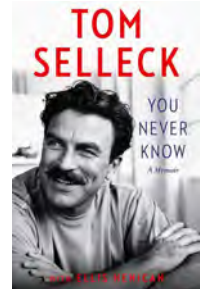
### ADULT FICTION BOOKS



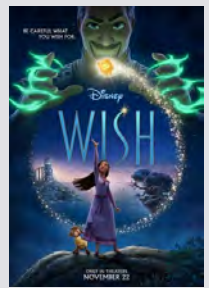
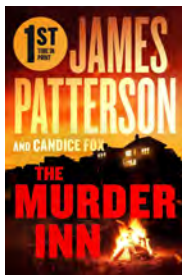
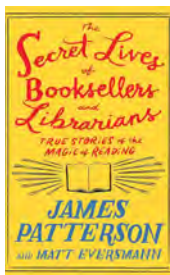
### DVDS



### ADULT NONFICTION BOOKS



### LARGE PRINT BOOKS



### BOOK CLUB SETS — AVAILABLE THROUGH LINC

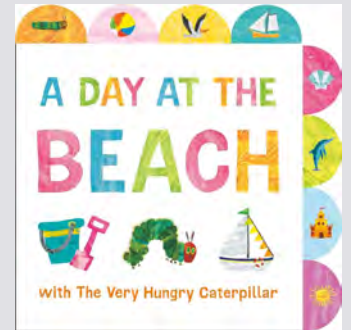


# COLLECTION SPOTLIGHT

NEW WONDERBOOKS COMING SOON!  
THANKS TO A GENEROUS DONATION FROM THE PORT COLBORNE LIONS



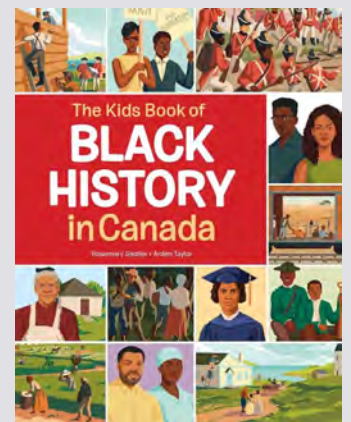
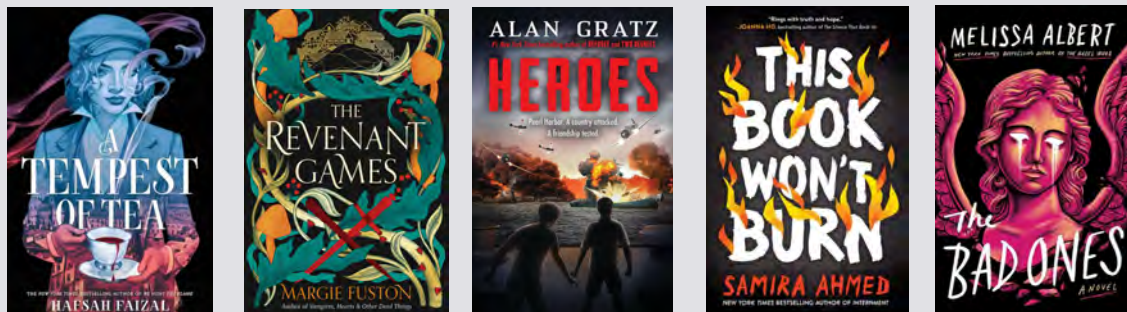
IN THE CHILDREN'S ROOM



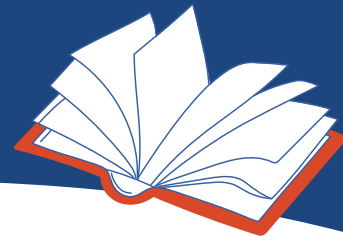
## CHILDREN'S NOVELS



## YOUNG ADULT FICTION







Celebrate the strength and perseverance of Black communities in Canada.

## **SUPPORT YOUR LIBRARY**

**Donor Recognition Program:** To show our appreciation and to recognize your support, the names of contributors of \$50.00 or more will be listed on our Donor Recognition Wall.

**Memorials:** A thoughtful way of remembering a loved one or friend who may have had a special fondness for the library. For gifts of \$50.00 or more, your loved one's name will be added to our Donor Recognition Wall.

**Canada Helps:** Secure online donations can be made through the Canada Helps website: [www.canadahelps.org](http://www.canadahelps.org).

**Library Book Sale:** Gently used books, magazines, DVDs, music CDs, and more. Prices start at 50¢. Find a treasure, buy a gift, and support your library.

A charitable tax receipt will be issued for monetary gifts of \$10.00 or more.

## **SEED LIBRARY**

How does your garden grow? If you have any plants that have grown from seeds you borrowed from the Seed Library, please share photos with us on social media. We'd love to see your plant babies! If you are able to save seeds from your plants, we'd love to have them and we have seed saving books available. Please let us know if you have any questions about the seed saving process!

## **BOARD GAMES**

We have over 60 board games that you can check out. Fun for all ages. Free one-week loans on a teen or adult library card.

## **VIDEO GAMES**

Do you like to play video games? We have games for PS3, PS4, PS5, Xbox One, Xbox Series X, Wii, and Nintendo Switch. Free one-week loans on a teen or adult library card.

## **LIBRARY BOARD**

Michael Cooper, Chair  
Bryan Ingram, Vice-Chair  
Councillor Mark Bagu  
Brian Beck  
Margaret Booth  
Harmony Cooper  
Angie Desmarais  
Cheryl MacMillan  
Eman Tanini

## **LIBRARY MANAGEMENT**

Rachel Tkachuk, Chief Executive Officer

## **VISITING LIBRARY SERVICE**

The delivery of library materials to patrons unable to visit the library due to illness, physical disability, or age.

Contact us for more details.  
905-834-6512.

## **HOURS OF SERVICE**

Monday, Tuesday, Thursday:  
9:30 a.m. – 8 p.m.  
Wednesday, Friday, Saturday:  
9:30 a.m. – 5 p.m.

The book drop is open 24/7 to return your books and library materials.



PORT COLBORNE  
PUBLIC LIBRARY

# JULY 2024 AT THE LIBRARY

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

310 King Street  
Port Colborne, ON  
L3K 4H1

CONTACT US

905-834-6512

library@portcolborne.ca

CONNECT WITH US

@PortColbornePublicLibrary

@PortColborneLib

portcolbornelibrary.org

	1 Closed for Canada Day	2 10 - 12 Resume Refresh 10:15 - 10:45 Bobby Time	3 10:30 - 12:30 Craft Cart	4 10 - 10:45 Tot Time 3:30 - 4:30 Botley	5 9:30 - 4:30 Library of Things	6 10:30 - 11:30 Story Time 11:30 - 1:30 PFLAG
7	8 1:30 - 2:30 Book Club 4 - 6 Lego Club 6 - 7:30 Chess	9 10 - 12 Resume Refresh 10:15 - 10:45 Bobby Time 10:30 - 11:15 Story Time	10 10 - 11:30 OSDCP 1:30 - 2:30 Space Rocks!	11 10 - 10:45 Tot Time 2 - 3:30 Scribble 6:30 - 7:30 Bookmark Craft	12 9:30 - 4:30 Library of Things	12 10:30 - 11:30 Story Time
14	15 10 - 12 Birchway 4 - 6 Lego Club 6 - 7:30 Chess	16 10 - 12 Resume Refresh 10:15 - 10:45 Bobby Time 12 - 2 BIAN	17 10 - 10:45 Story Time	18 10 - 10:45 Tot Time 3:30 - 4:30 Starry Mosaics	19 9 - 12 PC Market 9:30 - 4:30 Library of Things	20 10:30 - 11:30 Story Time
21	22 1:30 - 3 Family Movie 4 - 6 Lego Club 6 - 7:30 Chess	23 10 - 12 Craft Circle 10 - 12 Resume Refresh 10:15 - 10:45 Bobby Time 2 - 4 Buttonmaker	24 10 - 1 Service Canada 2:30 - 3:30 Perler Beads	25 10 - 10:45 Tot Time 4:30 - 6:30 Board Games	26 9:30 - 4:30 Library of Things	27 10:30 - 11:30 Story Time 10 - 1 Green Screen
28	29 1:30 - 3 Doc Films 4 - 6 Lego Club 6 - 7:30 Chess	30 10 - 12 Resume Refresh 10:15 - 10:45 Bobby Time	31 10:30 - 12:30 Craft Cart			



PORT COLBORNE  
PUBLIC LIBRARY

# AUGUST 2024 AT THE LIBRARY

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

310 King Street  
Port Colborne, ON  
L3K 4H1

CONTACT US

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library@portcolborne.ca

CONNECT WITH US

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4	5 Closed for Civic Holiday	6 10 - 12 Resume Refresh 10 - 10:45 Suncatcher Craft 10:15 - 10:45 Bobby Time	7 10 - 11:30 OSDCP 3:30 - 4:30 Wind Chimes	8 10 - 10:45 Tot Time 2 - 3:30 Scribble 3:30 - 4:15 Story Time	9 9:30 - 4:30 Library of Things	10 10:30 - 11:30 Story Time 11:30 - 1:30 PFLAG	11 10 - 12 Birchway 1:30 - 2:30 Book Club 3:30 - 5:30 Music Makerspace 4 - 6 Lego Club 6 - 7:30 Chess	12 9:45 - 10:45 Rowing Recyclers 10 - 12 Resume Refresh 11 - 12 Olympic Waste	13 10 - 12 Resume Refresh 10 - 12 Doc Films 4 - 6 Lego Club 6 - 7:30 Chess	14 10 - 10:45 Story Time	15 5 - 7 Buttonmaker	16 9 - 12 PC Market 9:30 - 4:30 Library of Things	17 10:30 - 11:30 Story Time TDSRC Ends	18 1:30 - 3 Family Movie 4 - 6 Lego Club 6 - 7:30 Chess	19 20 10 - 12 Resume Refresh	20 21 10 - 1 Service Canada	21 22 4:30 - 6:30 Board Games	22 23 9:30 - 4:30 Library of Things	23 24 10:30 - 11:30 Story Time	24 25 10:30 - 11:30 Story Time	25 26 1:30 - 3 Doc Films 4 - 6 Lego Club 6 - 7:30 Chess	26 27 10 - 12 Resume Refresh 10 - 12 Craft Circle	27 28 TDSRC Party	28 29	29 30 9:30 - 4:30 Library of Things	30 31 10:30 - 11:30 Story Time

BOOKS

# Children's Wonderbooks collection grows at Port Colborne library with Lions donation

Eighteen new Wonderbooks, a print book with a ready-to-play audiobook inside, are expected to be signed out quickly.

Updated Aug. 21, 2024 at 1:28 p.m. | Aug. 21, 2024  



Harper Jolicoeur, 3, reads one of the new Wonderbooks at Port Colborne Public Library. A donation from Port Colborne Lions Club helped the library buy 18 of the books.

By Welland Tribune staff

[Port Colborne Public Library](#) has doubled its collection of state-of-the-art children's books thanks to [Port Colborne Lions Club](#).

A \$1,000 donation from the service club allowed the library to buy 18 [Wonderbooks](#), a print book with a ready-to-play audiobook inside, said a release from the city.

The recent donation matched one made last year that permitted the library to buy 18 Wonderbooks.

“The collection was so popular this past year, that we actually did not have an official shelf spot for them, because the books were almost always checked out,” said library chief executive officer Rachel Tkachuk.

She said the books are powerful tools that engage young readers and enhance literacy skills, helping to build a strong foundation for lifelong learning.

The release said along with reading and listening to the books, children can also switch to “learning mode” for additional literacy activities.

Lions secretary David Borbely said the donation was part of ongoing initiatives to help the people of Port Colborne.

“We like to donate to the library because we are here to serve the community, and we feel the library is a good way to serve, both young and old, which gives us good bang for our buck.”

## Related Stories

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Port Colborne library CEO retiring after 30-plus years

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📍 310 King Street, Port Colborne, ON, L3K 4H1

☎️ 905-834-6512

**EMPOWER.  
ENRICH. EDUCATE.**

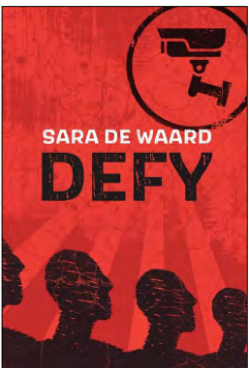
🌐 [portcolbornelibrary.org](http://portcolbornelibrary.org)

✉️ [library@portcolborne.ca](mailto:library@portcolborne.ca)

📷 @PortColborneLib

📘 @PortColbornePublicLibrary

### BOOK LAUNCH: DEFY BY SARA DE WAARD



**Sat. Oct. 19, 1 – 3 p.m.**

Join local author Sara de Waard for the launch of her second young adult book, **Defy**.

**Defy** is a dystopian drama that explores the hard decisions that must be made when confronting societal injustices, interwoven with the emotional turmoil and life altering changes that accompany adolescence as



Darius fights back against a corrupt medical system that sacrifices the many to protect the powerful few.

This special event is open to the public with an author reading, refreshments, and book signings starting at 2 p.m. Limited copies of *White Lies* and *Defy* will be available for purchase. All are welcome. Drop-in. Free.

### ART IN THE ATRIUM

**September: Eleanor Jane (Yost) Ryczak**

We're excited to welcome sketches and paintings by Eleanor, formerly a local nurse at the Port Colborne Hospital. Eleanor's art includes landscapes, portraits, and posters for local events.



**October: Judy Wade & Jane Wright**

Judy first encountered art instruction at the public library after her retirement in 2001. She has thoroughly enjoyed sketching, watercolour, and acrylic painting ever since.

Jane started her art experience after she retired in 2002. She has been painting for over 20 years with watercolour and acrylic. Jane's art includes still lifes, abstracts, and landscapes.

### MUD LAKE WALK



**Sat. Sept. 7, 10 a.m. – 12 p.m.**

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. Pre-register. Free.

### KID'S CRAFT CART



**Wednesdays, Sept. 18 & 25,  
Oct. 2, 9, 16, 23 & 30, 3 – 4:30 p.m.**

We bring the craft supplies; you bring the creativity. Create something unique to you at our after-school Craft Cart! For families. Drop-in. Free.

### ENVIRONMENTAL AWARENESS SPEAKER SERIES



**Mondays, Sept. 23, Oct. 28 &  
Nov. 25, 6:30 – 7:30 p.m.**

This dynamic series is designed to ignite your passion for conservation, energy conservation, and empathy for local watersheds. Pre-register. Free.

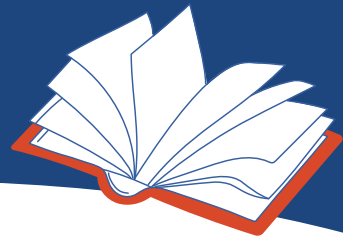
### HOLIDAY HOURS

Monday, September 2, 2024  
(Closed for Labour Day)

Wednesday, September 11, 2024  
(Closed for staff development)

Monday, September 30, 2024  
(Closed for National Day for Truth and Reconciliation)

Monday, October 14, 2024  
(Closed for Thanksgiving)



The library has special collections promoting literacy, including Wonderbooks, graphic novels, decodable books, and more!

## CHILDREN'S PROGRAMS

### STORY TIME WITH SHELLY

**Saturdays, Sept. 7 & 28, Oct. 5, 12, 19 & 26, 10:30 – 11:30 a.m.**

Meet us in the Children's Room for a fun, free, family story time. All ages. Drop-in. Free.

### BABY TIME

**Tuesdays, Sept. 10 & 17, Oct. 1, 8 & 15, 10:15 – 10:45 a.m.**

Meet new friends, sing songs, and enjoy stories with your little one. For ages 0 to 2.

Pre-register. Free.



### BOOKMARK CONTEST

Submit a bookmark design for a chance to be our featured artist for the month. Available in the Children's Room. Free.

**September Theme: I'm Thankful for...**

Submissions due: Sept. 28, 2024

**October Theme: How I'm Kind**

Submissions due: Oct. 31, 2024



Congrats to our August winner, Avery!

Avery drew a gorgeous picture of summer at the lake with a pelican silhouette.

### SCAVENGER HUNTS

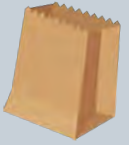
Find the scavenger hunt items and win a small prize. This program runs in the Children's Room every day with a new theme each week. Drop-in. Free.

Sept. 3 – 7	School Supplies	Oct. 1 – 5	Orange Shirts
Sept. 9 – 14	Desert	Oct. 7 – 12	Thanksgiving
Sept. 16 – 21	Apples	Oct. 14 – 19	Cats
Sept. 23 – 28	Trucks	Oct. 21 – 26	Pumpkins
		Oct. 28 – Nov. 2	Spooky

### TAKE & MAKES

**Beginning Sept. 3**

Pick up a free Take & Make craft kit each week this fall. Available while supplies last. For all ages. Free.



### PD DAY ACTIVITY: FRIENDSHIP BRACELETS

**Fri. Oct. 11, 10 a.m. – 2 p.m.**

Make a bracelet for a friend or one to keep for yourself.

For ages 6 – 12. Drop-in. Free.



### TOUCH-A-TRUCK

**Thurs. Oct. 3, 4 – 7 p.m.**

The library will be popping up at Touch-a-Truck! Come learn about fire safety and to have an up-close, hands-on opportunity to see and touch heavy equipment, fire trucks, and meet the people who operate these machines and serve the community. For families. Drop-in. Free.



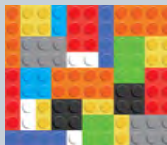
### LEGO CLUB

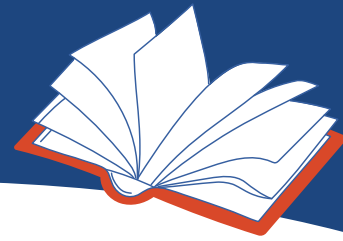
**Mondays, Sept. 9, 16 & 23,**

**Oct. 7, 21 & 28, 3 – 6 p.m.**

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!

For ages 5+. Drop-in. Free.



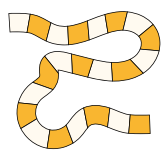


We recognize the tragic legacy of residential schools, the missing children, the families left behind and the survivors of these institutions.

## ADULT PROGRAMS

### ADULT BOARD GAME NIGHT

Thurs. Sept. 12 & Oct. 10, 6 – 7:30 p.m.



Two can play that game... or three, or four! Drop in to browse the Game Cart and play some tabletop games, including Catan, Scrabble, Codenames, and more. For ages 18+. Pre-register. Free.

### CRAFT CIRCLE

Tues. Sept. 24 & Oct. 22, 5:30 – 7:30 p.m.

Bring your own project and join the circle to enjoy a time of socializing and crafting. Don't have a project? Grab some supplies from our Craft Cart and get started! For ages 18+. Pre-register. Free.



### PORT COLBORNE PUBLIC LIBRARY BOOK CLUB

Mon. Sept. 9, 1:30 – 2:30 p.m.

Join us for a discussion of *The Navigator of New York* by Wayne Johnston. Limited spaces. Pre-register. Free.



Mon. Oct. 21, 1:30 – 2:30 p.m.

Join us for a discussion of *The Women in the Castle* by Jessica Shattuck. Limited spaces. Pre-register. Free.

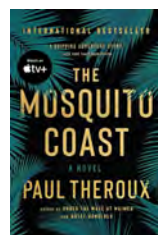


### BILL'S BEST READS WITH WILLIAM THOMAS

Read a title hand-selected by local author William Thomas.



September: **The Mosquito Coast**  
by Paul Theroux



October: **The Paper Palace**  
By Miranda Cowley Heller



### SUBSCRIBE

Subscribe to our monthly newsletter by visiting our website.

### EVER DEADLY

Mon. Sept. 23, 1:30 – 3 p.m.

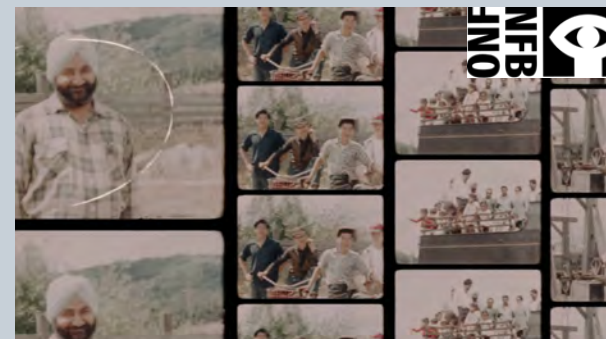
Join us for a screening and discussion of the documentary film *Ever Deadly* (2022, 90 min). Tanya Tagaq leads the audience through pain and triumph in this visceral music and cinema experience. Pre-register. Free.



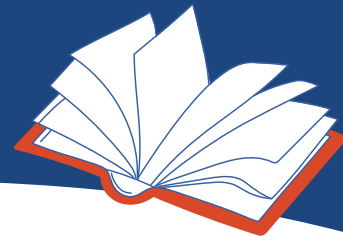
### UNARCHIVED

Mon. Oct. 28, 1:30 – 3 p.m.

Join us for a screening and discussion of the documentary film *Unarchived* (2022, 84 min). In community archives across British Columbia, local knowledge keepers are fighting for a more inclusive history through family photos, newspaper articles, and deeply rooted memories. Pre-register. Free.







Learn more about services and programs offered by local community support groups. Drop-in. Free.

## COMMUNITY CONNECT

### Senior Citizens Advisory Committee

**Thurs. Sept. 19 & Oct. 17, 10 a.m. – 12 p.m.**



The Senior Citizens Advisory Committee advises City Council with respect to establishing policies, services and structures that support and enable seniors to live in security, enjoy good health and continue to participate fully in society. Stop by the library to learn about local programs, services, and resources for older adults.

### Niagara College: Newcomer Language Programs

**Thurs. Sept. 26, 3 – 5 p.m.**

Are you a newcomer to Canada? Are you interested in improving your language skills? Stop by the library to learn more about free language programs for newcomers at Niagara College.



### Service Canada

**Tues. Sept. 17 & Wed. Oct. 16, 10 a.m. – 1 p.m.**



Service Canada will be at your library to help you apply for programs and services including: Old Age Security (OAS), Canada Pension Plan (CPP), Employment Insurance (EI), Social Insurance Number (SIN), and My Service Canada Account (MSCA).

### PFLAG Niagara

**Sat. Sept. 14 & Oct. 5, 11:30 a.m. – 1:30 p.m.**



Wondering about pronouns? Struggling to keep track of the letters in 2S&LGBTQQIA+? Maybe you have questions but aren't sure if you'll say the right thing or use the correct terms. Pflag Niagara is here for you!

### Resume Refresh with PC Works

**Tuesdays, Sept. 3, 10, 17 & 24,  
Oct. 1, 8, 15, 22 & 29, 10 a.m. – 12 p.m.**



Bring in a paper or digital copy of your resume and get tips on how to improve it. Don't have a resume yet? PC Works can help get you started.



### Bridges CHC Programs & Services

**Tues. Oct. 1, 2 – 4 p.m.**

Learn about free programs and services offered by Bridges CHC with Health Promoter Lori.

### Ontario Seniors Dental Care Program



**Wed. Sept. 4 & Oct. 9, 10 – 11:30 a.m.**

The ODSCP is a free dental care program for low-income seniors (65+). Stop by to learn how to enroll. For other dental assistance questions, call Valerie Wehlann from Bridges at 905-871-7621 ext. 2245

### Registered Dietician



**Tues. Oct. 1, 10:30 a.m. – 12 p.m.**

Have questions about nutrition and diet? Speak with Christina, a Registered Dietician and Diabetes Educator from Bridges CHC.

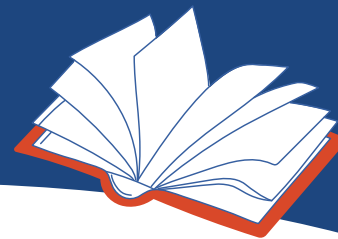
### Birchway Niagara

**Mon. Sept. 9 & Oct. 7,  
10 a.m. – 12 p.m.**



**Birchway**  
NIAGARA

Learn about communication, boundaries, safety planning, and healthy relationships. Learn how to help someone who may be experiencing abuse. Confidential meeting spaces are available.



Need one-on-one tech help?

Book a Tech Time appointment with our friendly staff to help answer basic questions and provide step-by-step instruction on devices. Call us to learn more: 905-834-6512.

## E-RESOURCES

### FREE WITH YOUR LIBRARY CARD AND PIN

#### OUR DIGITAL WORLD

ODW provides open access to heritage collections from public and academic libraries, archives, museums, historical societies, women's institutes, newspaper publishers, and community organizations.



#### THE CANADIAN ENCYCLOPEDIA

A bilingual encyclopedia managed by the non-profit Historica Foundation.



#### TORONTO PUBLIC LIBRARY: DIGITAL ARCHIVE



Photos, maps, manuscripts, digitized books and more from the Toronto Public Library collections.

#### CBC CORNER

Discover the best Canadian shows, stories and more.



#### TVO TODAY

TVO Today is the immersive home for quality current affairs journalism, award-winning documentaries and podcasts.



#### LIBBY, BY OVERDRIVE

Libby is a free app for borrowing ebooks, digital audiobooks, and magazine. Stream titles or download them for offline use to read anytime, anywhere. Use your computer, ereader, and iOS & Android devices.



#### ANCESTRY LIBRARY EDITION



Start searching billions of records and discover your family's story. Accessible while in the Library.

#### HOOPLA DIGITAL

Borrow movies, music, audiobooks, ebooks, comics and TV shows on your computer, tablet, phone, or your TV with Hoopla Digital. Stream immediately or download to phones or tablets for offline enjoyment later.

#### NOVELIST PLUS & NOVELIST K-8 PLUS

Find your next great read! NoveList is a trusted source of expert read-alike recommendations.

NoveList K-8 Plus helps kids find books that are just right for their reading level and interests.



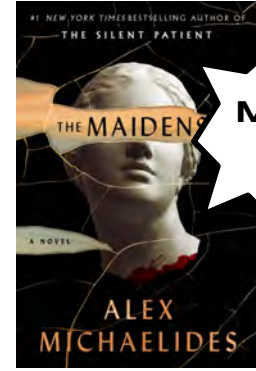
## CHECK OUT OUR STAFF PICKS



**CHRISTINE'S PICK**



**CLEAH'S PICK**



**MARISA'S PICK**

## NEW LIBRARY MATERIALS

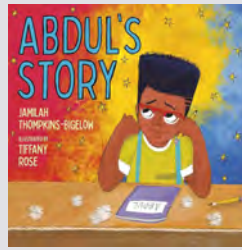
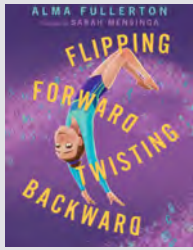
### NEW COLLECTION: CELA BOOKS

Patrons with print disabilities can read accessible audiobooks, ebooks, and print Braille books with your library card.

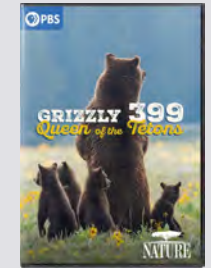


This collection is made possible thanks to the Centre for Equitable Library Access.

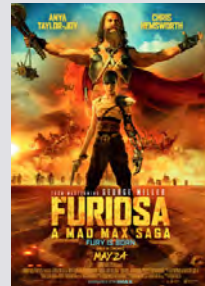
### CHILDREN'S BOOKS



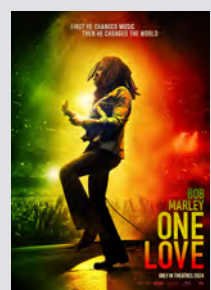
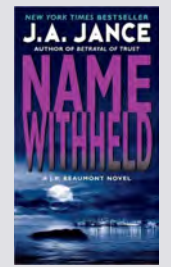
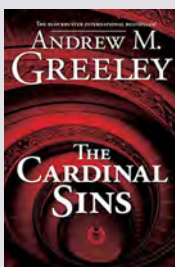
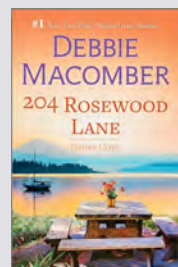
### DVDS



### YOUNG ADULT BOOKS

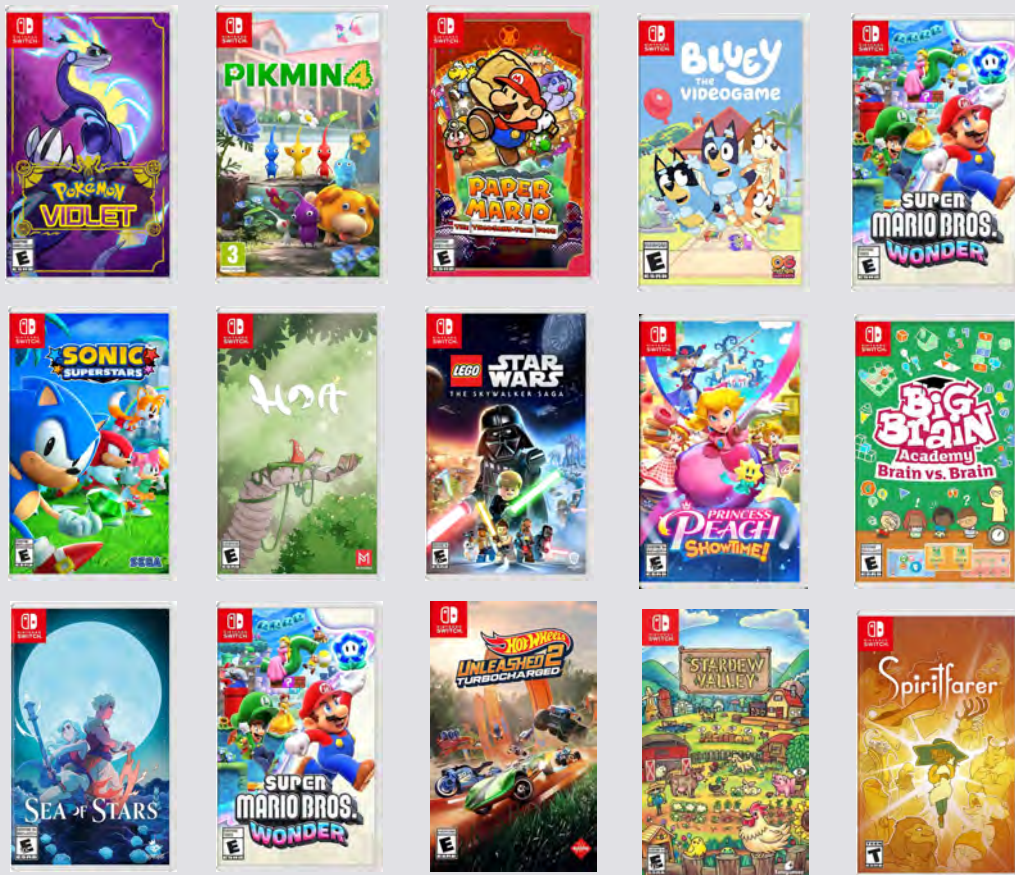


### ADULT BOOKS



# COLLECTION SPOTLIGHT

## NINTENDO SWITCH GAMES



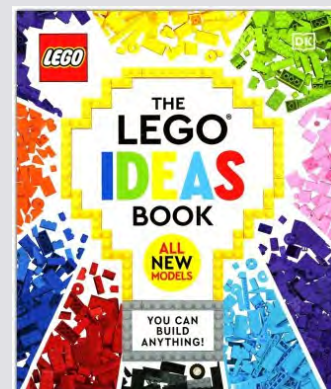
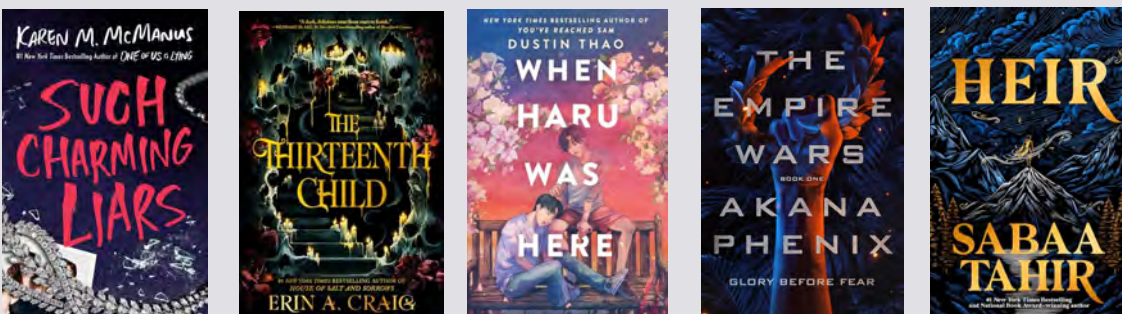
## IN THE CHILDREN'S ROOM

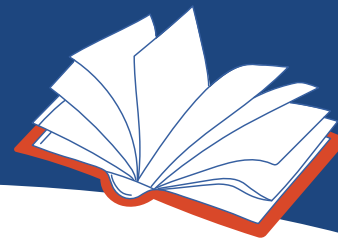


## DECODABLE BOOKS — DYSLEXIA-FRIENDLY FONT



## YOUNG ADULT FICTION





Celebrate Canadian Library Month by telling us why you love your library.

## **SUPPORT YOUR LIBRARY**

**Donor Recognition Program:** To show our appreciation and to recognize your support, the names of contributors of \$50.00 or more will be listed on our Donor Recognition Wall.

**Memorials:** A thoughtful way of remembering a loved one or friend who may have had a special fondness for the library. For gifts of \$50.00 or more, your loved one's name will be added to our Donor Recognition Wall.

**Canada Helps:** Secure online donations can be made through the Canada Helps website: [www.canadahelps.org](http://www.canadahelps.org).

**Library Book Sale:** Gently used books, magazines, DVDs, music CDs, and more. Prices start at 50¢. Find a treasure, buy a gift, and support your library.

A charitable tax receipt will be issued for monetary gifts of \$10.00 or more.

## **SEED LIBRARY**

How does your garden grow? If you have any plants that have grown from seeds you borrowed from the Seed Library, please share photos with us on social media. We'd love to see your plant babies! If you are able to save seeds from your plants, we'd love to have them and we have seed saving books available. Please let us know if you have any questions about the seed saving process!

## **BOOK OUR MUSIC MAKERSPACE**

Our Music Makerspace includes a keyboard, digital drum set, ukeleles, a guitar, and bells and shakers. Book the Music Makerspace for free for sessions starting at 30 minutes. Patrons must have a valid PCPL library card to book. Children must be accompanied by an adult with a valid PCPL library card.



## **LIBRARY BOARD**

Michael Cooper, Chair  
Bryan Ingram, Vice-Chair  
Councillor Mark Bagu  
Brian Beck  
Margaret Booth  
Harmony Cooper  
Angie Desmarais  
Cheryl MacMillan  
Eman Tanini

## **LIBRARY MANAGEMENT**

Rachel Tkachuk, Chief Executive Officer

## **VISITING LIBRARY SERVICE**

The delivery of library materials to patrons unable to visit the library due to illness, physical disability, or age.

Contact us for more details.  
905-834-6512.

## **HOURS OF SERVICE**

Monday, Tuesday, Thursday:  
9:30 a.m. – 8 p.m.  
Wednesday, Friday, Saturday:  
9:30 a.m. – 5 p.m.

The book drop is open 24/7 to return your books and library materials.


# SEPTEMBER 2024 AT THE LIBRARY


SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

<b>1</b>	<b>2</b> Closed for Labour Day	<b>3</b> 10 – 12 Resume Refresh	<b>4</b> 10 – 11:30 OSDCP	<b>5</b>	<b>6</b>	<b>7</b> 10 – 12 Mud Lake Walk 10:30 – 11:30 Story Time
<b>8</b>	<b>9</b> 10 – 12 Birchway 1:30 – 2:30 Book Club 3 – 6 Lego Club	<b>10</b> 10 – 12 Resume Refresh 10:15 – 10:45 Baby Time	<b>11</b> Closed for Staff Development	<b>12</b> 6 – 7:30 Adult Board Game Night	<b>13</b>	<b>14</b> 11:30 – 1:30 PFLAG
<b>15</b>	<b>16</b> 3 – 6 Lego Club	<b>17</b> 10:15 – 10:45 Baby Time 10 – 12 Resume Refresh 10 – 1 Service Canada	<b>18</b> 3 – 4:30 Kid's Craft Cart	<b>19</b> 10 – 12 Senior Citizens Advisory Committee	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b> 1:30 – 3 Doc Films 3 – 6 Lego Club 6:30 – 7:30 Environment Speaker	<b>24</b> 10 – 12 Resume Refresh 5:30 – 7:30 Craft Circle	<b>25</b> 3 – 4:30 Kid's Craft Cart	<b>26</b> 3 – 5 Newcomer Programs 4:30 – 6:30 Teen Board Game Night	<b>27</b>	<b>28</b> 10:30 – 11:30 Story Time
<b>29</b>	<b>30</b> Closed for National Day for Truth and Reconciliation					


310 King Street  
Port Colborne, ON  
L3K 4H1

**CONTACT US**


 905-834-6512

 library@portcolborne.ca

**CONNECT WITH US**

 @PortColbornePublicLibrary

 @PortColborneLib

 portcolbornelibrary.org

# OCTOBER 2024 AT THE LIBRARY

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

		<b>1</b> 2 – 4 Bridges <b>10 – 12</b> Resume Refresh <b>10:15 – 10:45</b> Baby Time <b>10:30 – 12</b> Dietician	<b>2</b> <b>3 – 4:30</b> Kid's Craft Cart	<b>3</b> <b>4 – 7</b> Touch-a-Truck	<b>4</b>	<b>5</b> <b>10:30 – 11:30</b> Story Time <b>11:30 – 1:30</b> PFLAG
<b>6</b>	<b>7</b> <b>10 – 12</b> Birchway <b>3 – 6</b> Lego Club	<b>8</b> <b>10 – 12</b> Resume Refresh <b>10:15 – 10:45</b> Baby Time	<b>9</b> <b>10 – 11:30</b> OSDCP <b>3 – 4:30</b> Kid's Craft Cart	<b>10</b> <b>6 – 7:30</b> Adult Board Game Night	<b>11</b> <b>10 – 2</b> Friendship Bracelets	<b>12</b> <b>10:30 – 11:30</b> Story Time
<b>13</b>	<b>14</b> <b>Closed for Thanksgiving</b>	<b>15</b> <b>10 – 12</b> Resume Refresh <b>10:15 – 10:45</b> Baby Time	<b>16</b> <b>10 – 1</b> Service Canada <b>3 – 4:30</b> Kid's Craft Cart	<b>17</b> <b>10 – 12</b> Senior Citizens Advisory Committee	<b>18</b>	<b>19</b> <b>10:30 – 11:30</b> Story Time <b>1 – 3</b> Book Launch: Defy by Sara de Waard
<b>20</b>	<b>21</b> <b>1:30 – 2:30</b> Book Club <b>3 – 6</b> Lego Club	<b>22</b> <b>10 – 12</b> Resume Refresh <b>5:30 – 7:30</b> Craft Circle	<b>23</b> <b>3 – 4:30</b> Kid's Craft Cart	<b>24</b> <b>4:30 – 6:30</b> Teen Board Game Night	<b>25</b>	<b>26</b> <b>10:30 – 11:30</b> Story Time
<b>27</b>	<b>28</b> <b>1:30 – 3</b> Doc Films <b>4 – 6</b> Lego Club <b>6:30 – 7:30</b> Environment Speaker	<b>29</b> <b>10 – 12</b> Resume Refresh	<b>30</b> <b>3 – 4:30</b> Kid's Craft Cart	<b>31</b>		

310 King Street  
 Port Colborne, ON  
 L3K 4H1

**CONTACT US**

905-834-6512  
 library@portcolborne.ca

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 @PortColborneLib  
 portcolbornelibrary.org



# Thank You



# Port Colborne Public Library Board Capital Projects Update

September 4, 2024



# 2023-2024 Capital Projects Update

---

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

### Current Status

#### In Progress.

- 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.
  
- Work to be completed:
  - Floor Enunciator (AODA) – In Progress

# 2023-2024 Capital Projects Update

---

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



# 2023-2024 Capital Projects Update

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



# 2023-2024 Capital Projects Update

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

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

### Current Status

#### Completed.

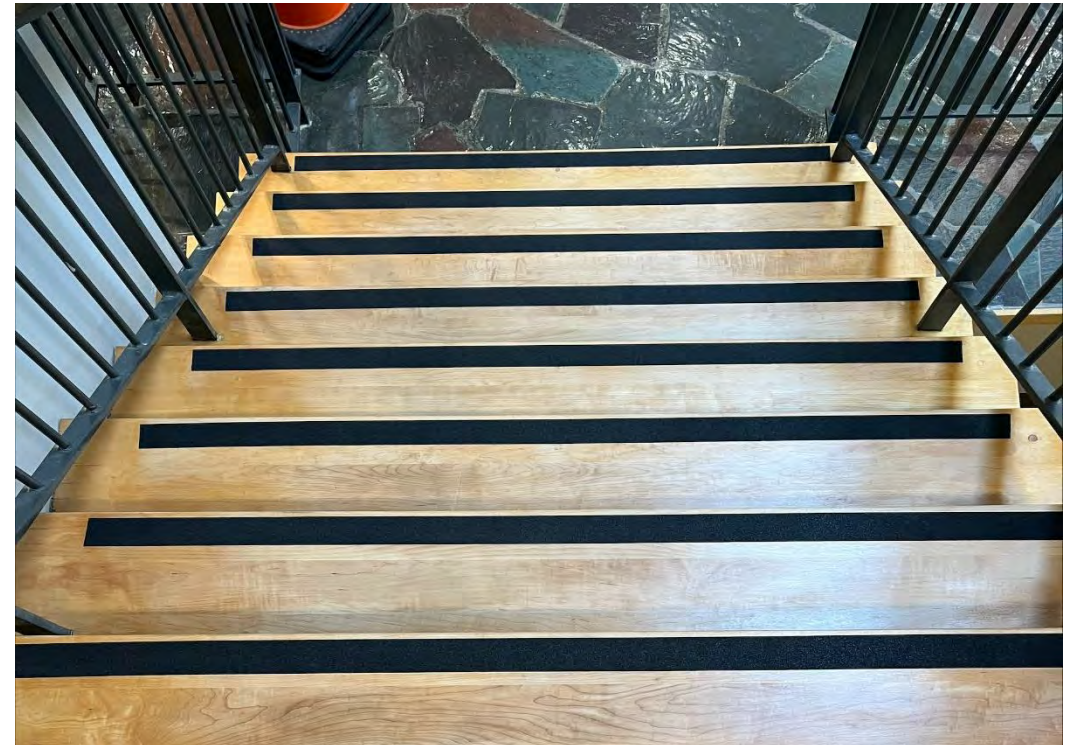
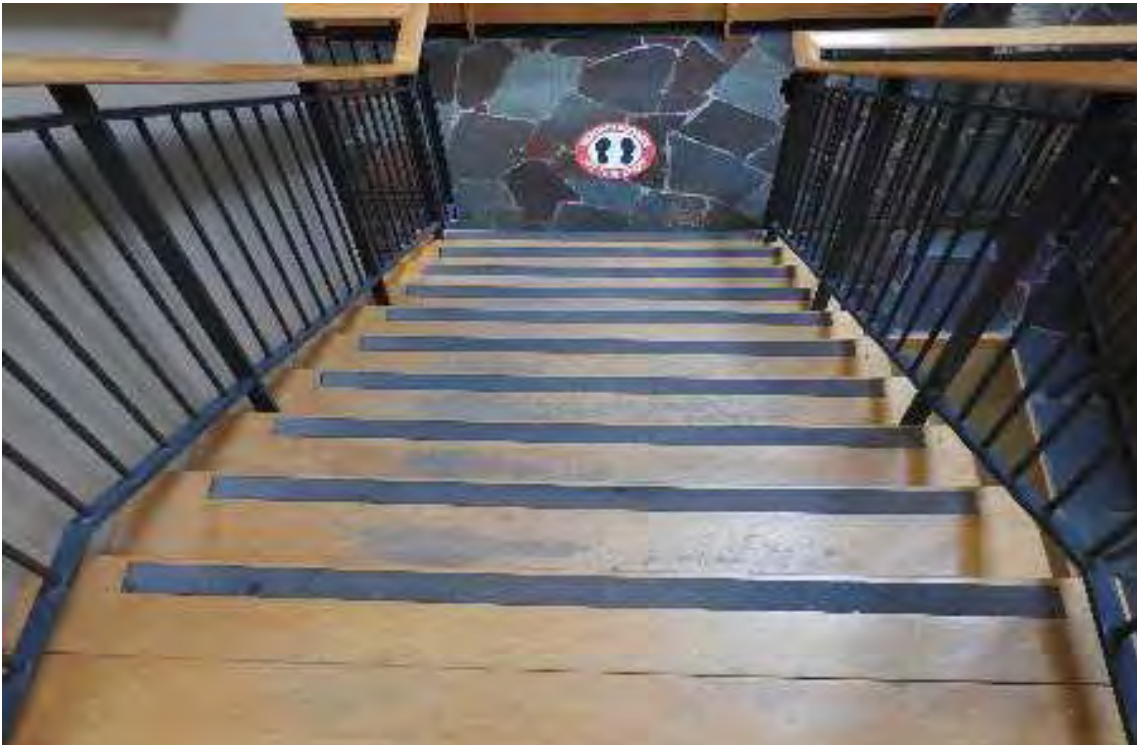
- City Facilities Manager initiated project Spring 2024
- High-contrast, anti-slip grip tape installed on lower-level stairwells July 2024
  - AODA requested high-contrast tape which has been installed during this project.
- Children’s Room Stairs sanded, stained, and refinished August 9 – 12, 2024; Anti-slip grip tape installed August 14, 2024

# 2023-2024 Capital Projects Update

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

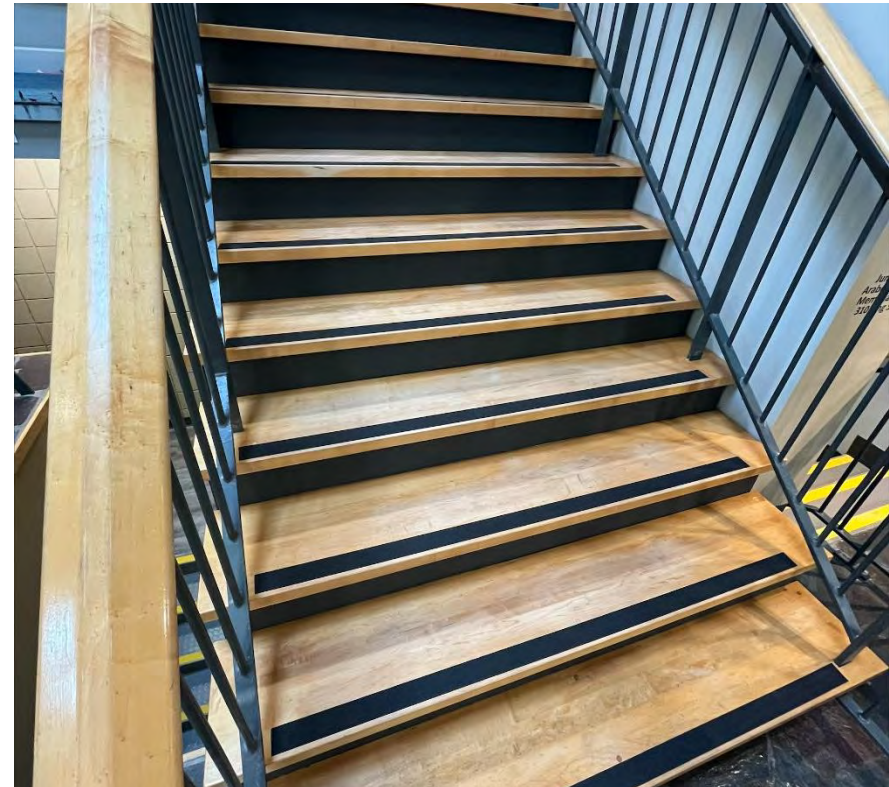
- Main Level Stairwell (Children's Room, Auditorium, Basement)



# 2023-2024 Capital Projects Update

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

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

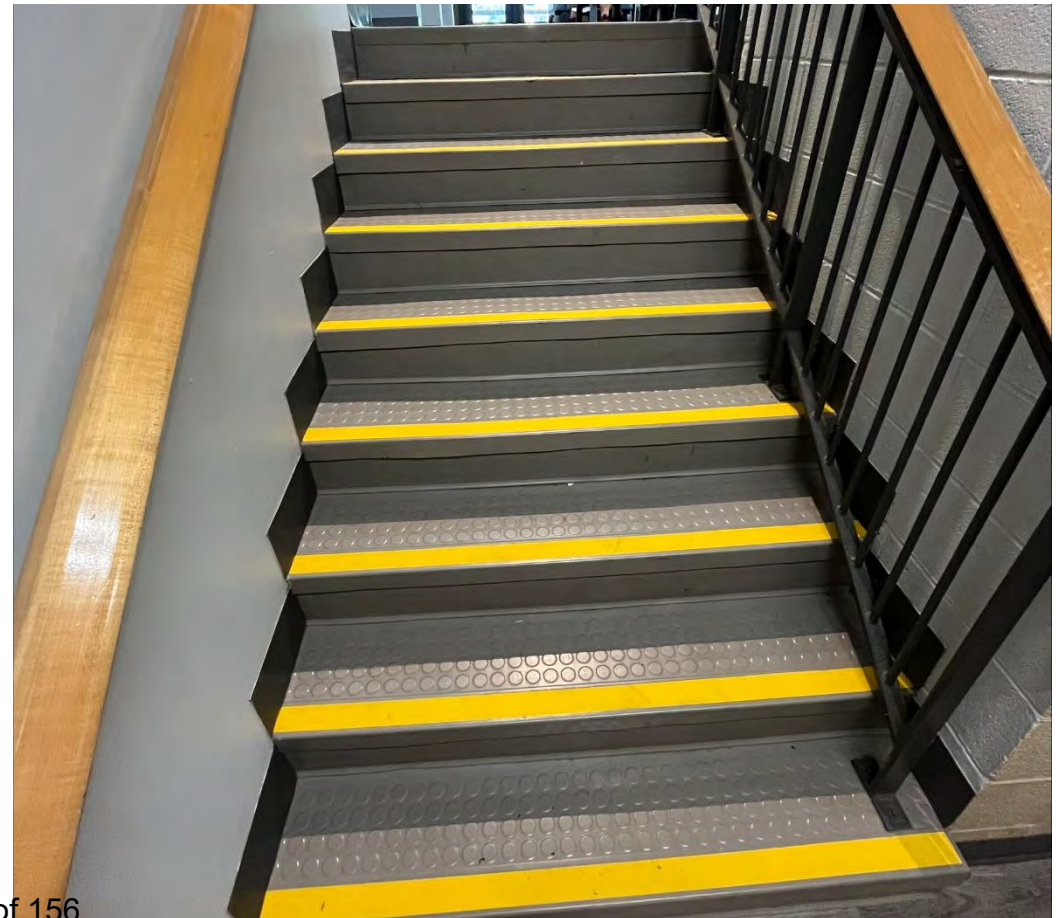
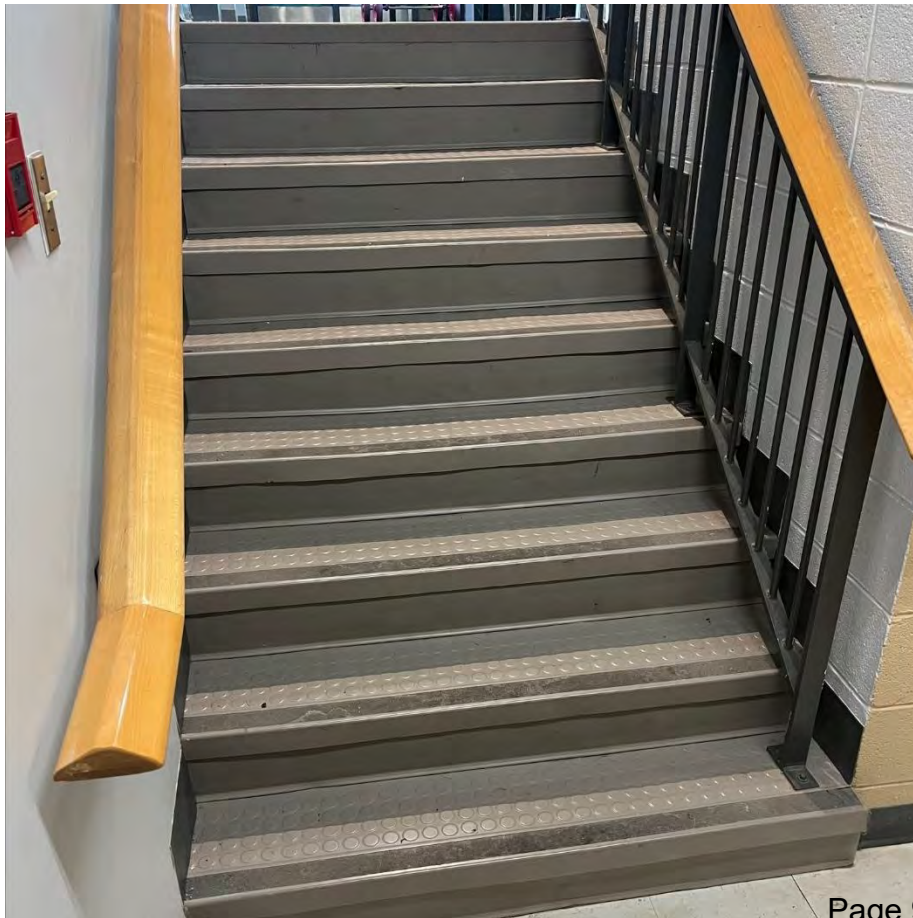


# 2023-2024 Capital Projects Update

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

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



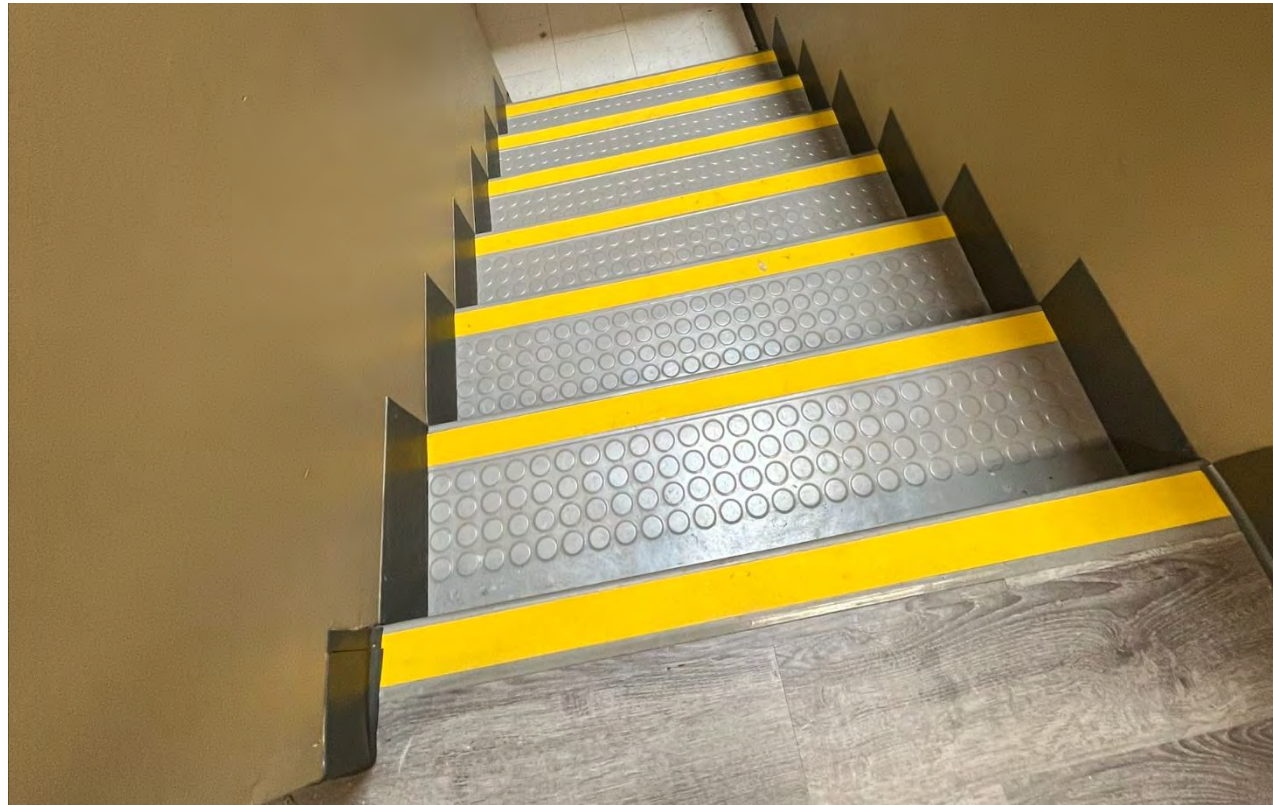


# 2023-2024 Capital Projects Update

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

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



# 2023-2024 Capital Projects Update

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

- North Stairwell (Elgin St. Staff Entrance)

### Current Status

#### **In Progress.**

- City Facilities Manager initiated project Spring 2024
- Contractor to add spindles between balusters
- In design phase; awaiting quote

# 2023-2024 Capital Projects Update

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

### Current Status

#### **In Progress.**

- City Facilities Manager initiated project Spring 2024
- Contractor determined full replacement not necessary
- Completed repair work to existing doors June 2024
- Ongoing repair work, awaiting parts

# 2023-2024 Capital Projects Update

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

### Current Status

#### **Completed.**

- City Facilities Manager initiated the project Spring 2024
- Quote received and approved
- Project completed: August 29, 2024.

# 2023-2024 Capital Projects Update

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



# 2023-2024 Capital Projects Update

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

### Current Status

#### **In Progress.**

- City Facilities Manager initiated the project Spring 2024
- Contractor has taken measurements and specifications for windows
- Awaiting quotes

# 2023-2024 Capital Projects Update

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## 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

# 2023-2024 Capital Projects Update

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





# 2023-2024 Capital Projects Update

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



# 2023 – 2024 Capital Projects in Progress

2023 - 2024 Capital Projects	Allocated	Spent to Date	Balance
Library Elevator Modernization	148,880.64	82,385.92	66,494.72
Existing Stairwell Replacement	32,500	3,052.80	29,447.20
Existing Double Door Repair	8,000	Awaiting completion	8,000.00
Skylight Above Atrium Replacement	20,000	Awaiting invoice	20,000.00
UV Coatings for Windows	5,000		5,000.00
Auditorium Flooring Replacement	5,000	5,088.00	-88.00
<b>TOTALS (As of August 29, 2024)</b>	<b>219,381</b>	<b>90,526.72</b>	<b>128,853.92</b>

# 2025 Capital Projects

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## Recommended Capital Project

### 1. Library Roof Replacement

Estimated cost: Staff awaiting quotes

- Ongoing issue – History of leaks in the Children’s Room, Adult Non-Fiction Room, Elgin St. Staff Entrance
- Facilities Team has had internal and external roof tests to find the sources of multiple areas of leakage and moisture under the roof membrane, including IR roof scans. They are currently gathering quotes to complete repairs and/or replacement in the most green and efficient way.
  - ✓ Sustainable and resilient infrastructure
  - ✓ Health and safety
  - ✓ Deferred maintenance

Library staff work in collaboration with the City of Port Colborne to recommend projects. Staff are working to provide current quotes for the work requested.



Date: September 4, 2024  
To: Port Colborne Public Library Board  
From: Rachel Tkachuk, Chief Executive Officer  
Subject: 2025 Draft Capital Budget

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**Recommendation:**

That the Port Colborne Public Library Board receives the 2025 Draft Capital Budget, as presented; and

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

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**Purpose:**

It is the goal of the Port Colborne Public Library Board to implement capital projects that:

- Provide a secure, accessible, and welcoming environment where people of all ages feel free to browse, study and meet others;
- Identify and respond to the unique needs of the citizens of Port Colborne; and,
- Create a contemporary, attractive destination of interest that delivers quality services.

The focus and priority of capital expenditures should be directed towards issues directly related to:

- Accessibility (i.e., elimination of barriers to participation)
  - Building infrastructure (e.g., roof, HVAC, elevator, carpeting, etc.)
  - Technology (i.e., procurement of leading-edge technology, upgrades to information services, etc.)
  - The maintenance of an attractive and welcoming environment to enhance the user experience (i.e., a well-maintained and appealing building both interior and exterior including landscaping)
-

## **Background:**

In 2005, City Council approved the Library's request to use a portion of the annual \$85,000 payments that had been used to pay off the ten-year debenture. With Council's approval, the Library implemented a *Five-to-Ten-Year Capital Works Plan* with an annual allotment of \$85,000.

The Plan was implemented in 2007 after the Library's debenture matured in 2006 and annual payments were no longer deducted from the library's operating budget. The Board determined that a direction for the allocation of these funds was required. A decade of payments to pay off the debenture provided little opportunity to direct funds into building conservation. As a result, the facility required attention and upgrades to its infrastructure. The building was showing signs of wear and neglect. The operating budget covered only the fixed costs of service contracts, inspections and supplies. The exterior of the building was in particular need of attention. Wheelchair ramps, railings, and concrete areas were in poor condition and contributed to a shabby appearance.

In 2010, the Library Board passed a resolution as the result of lengthy discussion concerning repairs and improvements to the grounds on the block of land which is the current site of the library, a playground, the Museum and the Archives Building. It was agreed that improvements to one part of the Block constitute improvements to all parts. This resolution was proposed in the spirit of cooperation and supports the development of the "Cultural Block" as a safe, accessible, and welcoming destination. (See Appendix A).

In 2017, the Port Colborne Public Library Board completed its *2007-2017 Building Conservation Fund Plan*. In 2018, the Board began planning for the future with a *Five-Year Capital Plan*.

## **Capital Works Summary 1996-2024:**

**1996** Renovation: The renovation project included the installation of an elevator making all levels of the building fully accessible, a new heating and air conditioning system, and wiring for a computer network. The cost of the renovation was \$650,000 and the library assumed an \$85,000 per year debenture that was paid off at the end of 2006.

**1999** Capital Improvements: The much-needed replacement of the library's 40 year-old



windows and improvements to lighting were made possible in part by a grant from City Council. The library was able to contribute what remained of the pre-renovation reserve fund to this project.

- 2000** Children's Room: The children's room was given a facelift and totally refurbished through a \$20,000.00 donation for this expressed purpose from the Catalfamo family of Port Colborne.
- 2003** Roof Repair: The library roof was inspected in 2002 and assessed for a repair and replacement schedule. It was decided that the work should be phased in over a three-year period with the section in the worst condition to be done in 2003. At the time, water was leaking into the building when it rained.
- 2004** Roof Repairs: Two of the library's nine flat roofs were replaced. These were the largest roofs and represent more than 50% of the entire roof area.
- 2006** Lighting: Exterior lighting improvements were completed.
- 2007** Ontario Trillium Foundation Capital Grant: Design and replacement of public service desks, flooring, signage, wiring and computer cabling, computer hardware, computer furniture.
- 2007** - Telephone system upgrade, interior wall repair and painting, significant landscape improvements, King St. Sign renovation, major hardscape improvements including the replacement of walkways, wheelchair ramps and railings, installation of pre-cast concrete storage building, major roof replacement, exterior drainage repair, technology conservation.
- 2008** Office furnishings (7 offices), voice/data wiring, repair/renovation of staff washroom and common areas, sidewalk and wheelchair ramp replacement, technology conservation, skylight replacement, exterior building repairs.
- 2009** Office furnishings (7 offices), voice/data wiring, repair/renovation of staff washroom and common areas, sidewalk and wheelchair ramp replacement, technology conservation, skylight replacement, exterior building repairs.
- 2010** Playground and Media Room: Matching funds with Jungbunzlauer to build a playground behind the library. Provincial funding used to purchase up-to-date audiovisual equipment for use by the community.



- 2011** Computer server replacement, new network printer for all admin printing, new auditorium chairs
- 2012** Print server replacement, Early Literacy computer station, workstation replacement
- 2013** Asbestos removal, energy-efficient upgrade to all existing fluorescent fixtures in the building, eReaders, Chromebooks, mobile devices, workstation replacement, mobile device charging cart
- 2014** Computer workstation replacement, mobile devices
- 2015** Flooring, furnishing, computer workstation replacement, iPads
- 2016** HVAC replacement, computer workstation replacements
- 2017** Server replacement, computer workstation replacements
- 2018** PC Lions Gazebo, accessible shelving, accessible furniture, display furniture, carpeting, sidewalk repair, security mirrors (risk assessment), exterior garbage can by gazebo, computer workstations
- 2019** Universal Accessible Washroom, chairs, computer workstation replacements, security cameras (risk assessment), beam sensor with gateway, cabling, iPads
- 2020** ILS (Integrated Library System: Equinox Evergreen), computer workstation replacements
- 2021** BCA (Building Condition Assessment), fire panel replacement and alarms update
- 2021-** OTF Resilient Communities Fund projects (new service desk, accessible public workstation desks, laptop bars, single and collaborative study spaces, lighting, wiring, cabling)
- 2022-** Window seal remediation, King Street sign replacement, King Street
- 2023** accessible door enhancement, auditorium accessible door, generator,

connectivity/phone service upgrade.

**2023** Flat roof repairs, backflow/watercloset upgrade.

**2023-** Elevator modernization project

**2024**

**2024** Existing stairwell repairs (main level and King St. entrance), existing double door repairs (Elgin St.), skylight above Atrium replacement, UV coatings for windows, Auditorium flooring replacement.

**Discussion:**

The library’s roof has been identified as being in critical need of replacement, due to a history of ongoing leaks throughout the building. Affected areas include significant leaks in the Children’s Room, Adult Non-Fiction Room, and the Elgin St. staff entranceway. The recommended year to replace the roof was 2022 as per the Building Condition Assessment (BCA) report.

The Facilities Team coordinated internal and external roof tests to find the source of multiple areas of leakage and moisture under the roof membrane, including IR roof scans. City Staff is currently gathering quotes to complete repairs and/or replacement in the most green and efficient way. The CEO is working closely with City staff to gather information. Formal quotes are being sought and will be reported to the Board when received. Quotes are anticipated to be ready for the October meeting.

Due to the scope and expense of the project, staff recommend that the Board focuses solely on the library roof replacement in 2025.

2023 – 2024 Capital Project	Allocated	Spent to Date	Balance
Library Elevator Modernization	148,880.64	82,385.92	66,494.72
Existing Stairwell Repair	32,000	3,052.80	29,447.20
Existing Double Door Repair	8,000	Awaiting Completion	8,000
Skylight Above Atrium	20,000	Work completed	20,000





Replacement		August 29, 2024; Awaiting invoice	
Auditorium Flooring Replacement	5,000	5,088.00	-\$88.00
Totals (as of August 30, 2024)	\$219,381	90,526.72	128,853.92

Transfer to Capital

Year	Transfer	Description	% Variance
2020	45,000.00	• 45,000 - annual allocation	0%
2021	45,000.00	• 45,000 - annual allocation	0%
2022	69,000.00	• 45,000 - annual allocation • 24,000 - window seal remediation	53%
2023	199,500.00	• 45,000 - annual allocation • 154,500 - capital projects (includes elevator 150,000)	189%
2024	160,000.00	• (1.8 million in BCI over * 20% project management * 20% new improvements) / 16 years	-20%

- 2021/2022 capital projects enhanced library operations (service desk, workstations, collaborative meeting spaces) and were funded through a \$121,200 OTF grant.
- All capital projects in 2023 and 2024 focused on building infrastructure maintenance and improvements. The recommended project for 2025 will focus on building infrastructure maintenance and improvements.

**Internal Consultations:**

This report has been prepared by:  
Rachel Tkachuk, Chief Executive Officer

Consultation and financial data provided by:  
Bryan Boles, Director of Corporate Services/Treasurer



Estimates for capital projects to be provided by:  
Tim Anderson, Acting Manager of Fleet, Facilities and Stores

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### **Financial Implications:**

The estimate for the 2025 roof replacement capital project is being determined. Staff will present updated quotes for the projects when received. Formal quotes are being sought and will be reported to the Board when received. Quotes are anticipated to be ready for the October meeting.

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### **Conclusion:**

The 2025 roof replacement capital project, as recommended, supports the Board's goals and strategic plan, the City's strategic pillars, and ensures the continued sustainability of the library facility.

The 5-year capital working plan will require further consultation with the City to prioritize projects that support accessibility, infrastructure, and maintaining a welcoming space.

In addition to building infrastructure improvements, the Board must also plan for capital projects that support enhanced library operations including technology, resources, and equipment.

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Respectfully submitted,

Rachel Tkachuk  
Chief Executive Officer  
(905) 834-6512  
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**APPENDIX A: Origins and Intent of “The Cultural Block”**

MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING  
Wednesday March 31<sup>st</sup>, 2010 - 6:00 p.m.  
Port Colborne Public Library Atrium

8) AGENDA ITEMS

a) 2010 Capital Budget – Cultural Block

The following resolution is the result of lengthy discussion concerning repairs and improvements to the grounds on the block of land which is the current site of the library, a playground, the museum and the archives building. It was agreed that improvements to one part of the block constitute improvements to all parts. This resolution is proposed in the spirit of cooperation and supports the development of a “Cultural Block” as a safe, accessible, and welcoming destination.

Many thanks to Mr. Heil for his assistance in formulating the final resolution to encompass and communicate all of the Board’s concepts and values.

MOVED BY J. Tomiuck, SECONDED BY C. MacMillan

*Whereas, the City’s main Library and Historical and Marine Museum/Archives encompass a block of land centrally located within the City’s downtown core;*

*AND WHEREAS, these two cultural cornerstones are important elements of quality of life for the residents of the City;*

*AND WHEREAS, as a cultural block, it is considered imperative to ensure that policies and programs be developed to support such important aspects of services in the City of Port Colborne;*

*AND WHEREAS, it is acknowledged that the City has a legal responsibility in respect of the library services;*

*AND WHEREAS, it is acknowledged that the City continues to be a strong supporter of both the Library and the unique qualities and artifacts of the Historical and Marine Museum and Archives;*

*AND WHEREAS, it is deemed appropriate and desirable to confirm the importance of such cultural components of City life;*



*NOW THEREFORE it is hereby resolved:*

- 1. THAT it is requested of the City of Port Colborne that the area bounded by the railway and Princess Street, King Street, Elgin Street and Catharine Street be confirmed as one of the City's main Cultural Blocks (to possibly be named in the future) in and for the City of Port Colborne and further confirm its support for a cooperative and collective initiative of maintenance and management of the cultural block within policies and guidelines established by the City;*
- 2. AND THAT the Port Colborne Heritage and Museum Board be requested to support this initiative and work with the Library Board to cooperatively develop a plan in respect of joint use of facilities, connectivity, shared services and other endeavors to benefit the Museum/Archives and Library but not so as to interfere with governance or autonomy of each other;*
- 3. AND THAT the capital allocation currently provided to the Library (\$80,000) be considered in part as a component in support of the Cultural Block of the City to inure to the benefits of the citizens and adherents of the Cultural Block;*
- 4. AND THAT for 2010, the Library hereby confirms its commitment of \$25,000 for the use of part of the capital allocation to complete the required playground on a dollar for dollar matching with Jungbunzlauer (JBL) donation of \$25,000;*
- 5. AND THAT a joint plan for future capital maintenance and improvements be developed by the Museum and Library Boards where appropriate. Carried.*

Date: September 4, 2024  
To: Port Colborne Public Library Board  
From: Rachel Tkachuk, Chief Executive Officer  
Subject: 2025 Library Draft Operating Budget Submission

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**Recommendation:**

That the Port Colborne Public Library Board receives the Draft 2025 Operating Budget submission, as presented.

Attached:

- Appendix A: Port Colborne Public Library Draft 2025 Operating Budget
  - Appendix B: Port Colborne Public Library Operating Budget Year-to-Year
- 

**Purpose:**

The purpose of this report is to present the Draft 2025 Operating Budget for the Board's consideration.

The budgeting process acknowledges that needs, opportunities, and challenges change as the Library strives to meet the needs of its user communities year by year. Library operating expenses are calculated by Library Staff. Estimates for personnel costs are calculated by the City.

The 2025 operating budget allows reasonable flexibility to adapt and optimize activities with restraint, responsible planning, and accountability. While finalizing the budget submission, staff have been cognizant that the City provides over 90% of the Library's operating revenue, and of the Board's role as a supportive partner of the City.

The 2025 operating budget is also informed by the Board's 2023-2027 strategic plan and looks forward to the implementation of services and strategies which started in 2023 and will move forward incrementally throughout the life of the Board's strategic plan.

The proposed budget supports the goals of the strategic plan by:

- Ensuring cost-effective and operational efficiencies
- Focusing on expanding quality library service and enhancing the user experience
- Modernizing and investing in leading-edge technology
- Meeting the needs of an energized City with a rising population and changing demographics
- Supporting the Board and City's visions and missions
- Ensuring that library staff are equipped, supported, and ready for the future

The 2025 operating budget ensures sufficient funding to meet the needs of the Library's user communities while being mindful of inflation, fiscal restraints, and operational costs. The budget supports the library's operations, expansion of quality services, and optimized customer-focused service levels to ensure accessible, diverse and affordable programs that align with both the Board's and the City's strategic plans. The budget takes into consideration staffing costs due to upcoming contract negotiations.

The proposed 2025 budget will allow the Library to move forward, build toward the future, and support the Board's goals in the third year of the strategic plan during a time of increased inflation.

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## **Background:**

### **1. The *Public Libraries Act*, the Board's Authority, and Financial Stewardship**

Ontario Library Service (OLS) summarizes the Board's role under the *Public Libraries Act* as follows:

- a. The *Public Libraries Act*, RSO 1990, c. P.44 (the Act) governs the operation of public libraries in Ontario and is specific legislation that can override certain sections of other more general acts such as the Municipal Act.
- b. A library board is an independent body and cannot become a committee of council without legislation being passed that enables this.
- c. A board's duty is to provide comprehensive and efficient public library service that reflects its community's unique needs.

- d. A board oversees the library's finances and has financial oversight which involves understanding the implications of a budget and a financial report; recognizes the allocation of monies with board priorities; and, ensures that financial policies are in place.
- e. The *Act* and *Regulation 976* specify that most library services must be offered to residents free of charge. This requirement makes the library different from other community services which are often expected to generate revenue from user fees. Access to library service must remain free because universal access to information is a fundamental human right and a cornerstone of democracy.
- f. While the library board is an independent corporation, it does get the majority of its funding from municipal tax dollars. Sustaining a collaborative mindset and a strong working relationship between the library and the municipality is, therefore, important work.

## 2. Funding Sources

- a. Municipal funding accounts for approximately 90% of the Library's operating budget.
- b. Provincial funding has remained unchanged since the mid-1990s. The Library does not anticipate any increase to the provincial Public Library Operating Grant (PLOG) of \$38,300 (which includes a pay equity component) in 2025.
- c. Other grants, including federal grants, are generally dependent on applications based on programming and other needs identified during the operating budget year. For example: In 2021, the Library applied for and received a \$121,200.00 Ontario Trillium Foundation grant to revitalize the library's interior spaces

## 3. Alignment with the Strategic Plan

The proposed 2025 operating budget supports the Library's priority goals, vision and mission, and supports the City's strategic pillars.

**2023-2027 Port Colborne Public Library Strategic Plan Goals:**

Mission Statement	Vision Statement
<p>The Port Colborne Public Library is committed to providing the services necessary to meet the needs of its user communities.</p>	<p>Empower. Enrich. Educate.</p>

<b>Goal 1</b>	To maintain and develop high-quality, inclusive programming and services for our user communities
<b>Goal 2</b>	Retaining, recruiting and innovating in human capital
<b>Goal 3</b>	Strengthening accessibility and sustainability of library spaces / Developing the Cultural Block
<b>Goal 4</b>	To exercise financial stewardship by leveraging all funding sources and partnership opportunities
<b>Goal 5</b>	Trailblazing library trends while maintaining core library services / Developing methods to deliver and strengthen innovative user experiences
<b>Goal 6</b>	Engaging our external stakeholders and user communities to ensure good decision-making for the benefit of all

**2023-2026 City of Port Colborne Strategic Pillars:**

Mission Statement	Vision Statement
<p>To provide an exceptional small-town experience in a big way.</p>	<p>A healthy and vibrant waterfront community embracing growth for future generations.</p>

<b>Pillar 1</b>	Environment and Climate Change
<b>Pillar 2</b>	Welcoming, Livable, Healthy Community
<b>Pillar 3</b>	Economic Prosperity
<b>Pillar 4</b>	Increased Housing Options
<b>Pillar 5</b>	Sustainable and Resilient Infrastructure



## Discussion:

1. To support the strategic plan and be fiscally responsible, staff identified areas for improved efficiencies and resulting cost-savings, areas that target modernization and streamlining of services, and the need to deepen the strategic partnership with the City by using the expertise and services of City departments to reduce costs. These areas include:

- Financial services (e.g., implementing City's new financial software to avoid duplication of services and repetitive manual input of data between departments.)
- Information technology (e.g., partnering with City IT to modernize technology and improve efficiencies for both library staff and the public)
- Human resources (e.g, implementing City's new Human Resources software for streamlined staff development and scheduling)
- Communications and website (e.g., creating an internal communications and marketing program, including an updated integrated website)

Cost-savings and efficiencies are also realized through the library's partnership in the Libraries in Niagara Cooperative (LiNC) and the expansion of LiNC services. These services include resource-sharing, cooperative working groups, and courier delivery of items throughout the Niagara Region.

## 2. Areas of Focus and Budget Pressures

### a. Self-Generated Revenue

Self-generated revenue has increased. Grant revenue from the province is not guaranteed year to year. Although programming and fundraising revenue is increasing, staff recommend a cautious approach to projecting revenue for 2025. The draft budget anticipates an increase of 1.37% for revenue during the fiscal year.

**Fines** – The Board [eliminated fines for overdue materials](#) in 2021, joining

hundreds of other libraries across North America that have chosen to go fine-free to ensure equity of access. The library continues to charge for damaged and lost books, and for the replacement of lost library cards.

**Fees and Sales** – The Library charges fees for some services including print and fax services, room rental, and sign rental.

**Fundraising** – The Library’s ongoing book sale generates revenue year-round. In 2024, the Library expanded its fundraising efforts.

**Donations and Other Grants** – Donations and grants are cyclical in nature and depend on certain programs and events planned during the operating budget year. Staff will continue to explore new funding opportunities in 2025, in tandem with enhanced donor engagement strategies. For example: key donations from Port Colborne Lions Club and the Erwin Taylor Charitable Foundation.

### b. Technology

Spending in 2025 will support the strategic plan in the area of technology through:

- Continued investment in modernization and innovation to enhance the user experience and to give ease of access to library collections and services
- Updating staff-facing software and equipment to streamline workflows and reduce repetitive tasks
- Updating customer-facing technology to meet the public’s need to connect, work and learn in an accessible, welcoming space
- Responding to the increased demand for staff with technical and digital technology expertise (for both staff-use and customer-use) and rising expectations from customers for staff to solve their technology needs in an increasingly digital environment
- Building and maintaining a leading-edge information infrastructure that understands customer requirements, supports technological innovation, integrates multiple information systems, connects to global information sources, and provides self-service access to core library services remotely

The budget allows for an increased investment in digital and community-based services that support vulnerable populations.

c. Library Collections

The collections budget includes print materials, digital materials, audiovisual and electronic materials (all of which are expensed in the operating budget and then capitalized as assets and amortized). The collections budget has been divided into traditional and non-traditional collections (physical materials), and digital resources.

Spending in 2025 will support the strategic plan in the development of the library collections through:

- Responding to the increased demand for digital resources such as downloadable audiobooks, eBooks, and digital magazines
- Responding to the increased demand for online learning resources for the public
- Responding to the increased demand for free lendable technology (e.g., hotspots) to help break down the digital divide for vulnerable populations
- Responding to increased demand for free lendable objects to help patrons explore items that they may not otherwise be able to afford including musical instruments, board games, sports equipment, and more

d. Resource Delivery

Expenses for resource delivery are primarily associated with the integrated library software system (ILS), Libraries in Niagara Cooperative (LiNC) consortium fees, resource-sharing, training, and delivery service.

e. Staff Development

Spending in 2025 will support the strategic plan to ensure the continued empowerment, enrichment, and education of library staff at all levels through training, and to support mastery of technology that supports their ability to best perform their jobs.

f. Modernization and Innovation

Spending in 2025 will support the strategic plan to continue modernization and innovation efforts in telecommunications, computer and software upgrades, and

further digital innovations in media spaces.

Connectivity, telephone, and networking expenses fall under this category. The Board's capital project to upgrade fibre and voice services was completed in 2023, with the phone and equipment installations completed in early 2024. The connectivity upgrade has significantly improved the delivery of reliable internet service for staff and the library's ability to meet user demands.

g. Facilities Maintenance, Utilities, Cleaning and Associated Contract Services

Spending in 2025 will support the strategic plan to focus on preventative maintenance to increase the life of the building, the prudent management of a sustainable facility, and energy conservation strategies to reduce utilities costs. Facility cleaning and security monitoring contracts are in place.

The facilities budget estimates are set in collaboration with the City of Port Colborne.

h. Supplies and Services

Spending in 2025 will support the strategic plan through the continued prudent procurement of supplies and equipment.

i. Personnel

Salaries and benefits are the key cost driver for the Port Colborne Public Library. The Board identifies staff as its most important resource in the delivery of library services. Accordingly, the Board added "People" as a goal in its strategic plan. The Board is committed to ensuring that the operating budget focuses on retaining, recruiting, and innovating in human capital.

A review of job descriptions will be conducted with recommendations on revising job descriptions. A Library Services Manager has been added to the staff complement to strengthen the library's organizational structure.

Increases in personnel costs in 2025 will be based on:

- Wage rates negotiated through union-management relations
- Wage increases due to job description revisions

### **Internal Consultations:**

This report has been prepared by:  
Rachel Tkachuk, Chief Executive Officer

Consultation and financial data provided by:  
Bryan Boles, Director of Corporate Services/Treasurer

Estimates for salaries and benefits provided by:  
Mary Murray, Chief Human Resources Officer

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### **Conclusion:**

The draft 2025 Operating Budget supports the Board's goals, vision, and strategic plan, and the City's strategic pillars to ensure continued quality and vibrant services to meet the needs of the library's user communities.

The budget is informed by and supports the Board's Strategic Plan and forms the foundation of a multi-year plan to achieve the Board's strategic goals.

Respectfully submitted,



Rachel Tkachuk  
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**PORT COLBORNE**

**Appendix A:**  
PORT COLBORNE PUBLIC LIBRARY  
DRAFT 2024 OPERATING BUDGET

2025 OPERATING BUDGET ESTIMATES	2023 BUDGET	2023 ESTIMATE	2024 BUDGET	% VARIANCE 2024 to 2023	2025 ESTIMATE	VARIANCE 2025 to 2024
<b>REVENUE</b>						
<b>Donations</b>	4,600.00	4,800.00	4,800.00	4.35%	<b>5,000.00</b>	4.17%
– General donations 1,000.00						
– Capital donations 3,000.00						
– Fundraising (Items purchased for resale) 1,000.00						
<b>Rentals</b>	300.00	400.00	650.00	116.67%	<b>650.00</b>	0.00%
– Room rental 550.00						
– Sign rental 100.00						
<b>Other Revenue</b>	0.00	0.00	0.00	0.00%	<b>0.00</b>	0.00%
<b>Fees</b>	2,900.00	3,500.00	3,500.00	20.69%	<b>4,000.00</b>	14.29%
– Adult programs 0.00						
– Children's programs 0.00						
– Fax 0.00						
– Receipts (lost books, replacements) 1,000.00						
– Printing 2,000.00						
– Copier 1,000.00						
<b>Grants - Other</b>	0.00	0.00	0.00	0.00%	<b>0.00</b>	0.00%
– Connectivity reimbursement (not guaranteed)		2,352.00				
– Postage reimbursement (not guaranteed)						
– CVITP (not guaranteed)						
<b>Grant - Provincial Operating Grant (PLOC)</b> 38,300.00	38,300.00	38,300.00	38,300.00	0.00%	<b>38,300.00</b>	0.00%
Book Sales	0.00	0.00	50.00	0.00%	<b>0.00</b>	0.00%
<b>TOTAL REVENUE</b>	<b>46,100.00</b>	<b>49,352.00</b>	<b>47,300.00</b>	<b>2.60%</b>	<b>47,950.00</b>	<b>1.37%</b>
<b>EXPENSE</b>						
<b>Salaries and Wages - Full Time</b>	442,300.00	442,300.00	451,207.00	2.01%	<b>\$500,400.00</b>	10.90%
<b>Salaries and Wages - Part Time</b>	68,400.00	68,400.00	69,829.00	2.09%	<b>\$74,000.00</b>	5.97%
<b>Overtime Pay</b>	0.00	0.00	0.00	0.00%	<b>\$4,400.00</b>	#DIV/0!
<b>Employee Benefits</b>	192,300.00	192,300.00	185,639.00	-3.46%	<b>\$172,000.00</b>	-7.35%
<b>Total Wages and Benefits</b>	<b>703,000.00</b>	<b>703,000.00</b>	<b>706,675.00</b>	<b>0.52%</b>	<b>\$750,800.00</b>	<b>6.24%</b>
<b>Association/Membership Fees</b>	1,500.00	1,500.00	1,500.00	0.00%	<b>1,500.00</b>	0.00%
– FOPL 900.00						
– HRNOL 50.00						
– AMPLO 100.00						
– OLA 190.00						
– OLBA 250.00						
Library Collection (see breakdown below) 77,000.00						
– Non-Digital, Digital & Resource Delivery						
<b>Library Collection (Non-Digital)</b>	<b>42,800.00</b>	<b>42,800.00</b>	<b>44,800.00</b>	<b>4.67%</b>	<b>46,250.00</b>	<b>3.24%</b>
– DVDs 4,500.00						
– Repairs & Processing 1,500.00						
– Talking Books 0.00						
– Adult Fiction 11,000.00						
– Adult Non-Fiction 8,000.00						
– Children Fiction 3,000.00						
– Children Non-Fiction 3,000.00						
– Young People 1,500.00						
– Adult Large Print 5,500.00						
– MARC Records 1,000.00						
– Microfilm 2,500.00						

-- Video Games	1,750.00						
-- Periodicals	1,500.00						
-- NEW - Non-Traditional Items	1,500.00						
<b>Library Collection (Digital)</b>		17,000.00	17,000.00	17,000.00	0.00%	<b>17,250.00</b>	1.47%
-- Electronic Resources	17,000.00						
<b>Resource Delivery</b>		11,500.00	11,500.00	13,000.00	13.04%	<b>13,500.00</b>	3.85%
--- LINC costs, training, courier, ILS software	13,500.00						
<b>Comm and Public Relations</b>		500.00	500.00	500.00	0.00%	<b>500.00</b>	0.00%
-- Advertising, website, domain							
<b>Computer Software</b>		1,000.00	1,000.00	1,000.00	0.00%	<b>1,000.00</b>	0.00%
-- Includes licensing, public workstations							
<b>Contract Services</b>		3,500.00	3,500.00	4,000.00	14.29%	<b>4,000.00</b>	0.00%
-- Contract services (security system etc.)	1,000.00						
-- Copier lease/supplies	3,000.00						
<b>Equipment - Purchase</b>		6,000.00	6,000.00	7,000.00	16.67%	<b>7,000.00</b>	0.00%
--Computers, peripherals, other equipment							
<b>Hospitality Expense</b>		500.00	500.00	750.00	50.00%	<b>775.00</b>	3.33%
--Events, staff recognition							
<b>Office Supplies</b>		3,000.00	3,000.00	3,000.00	0.00%	<b>3,000.00</b>	0.00%
--Stationery, etc.							
<b>Postage &amp; Courier</b>		700.00	700.00	700.00	0.00%	<b>700.00</b>	0.00%
-- Postage (includes inter-library loans)							
<b>Program Supplies</b>		3,000.00	3,000.00	3,500.00	16.67%	<b>3,500.00</b>	0.00%
--Craft supplies, events							
<b>Protective &amp; Uniform Clothing</b>		1,200.00	1,200.00	1,320.00	10.00%	<b>1,320.00</b>	0.00%
--As per Collective Agreement (\$120 per employee)							
<b>Staff Training &amp; Development</b>		7,000.00	7,000.00	7,000.00	0.00%	<b>7,200.00</b>	2.86%
--Training includes health & safety							
<b>SME - Audit and Actuary</b>		12,800.00	7,000.00	7,200.00	-43.75%	<b>7,200.00</b>	0.00%
--Annual audit	7,200.00						
<b>Telephone/Internet</b>		16,660.00	16,660.00	17,100.00	2.64%	<b>17,100.00</b>	0.00%
--Telephone	7,100.00						
-- Internet	10,000.00						
<b>Travel</b>		2,600.00	2,600.00	500.00	-80.77%	<b>500.00</b>	0.00%
--Conferences, staff development							
<b>*New* Fundraiser Items</b>		0.00	0.00	0.00	0.00%	<b>1,000.00</b>	#DIV/0!
--Library Items to sell							
<b>TOTAL EXPENSE 2023 to 2025 with wages</b>		<b>834,260.00</b>	<b>828,460.00</b>	<b>836,545.00</b>	<b>0.27%</b>	<b>883,095.00</b>	<b>5.56%</b>

## Appendix B:

Port Colborne Public Library

2025 Draft Operating Budget - Year-to-Year

	2021	2021	2022	2022	2023	2024	2025	Notes
	Actual	Budget	Actual	Budget	Budget	Budget	Proposed Budget	
<b>Revenue</b>								
Donations	\$2,444.70	\$400.00	\$5,753.03	\$4,600.00	\$4,600.00	\$ 4,800.00	\$ 5,000.00	
Fines		500.00		200.00				Fines free
Rentals	50.00	300.00	239.12	300.00	300.00	650.00	650.00	No increase
Other Revenue	60.41		190.73					
Fees	1,627.84	1,400.00	4,001.96	2,900.00	2,900.00	3,500.00	4,000.00	Receipts, photocopies, print jobs.
Grants - Other	2,376.00	38,300.00	292.00	38,300.00				CVITP, Connectivity Grant previously (not guaranteed)
Grant - Provincial	38,328.00		38,328.00		38,300.00	38,300.00	38,300.00	PLOG
Sales	957.50		1,021.11			50.00		
<b>Total Revenue</b>	<b>45,844.45</b>	<b>40,900.00</b>	<b>49,825.95</b>	<b>46,300.00</b>	<b>46,100.00</b>	<b>47,300.00</b>	<b>47950.00</b>	
<b>Expense</b>								
Salaries and Wages - Full Time	424,481.00	407,000.00	416,315.14	423,100.00	442,300.00	451,207.00	500400.00	Calculated by City Treasurer
Salaries and Wages - Part Time	49,842.66	42,000.00	66,992.78	66,600.00	68,400.00	69,829.00	74000.00	Calculated by City Treasurer
Overtime Pay	563.02		774.49				4400.00	Calculated by City Treasurer
Employee Benefits	145,617.82	150,100.00	155,062.50	165,700.00	192,300.00	185,639.00	172000.00	Calculated by City Treasurer
Association/Membership Fees	150.00	800.00	900.00	1,500.00	1,500.00	1,500.00	1500.00	No increase
Library Collection	66,460.23	72,800.00	60,561.25	72,700.00	71,300.00	74,800.00	77000.00	Total of physical, digital & resource delivery
Comm and Public Relations	732.16	1,000.00	292.51	1,000.00	500.00	500.00	500.00	No increase
Computer Software	22.39	1,000.00	640.96	1,000.00	1,000.00	1,000.00	1000.00	No increase
Contract Services	6,064.04	3,200.00	4,673.19	3,200.00	3,500.00	4,000.00	4000.00	Increase in costs -- see actual 2022; Photocopier
Equipment - Purchase	15,092.02	7,300.00	5,627.24	7,300.00	6,000.00	7,000.00	7000.00	Workstations/equipment required
Financial Expenses	45.27		31.64					
Fundraising							1000.00	New -- Library fundraising items to sell
Hospitality Expense	462.39	1,100.00	814.31	1,100.00	500.00	750.00	775.00	Decreased during pandemic; bring level up slowly
Office Supplies	2,217.54	3,500.00	3,600.61	3,500.00	3,000.00	3,000.00	3000.00	No increase
Postage & Courier	31.27	400.00	456.37	400.00	700.00	700.00	700.00	No increase
Program Supplies	2,727.07	3,000.00	3,693.78	3,000.00	3,000.00	3,500.00	3500.00	No increase
Protective & Uniform Clothing		1,200.00		1,200.00	1,200.00	1,320.00	1320.00	Adusted \$120/employee as per Collective Agreement
Staff Training & Development	5,049.77	7,100.00	4,191.62	7,100.00	7,000.00	7,000.00	7200.00	3% increase
SME - Audit and Actuary	6,913.08	6,500.00	2,455.76	6,500.00	12,800.00	7,200.00	7200.00	Calculated by City Treasurer
Subscriptions and Publications	-556.71							
Telephone/Internet	7,514.92	7,500.00	11,119.47	12,500.00	16,660.00	17,100.00	17100.00	Calculated by City Treasurer
Travel	474.43	500.00	6.00	500.00	2,600.00	500.00	500.00	No increase
<b>Total Expense</b>	<b>733,904.37</b>	<b>716,000.00</b>	<b>738,209.62</b>	<b>777,900.00</b>	<b>834,260.00</b>	<b>836,545.00</b>	<b>884,095.00</b>	
<b>Surplus/(Deficit) Before Allocation</b>	<b>-688,059.92</b>	<b>-675,100.00</b>	<b>-688,383.67</b>	<b>-731,600.00</b>	<b>-788,160.00</b>	<b>-789,245.00</b>	<b>-836,145.00</b>	
<b>Surplus/(Deficit) After Allocations</b>	<b>-688,059.92</b>	<b>-675,100.00</b>	<b>-688,383.67</b>	<b>-731,600.00</b>	<b>-788,160.00</b>	<b>-789,245.00</b>	<b>-836,145.00</b>	
Transfer to/ (from) Reserves	-27,187.52		9,068.68		-39,500.00			
Transfer Between Funds	-669,781.41	-675,100.00	-697,452.35	-731,600.00	-748,660.00			
<b>Total Transfers</b>	<b>-696,968.93</b>	<b>-675,100.00</b>	<b>-688,383.67</b>	<b>-731,600.00</b>	<b>-788,160.00</b>			
<b>Surplus / (Deficit)</b>	<b>8,909.01</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			





**PORT COLBORNE**  
· PUBLIC LIBRARY ·

Port Colborne Public Library: 310 King St.  
Port Colborne, Ontario L3K 4H1 • [www.portcolbornelibrary.org](http://www.portcolbornelibrary.org)

T 905.834.6512  
[library@portcolborne.ca](mailto:library@portcolborne.ca)

September 4, 2024

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

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

Local Area Municipalities

Local Area Libraries

**SENT ELECTRONICALLY**

**Re: Public Libraries and Older Adults**

Please be advised that at its meeting of September 4, 2024, the Port Colborne Library Board passed the following motion:

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

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

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

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

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

**THAT** the Port Colborne Public Library supports the advocacy of the Federation of Public Libraries and the Ontario Library Service and hereby calls upon the Province of Ontario to increase funding for public libraries, and; For the creation of an Ontario Digital Public Library.”

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

Regards,

Rachel Tkachuk, Chief Executive Officer  
Attachment: Township of Wainfleet Resolution Re: Public Libraries and Older Adults

May 1, 2024

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

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

Local Area Municipalities

Local Area Libraries

**SENT ELECTRONICALLY**

**Re: Public Libraries and Older Adults**

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

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

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

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

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

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

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

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

Regards,



Amber Chrastina  
Deputy Clerk

Attachment: Correspondence item C165

**Subject:** RE: Council Correspondence

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

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

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

**Subject:** Council Correspondence

Hi Amber,

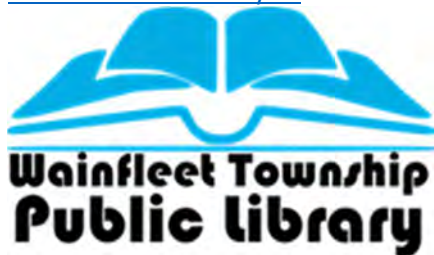
We discussed this at our April 10, 2024 Library Board Meeting , would you please include for correspondence at the next Council meeting.

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

Thanks,  
Lorrie

Regards,  
Lorrie Atkinson,  
CEO/Chief Librarian  
Wainfleet Township Public Library  
31909 Park St., P.O.Box 118,  
Wainfleet, On LOS 1V0  
(t)905-899-1277 x280  
(f)905-899-2495

[www.wainfleetlibrary.ca](http://www.wainfleetlibrary.ca)



[https://www.thespec.com/opinion/contributors/public-libraries-foster-feelings-of-social-connectedness-for-older-adults/article\\_4a3f12fa-9eff-549e-b68e-9e60f2c12510.html](https://www.thespec.com/opinion/contributors/public-libraries-foster-feelings-of-social-connectedness-for-older-adults/article_4a3f12fa-9eff-549e-b68e-9e60f2c12510.html)

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CONTRIBUTORS

OPINION

# Public libraries foster feelings of social connectedness for older adults

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

  
By **Nicole Dalmer**

Apr 9, 2024

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Article was updated Apr 9, 2024



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

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

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

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

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

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

Participants felt connected to library staff. This was especially so for those older adults living in rural areas, where staff knew them by name and could offer reading recommendations based on what the patrons had checked out in the past. Interestingly, older adults shared they felt connected to their community while in their library, even if they didn't actually interact with other people. Merely being in the presence of others (whether staff or other patrons) was sufficient to feel socially included and connected.

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

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

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

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**REPORT AN ERROR**

**JOURNALISTIC STANDARDS**

**ABOUT THE TRIBUNE**

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## **Privacy, Access to Information and Electronic Messages under CASL**

Policy Number: **OP-01**

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

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

Year of Next Review: **2026**

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The Port Colborne Public Library recognizes that all visitors have the right to privacy and confidentiality regarding their use of the library's services, collections and online spaces, and the collection of personal information. In matters related to privacy and access to information, the Port Colborne Public Library is guided by the Ontario Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, known commonly as (MFIPPA).

### **Section 1: The Library and Privacy**

The Port Colborne Public Library Board will protect the privacy of all individuals' personal information in its custody or control, in keeping with the privacy provisions of MFIPPA and other applicable legislation.

#### **1. Collection of Information**

- a) Personal information is defined in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 (MFIPPA), in part, as "recorded information about an identifiable individual." This could include, in the library context, information on a user's borrowing habits, as well as information related to computer use.
  
- b) The Port Colborne Public Library collects the following identifiable information:
  - name, address, telephone number and e-mail address of each registered library user
  - information about what an individual library user has on loan or items placed on hold
  - information about fines and fees
  - information about a public meeting room space booked by a specific individual
  - information about programs an individual has registered to attend



- information about when an individual booked a public computer as well as the Internet search history
  - information about individuals' requests for material through reciprocal borrowing and interlibrary loans (as part of the reciprocal borrowing networks, some of this information resides on servers in other places and the library cannot definitely guarantee the use **or protection** of this information).
- c) The library collects comment forms, requests for material reconsideration and correspondence from individual users. All correspondence received is part of the Board's public documents except for correspondence related to personnel or property issues which would be treated as confidential and handled in an in a closed library meeting **as permitted under the Public Libraries Act, R.S.O. 1990, c. P. 44.**
- d) The library system collects images and video clips through security cameras. Images are only used to ensure the security and safety of staff and individuals using the library.
- e) **Unidentifiable** information may be given in any of three formats – in person, in writing, electronically – and this privacy policy covers all three circumstances.

## 2. Use of Information

- a) The collection of personal information is limited to that which is necessary for the administration of the library and the provision of library services and programs.
- b) The purposes for which personal information is collected from an individual is identified by the library at, or before, the time the information is collected and that consent is given by the individual at that time.
- c) As using personal information for other purposes than originally intended is not permitted by MFIPPA, if the library wishes to use a patron's personal information for a purpose that is not consistent with the one for which it was originally obtained or compiled, it must first acquire the patron's written consent to use the personal information for that new purpose.

### 3. Disclosure of information

- a) The library will not disclose personal information related to a visitor or library user to any third party without obtaining consent to do so, subject to certain exemptions as provided in section 32 of MFIPPA. Disclosure is permitted in some situations, including the following:
- The library will disclose personal information to a parent or guardian of a person under sixteen (16) years of age who exercises the right of access to the child's personal information in the user or circulation databases.
- b) The library may also disclose information in accordance with the exemptions provided in section 32 of MFIPPA, including:
- Subsection (g), disclosure to an institution or a law enforcement agency in Canada to aid an investigation undertaken with a view to a law enforcement proceeding **or where that institution or agency has reasonable basis to believe that an offence may have been committed and the disclosure is to enable the conducting of an investigation;**
  - Subsection (i), disclosure under compassionate circumstances, to facilitate contact with the spouse, a close relative or a friend of an individual who is injured, ill or deceased.

### 4. Retention of Information

- a) The library will not retain any personal information related to the items borrowed or requested by a user, or pertaining to a user's online activity, longer than is necessary for the provision of library services and programs. The retention of personal information includes the following situations:
- Personal information regarding library transactions is retained in the user database as long as the circulation record indicates that an item remains on loan or fees remain outstanding.
  - Records of returned items that have no outstanding fees/charges remain on the user record in the circulation database until the end of the working day.
  - Personal records of all **inactive cardholders** (those who have not used their cards in the previous **three (3)** years and do not have outstanding fines or fees are purged on an annual basis.
  - All personal information is erased at the end of the **working** day upon which the computer is used.

- b) The library may retain personal information related to library functions or services as described below, when users voluntarily opt in to do so; for example, in order to enhance or personalize library functions or services.
- The personal information and borrowing history of Visiting Library Services users are retained with their permission. This is done in order to assist staff in selecting and delivering materials for the user.
  - Records relating to the answering of questions and/or in-depth research for the public in person, by phone, or e-mail, are not retained except at the discretion of library staff **for no longer than two years**.

## 5. Responsibility for Privacy

- a) The board is responsible for personal information under its control and designates the Chief Executive Officer (CEO) as the individual accountable for the library's compliance with legislation. The CEO ensures that the requirements around the collection, use and disclosure of information are followed.
- b) All Port Colborne Public Library employees will be made aware of the importance of maintaining the confidentiality of personal information.
- c) Library users who feel their privacy have not been protected may challenge library practices, **in writing**, with the CEO. A library user not satisfied with the result of a challenge submitted may appeal to the Library Board **via the Board Secretary**, maintaining either the current policy has been violated or that the current policy needs to be changed in order to address a perceived issue.
- d) A breach is any unauthorized or illegal collection, use, or disclosure of personal information. In the event of a breach the CEO or designate will:
- Contain the breach and repatriate the information
  - Assess the severity of the breach
  - Notify affected parties and the Information and Privacy Commissioner as required
  - Investigate the cause of the breach
  - Implement corrective actions

## Section 2: The Library and Access to Information

1. The Port Colborne Public Library is committed to making access to information about the operations of the library available to the public. Board agendas and minutes, annual reports, policies, and a variety of other information are made a matter of public record through the library website and through library publications. In accordance with the Public Libraries Act the public can inspect any records that the board's secretary has on file except where exemptions are allowed under Section 6-16 of MFIPPA.
2. Responding to requests for other library information is a statutory obligation and will be completed promptly.
3. Upon request, individuals will be informed of the existence, use, and disclosure of their personal information, and be given access to that information. Individuals will be able to challenge the accuracy and completeness of the information and have it amended as appropriate. **Identity of the individual must be verified prior to releasing the requested information, as per the Municipal Freedom of Information and Protection of Privacy Act R.R.O. 1990 Regulation 823.**
4. All requests for information or for records, not publically available, must be made in writing. The CEO will give written notice to the person making a request, as to whether or not access to the record or part of it will be given as prescribed in MFIPPA. Fees will be applied according to the Municipal Freedom of Information and Protection of Privacy Act R.R.O. 1990 Regulation 823.

## Section 3: The Library and Electronic Messages under Canada's Anti-Spam Legislation

1. All electronic messaging sent by the library is consistent with Canada's Anti-Spam Legislation (CASL).
2. The library will ensure that all electronic messages clearly identify the:
  - a) subject of the communication
  - b) sender (Port Colborne Public Library)
  - c) library's mail address and contact information
  - d) way that an individual may "unsubscribe" from receiving further messages

3. At the time of registration for a library card, specific pieces of information are collected (see Section 1 above). Obtaining a library card implies the individual's consent to authorize the library to send electronic notifications regarding personal borrowing and transaction activities if an e-mail address was provided at the time of registration. Individuals may request not to receive electronic notifications although such an action may affect their ability to use certain library services **to their fullest extent**.
4. The library may, at times, use electronic means to promote services, share information, or announce special events. The library will provide an opportunity for individuals to sign up, **and provide consent**, to receive such specific notifications. The library will provide options to individuals to easily unsubscribe from these services or to change their preferences at any time.

#### **Related Documents:**

- Port Colborne Public Library. OP-12: Circulation Policy
- Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56
- Municipal Freedom of Information and Protection of Privacy Act R.R.O, 1990, Regulation
- Information and Privacy Commissioner of Ontario. "What are the Privacy Responsibilities of Public Libraries?" 2002

## Collection Development

Policy Number: **OP-04**

Initial Policy Approval Date: **Dec. 2001**

Last Review/Revision Dates: **July 2021, 2024**

Year of Next Review: **2026**

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The Port Colborne Public Library endorses the basic Principles of Intellectual Freedom adopted by the Canadian Library Association in 1985 and the Statement on the Intellectual Rights of the Individual adopted by the Ontario Library Association in 1990. These statements are reproduced in Appendix A. The Board, in establishing a Collection Development Policy, is cognizant of the Constitution Act, 1982, Part 1, Canadian Charter of Rights and Freedoms, Section 2b, which guarantees everyone the following fundamental freedoms: "freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication."

It is the goal of the Port Colborne Public Library to provide equitable access to ideas and knowledge. The library is committed to making the collections accessible to people with disabilities by offering a choice of formats.

The library will provide diverse collections relating to cultures, languages, religious traditions, and peoples, in all our formats from books to audio and video materials. A broad range of authors, content creators and experiences will be included and highlighted in our collection. Our bibliographic database will use subject headings and descriptors which are more inclusive, including the use of Indigenous Subject Headings as they become available.

This policy sets out the parameters for the development of the collections and decisions on the selection and de-selection of materials and is the basis for collection evaluation, planning, and budgeting.

## Section 1: Scope and Size of the Collection

1. The library provides a collection of books and materials that is responsive to the needs and interest of a diverse community including:
  - a) a variety of alternative **and accessible** formats (such as through the Centre for Equitable Library Access – CELA)
  - b) multilingual materials in response to community need

- c) representation of a wide variety of opinion, lived experience, culture, language, religious tradition, and people
2. The collections shall be balanced and represent diverse points of view and may include materials that some members of the public consider to be controversial in nature.
3. The presence of an item in the library does not indicate an endorsement of its content.
4. The library develops collections which include, but are not limited to, the following areas: fiction and non-fiction for adults, young adult (YA), teens, and children; magazines and periodicals, music and media, local history and local interest, literacy, and government documents. Materials in non-English languages will be made available based upon community demographics and public interest.
5. It may happen that materials in the collections meet the needs of students, but this is not the primary reason for their selection. It is the responsibility of schools to provide materials that support their curricula.
6. Library staff is responsible for developing profiles for each area of the collection to further define the scope of the collections. These profiles are tools for collection development and evaluation.
7. Library staff is responsible for developing profiles for each area of the collection to further define the scope of the collections. These profiles are tools for collection development and evaluation.
8. The library participates in consortia purchasing and collective efforts with other libraries to broaden the scope and size of the collection. See OP-05: Resource Sharing Policy.
9. Recognized, professional standards will be used to determine the appropriate size of the collection. Planning for budgets and facilities must reflect these standards.
10. The library consists of two distinguishable collections: the core collection and the non-core collection.
  - a) The **core collection** is the collection that will satisfy most demands for information. Past usage is a valid reliable prediction of future use. Items with

heavy past usage and current active usage are core collection materials and not candidates for weeding. If an item has not been used for two years, the likelihood of future use is small and it is not a candidate for the core collection.

Some items, although not core collection material, may be retained in the collection without seriously impairing the collection. These are:

- works of local authors
- works related to local history
- works of famous authors including the "classics"
- works that are unique to the collection in that there is little or no information available on that topic elsewhere

b) The **non-core collection** includes any item whose usage has diminished so that its removal from the collection will not impair that collection's information capabilities; any item that has been on the shelf and unused for two or more years (according to circulation statistics) and does not meet the criteria of a, b, c, or d above.

11. Port Colborne Public Library is also a resource library. This means that classics and standard works should be retained despite low usage.
12. Materials related to local history should not be considered for weeding.
13. Knowledge of customer needs acquired by working on the information desk, and by analyzing reference statistical sheets, reserves and overdue slips, is helpful in deciding which books should be removed from the collection.

## **Section 2: Selection of Materials**

1. The board delegates the responsibility for the collection to the Chief Executive Officer (CEO).
2. Selection responsibility for specific portions of the collections may be delegated to staff. In selecting materials, staff will use professional resources, judgment, knowledge, and experience.



3. The staff will proactively solicit advice from, as well as anticipate the needs and interests of, the community.
4. What is ordered, and what remains in the collections, is based on the following criteria:
  - a) recommendations by critics or reviewers
  - b) public demand
  - c) interests and composition of the community and region
  - d) relationship of subject to existing collection
  - e) importance of subject matter in relation to community needs
  - f) authority or significance of the author
  - g) quality of writing, production, art and illustrations
  - h) authority and standards of the publisher
  - i) accessibility criteria and features
  - j) suitability of format for library use
  - k) clarity, accuracy, and logic of presentation
  - l) balance of viewpoints in the collection
  - m) special value as a contribution to social questions and problems of continuing or topical interest
  - n) Canadian content
  - o) availability of funds and space
5. An item need not meet all of the above criteria in order to be acceptable.
6. Materials that do not meet these criteria may be purchased to satisfy demand.
7. If there is considerable topical interest in the subject and a manifest public desire to read and judge the book first-hand, a title may be included which is not considered accurate, according to expert opinion.
8. The library does not buy textbooks specifically related to courses of study in the community. However, textbooks may be purchased if the subject information is not available in any other form.
9. The library acquires materials not only for its present customers but also for those who have not traditionally been library customers.
10. While people have the right to reject for themselves material of which they do not approve, they do not have the right to restrict the freedom of others.

11. As outlined in the library's Respect and Land Acknowledgement Statement (FN-05), the Port Colborne Public Library will provide collections relating to Indigenous cultures, languages, and peoples, including books, audio and video materials. Our collection will include titles by and about First Nation communities and will include titles presented in the First Nation Communities Read program. Our teen and adult materials will also include First Nations and Métis graphic novels, and a selection of media (film, music, etc) on history, culture and Indigenous issues.

### **Section 3: Withdrawal and Replacement of Items**

1. An up-to-date, attractive, and useful collection is maintained through a continual withdrawal and replacement process.
2. The ongoing process of withdrawal is the responsibility of the CEO. This responsibility may be shared with other members of the staff.
3. De-selection should reflect the goals and objectives of the library. Criteria for de-selection should be similar to those used initially for selection on the understanding that selection and withdrawal are different facets of the same continuous process.
4. If the material is regularly subject to loss or damage, the library may protect it by various precautionary measures such as transferring it to the Reference Collection. In some cases, no replacement will be purchased.
5. Replacement of items shall depend on demand for the title, availability of the title, availability of more current material on the subject, and the extent to which the subject is already covered in the collection.
6. The library maintains a policy of on-going discarding based upon the elimination of unnecessary items, outdated materials, materials no longer of interest or in demand, historical importance, cost of replacement, availability of other materials in the field, duplicates, worn, damaged or mutilated copies. Frequency of circulation (including in-house use and interlibrary loans), community or regional interest and availability of newer and more up-to-date materials are of prime consideration.
7. Individual monograph titles may be judged of value and quality by their appearance on standard lists or by the opinion of a specialist or a group of specialists.

8. Materials withdrawn from the collection may be discarded, donated, or sold at the ongoing book sale.
9. Replacement shall depend on demand for the title, availability of the title, availability of more current material on the subject, and the extent to which the subject is already covered in the collection.

## **Section 4: Gifts and Donations**

1. The library accepts gifts of books, other materials, or money for the purchase of materials with the understanding that they will be added to the collection only if appropriate, needed, and contribute to a balanced collection.
2. Gifts of books or other materials may be rejected for donation based upon the physical condition of those materials.
3. The same criteria of selection and withdrawing that are applied to purchased materials are also applied to gifts and donations.
4. No condition(s) may be imposed relating to the donation of any book or other item after its acceptance.
5. Donated materials not added to the collection are discarded, donated, or sold at the library's discretion.

## **Section 5: Recommendations for Purchases from Members of the Community**

1. Suggestions from the community for the purchase of items are always welcome and are given due consideration according to the Library's selection policies.
2. Requests for the re-consideration of, withdrawal of, or restricted access to, a specific item in the collection from a member of the community must be received by the CEO in writing. Responses to these requests are guided by the board's position that:
  - a) people have the right to reject for themselves material(s) of which they do not approve, but they do not have the right to restrict the intellectual freedom of others. (See FN-04: Intellectual Freedom Statement)

- b) It is the right of parents and legal guardians to determine and select the most appropriate materials for minor-aged children in their care.

## **Section 6: Challenged Materials**

1. The Port Colborne Public Library is a resource where many points of view and modes of expression may be examined without hindrance. No ideas and opinions have universal acceptance or condemnation in a pluralistic society. The use of language, either descriptive or expressive, can in itself stimulate controversy.
2. The Port Colborne Public Library, therefore, recognizes the right of individuals to express opposition to authors' ideas or to their creative exercise of language in materials selected for the library. However, the library will not engage to satisfy customers by removing items purchased in compliance with the principles of this policy. Selection of material(s) cannot be influenced by any anticipated approval or disapproval of its intellectual content by sectors of the community.
3. The Port Colborne Public Library complies with any law enacted at the federal, provincial, or municipal level, and therefore does not collect or maintain material which has been adjudged obscene or pornographic, or has been banned by the courts. The relevant sections of the Criminal Code of Canada are: sedition, hate propaganda, and obscenity.
4. The presence of an item in the collection does not indicate an endorsement of its contents by the Port Colborne Public Library, but rather is an affirmation of the principle of intellectual freedom as embodied in the Canadian Library Association Statement on Intellectual Freedom.
5. The following will not cause an item to be automatically included or excluded from the collection:
  - race, religion, nationality or political views of an author
  - frankness or coarseness of language
  - controversial content
  - endorsement or disapproval of an individual or group
  - language of the text
6. The library will neither undertake to mark items to show approval nor disapproval nor expurgate any materials.

7. Physical access to materials will not be restricted except for the express purpose of protecting an item from damage or theft.
8. As per the circulation access guidelines, library patrons have open access to all the library's collections with certain limited exceptions.
9. The responsibility for borrowing and in-library use of materials by children rests with their parents or legal guardians. No item will be excluded from the library collection only because it may come into the possession of children.

## **Section 7: Handling Challenged Materials**

In the event of an objection or complaint, the steps for resolution are as follows:

1. The library patron will put the objection(s) in writing, using a Statement of Concern about Library Materials form. (See Appendix B)
2. The written complaint will be forwarded to the CEO who will read, review or listen to the material, discuss the complaint with the appropriate library staff and, when necessary, check with outside review sources.
3. When the review is completed, the CEO will provide the patron with a written explanation for the decision. The decision will reflect the principles outlined in the Library's Collection Development and Material Selection Policy.

### **Appendices:**

- Appendix A: Principles of Intellectual Freedom (adopted by CLA) and Statement on the Intellectual Rights of the Individual (adopted by OLA)
- Appendix B: Port Colborne Public Library. Statement of Concern About Library Materials

### **Related Documents:**

- Port Colborne Public Library. FN-03: Values Statement
- Port Colborne Public Library. FN-04: Intellectual Freedom
- Port Colborne Public Library. OP-03: Accessibility in the Library
- Canadian Federation of Library Associations. Statement on Intellectual Freedom and Libraries.

## **Appendix A**

### **Principles of Intellectual Freedom**

Adopted November 1985, by the Canadian Library Association.

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those that some elements of society may consider unconventional, unpopular and unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

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### **Statement on the Intellectual Rights of the Individual**

Adopted 1990, by the Ontario Library Association

In affirming its support of the fundamental rights of intellectual freedom, the freedom to read and the freedom of the press, as embodied in the Canadian Charter of Rights and Freedoms, the Ontario Library Association declares its acceptance of the following propositions:

That the provision of library service to the Canadian public is based upon the right of the citizen, under the protection of the law, to judge individually on questions of politics, religion, and morality.

That it is the responsibility of librarians to maintain this right and to implement it in their selection of books, periodicals, films, recordings and other materials.

That intellectual freedom requires freedom to examine other ideas and other interpretations of life than those currently approved by the local community or by society in general, including those ideas and interpretations which may be unconventional or unpopular.

That freedom of the press requires freedom of the writer to depict what is ugly, shocking and unedifying in life when such depiction is made with serious intent.

That free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen and view is fundamental to such free traffic.

That it is therefore part of the library's service to its public to resist any attempt by an individual or group within the community it serves to abrogate or curtail the freedom to read, view and listen by demanding the removal of any book, periodical, film, recording or other material from the library.

That it is equally part of the library's responsibility to its public to ensure that its selection of materials is not unduly influenced by the personal opinions of the selectors, but determined by the application of generally accepted standards of accuracy, style and presentation.

**Appendix B:**

**STATEMENT OF CONCERN ABOUT LIBRARY MATERIALS**

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

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

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

Name of any organization you represent: \_\_\_\_\_

**Resource about which you are commenting:**

Title: \_\_\_\_\_

Author / Producer: \_\_\_\_\_

Copyright Date: \_\_\_\_\_

Have you read the Library's Collection Development Policy? YES NO

What brought this resource to your attention? (For reviews, please give publication details if possible.) \_\_\_\_\_  
\_\_\_\_\_

Have you read/viewed the entire work? What sections did you review? \_\_\_\_\_  
\_\_\_\_\_

What are your objections to this library resource? Please be specific and give page references where applicable. \_\_\_\_\_  
\_\_\_\_\_

What action(s) are you recommending? \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_





# Port Colborne Public Library

Please include additional pages if you require more space to answer the above questions.

## Resource Sharing

Policy Number: **OP-05**

Initial Policy Approval Date: **May 2019**

Last Review/Revision Dates: **May 2021, 2024**

Year of Next Review: **2026**

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Resource sharing through provincial interlibrary loan networks and local reciprocal borrowing service agreements are primary services that support the mission of the library by providing enhanced access to library materials and information. By participating in resource sharing, the Port Colborne Public Library provides library users with access to shared collections, the collections of other libraries, and makes its collections available to other libraries. This policy establishes a commitment to resource sharing partnerships.

1. The library will participate in resource sharing opportunities by:
  - a) joining collaborative initiatives such as material pools, the provincial interlibrary loan network, reciprocal borrowing service agreements, and local cooperative library consortia such as the Libraries in Niagara Cooperative (LiNC)
  - b) using resource sharing as an adjunct to, not a substitute for, the library's collection
  - c) offering local reciprocal borrowing and provincial interlibrary loan services to users in good standing
  
2. Interlibrary loan is a transaction in which the Port Colborne Public Library borrows materials directly from another library on behalf of a user, or another library borrows materials from the Port Colborne Public Library on behalf of its user through INFO (Information Network for Ontario). The library will:
  - a) adhere to interlibrary loan policies and participation standards
  - b) make its database of holdings available to the interlibrary loan network
  - c) promote awareness of the interlibrary loan service
  - d) request materials not owned by the library or missing from the library's collection
  - e) request any type of library materials needed for the purpose of study, instruction, information, recreation, or research
  - f) not request items owned by the library and temporarily in use or on reserve

- g) support the library's book clubs and other book-based programming by requesting multiple copies of a book even if the library already owns a copy
  - h) strictly observe any conditions for use of loaned materials that are imposed by a lending library
  - i) not charge users a fee for borrowing via interlibrary loan
  - j) consult with users in advance regarding fees charged by lending libraries
  - k) be responsible for materials borrowed on behalf of patrons and pay for overdue charges, damage, or loss of material borrowed on interlibrary loan or through reciprocal borrowing
  - l) **reserve the right to limit the number of concurrent requests by an individual user**
3. Interlibrary loan service is offered to other libraries that abide by the provincial interlibrary loan policies and participation standards. The library will:
- a) make available the broadest range of materials for interlibrary loan with the following exceptions:
    - materials limited by licensing agreements
    - materials designated as non-circulating
    - materials too fragile to be shipped
    - **lendable technology**
  - b) reserve the right to refuse to lend other materials or to ask a borrowing library to restrict use of materials lent
  - c) respond to requests within two (2) **business days or as soon as possible**
  - d) circulate items for the same period of time as for regular circulation
  - e) grant renewals unless the material is needed for another user of the library
  - f) charge for overdue, damaged or lost materials based on the Port Colborne Public Library Circulation Policy
4. The Port Colborne Public Library participates in resource sharing as a partner library in the Libraries in Niagara Cooperative (LiNC). The parameters for the reciprocal borrowing of resources are set out in the LiNC Circulation Policy. The policy is reviewed annually by the LiNC Executive Team and follows all provisions of the *Public Libraries Act*.

The current LiNC policy will be included in Section 1 of the Port Colborne Public Library Circulation Policy (OP-12) as approved by the Board.

In the event of any conflict between the policies, library staff will adhere to the requirements set out in Port Colborne Public Library Circulation Policy (OP-12).



# Port Colborne Public Library

## **Related Documents:**

- Port Colborne Public Library. OP-12: Circulation Policy
- Libraries in Niagara Cooperative (LiNC). Circulation Policy

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# Port Colborne Public Library

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- Libraries in Niagara Cooperative (LiNC). Circulation Policy