

Port Colborne Public Library Board Meeting Agenda

Date: Wednesday, November 6, 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. Decision and Discussion Items

7.1 Human Resources Update (M. Murray)

a. WorkDay

b. CEO Evaluation Forms

8. Consent Items

8.1 Financial Reports

a.	2024 Operating Budget (as November 1, 2024)	5
b.	2024 Facilities Budget (as November 1, 2024)	7
c.	5-Year Operating Budget	9
8.2	Circulation Reports	
a.	Circulation Report, September 2024	11
b.	Circulation Snapshot, September 2024	15
c.	3rd Quarter Circulation Report	16
d.	3rd Quarter Circulation Snapshot	19
8.3	Staff Reports	
a.	Librarian Report, October 2024	20
b.	CEO's Report, October 2024	26
8.4	Media Items	
a.	Off the Shelf Newsletter - November/December 2024	30
8.5	Correspondence	
a.	CFLA-FCAB Governance Recommendations	40
b.	CFLA-FCAB Newsletter, Fall 2024	43
9.	Policies	
9.1	GOV-02: Library Board Orientation and Training	48
9.2	GOV-04: Policy Development	51
9.3	GOV-07: Board Advocacy	54
9.4	GOV-10: Board Succession Planning	57
10.	Roundtable	
11.	Other Business	

12. Next Meeting Date and Adjournment



Port Colborne Public Library Board Meeting Minutes

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

Members Present: M. Bagu, Councillor
H. Cooper
B. Ingram, Vice-Chair
C. MacMillan
B. Beck
M. Booth
E. Tanini

Member(s) Absent: M. Cooper, Chair
A. Desmarais

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

1. **Call to Order**

The Vice-Chair called the meeting to order at 6:03 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**

A letter of resignation from Board Member, Michael Cooper (Chair) dated and received October 2, 2024, was added to the agenda.

Moved by C. MacMillan
Seconded by H. Cooper

That the agenda dated October 2, 2024, be confirmed, as amended.

Carried

Moved by H. Cooper
Seconded by B. Beck

The Board approved the resignation of Board Member, Michael Cooper (Chair).

Carried

Moved by B. Beck
Seconded by H. Cooper

That the Board defer the election of a new Chair until the Board vacancy is addressed.

Carried

5. Approval of Minutes

Moved by M. Booth
Seconded by H. Cooper

That the minutes dated September 4, 2024, be approved, as circulated.

Carried

6. Business Arising from the Minutes

Nil.

7. Consent Items

Moved by C. MacMillan
Seconded by M. Booth

That consent items 7.1 to 7.5 be received, as presented.

Carried

7.1 Financial Reports

- a. **2024 Operating Budget (as of September 27, 2024)**
- b. **2024 Facilities Budget (as of September 27, 2024)**

7.2 Circulation Reports

- a. **Circulation Report, August 2024**
- b. **Circulation Snapshot, August 2024**

7.3 Staff Reports

- a. **Librarian Report, September 2024**

7.4 Media Items

- a. **City Hall News - September 2024**

7.5 Correspondence

- a. **CFLA-FCAB Board Meeting Update - 5 September 2024**
- b. **Joint Statement from NFPL and SCPL**

8. Discussion and Decision Items

8.1 Board Evaluation (M. Cooper)

Michael Cooper was absent, so this was not discussed.

8.2 CEO's Report - Verbal (R. Tkachuk)

The CEO provided an update on programming, services, collections, and ongoing projects.

Moved by H. Cooper

Seconded by B. Beck

That the Board receives the CEO's report, as presented.

Carried

9. Policies

Moved by H. Cooper

Seconded by Councillor M. Bagu

That the Board approves the policies listed in items 9.1 to 9.5, as presented.

Carried

9.1 OP-13: Local History

9.2 OP-14: Information Services

9.3 OP-20: Art Exhibits in the Library

9.4 OP-21: Lendable Technology Items Policy

9.5 OP-22: Lendable Non-Traditional Library Collections

10. Motions

Nil.

11. Notice of Motions

Nil.

12. Roundtable

Trustee, H. Cooper reported on a communications partnership between the library and local schools.

Trustee, M. Booth reported on an opportunity for seniors programming partnerships for the library.

13. Other Business

Nil.

14. Next Meeting Date and Adjournment

The next regular meeting of the Board will be held Wednesday, November 6, 2024, on the Auditorium of the Port Colborne Public Library.

The Vice-Chair adjourned the meeting at approximately 6:51 p.m.

Bryan Ingram, Acting Chair

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



PORT COLBORNE

**City of Port Colborne
Library**

For the Ten Months Ending October 31, 2024

	YTD Oct	2024		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Donations	\$4,015.02	\$4,800.00	(\$784.98)	(16.35%)
Rentals	720.00	650.00	70.00	10.77%
Other Revenue	84.27		84.27	0.00%
Fees	5,756.55	3,500.00	2,256.55	64.47%
Grants - Other	1,113.00		1,113.00	0.00%
Grant - Provincial	9,600.00	38,300.00	-28,700.00	(74.93%)
Sales	2,401.55		2,401.55	0.00%
Total Revenue	23,690.39	47,250.00	-23,559.61	(49.86%)
Expense				
Personnel Expense				
Salaries and Wages - Full Time	311,690.54	451,200.00	-139,509.46	(30.92%)
Salaries and Wages - Part Time	68,545.13	69,900.00	-1,354.87	(1.94%)
Overtime Pay	5,205.22		5,205.22	0.00%
Employee Benefits	122,674.03	187,900.00	-65,225.97	(34.71%)
Subtotal Personnel Expense	508,114.92	709,000.00	-200,885.08	(28.33%)
Operating Expense				
Association/Membership Fees	1,300.00	1,500.00	-200.00	(13.33%)
Library Collection	36,967.93	44,800.00	-7,832.07	(17.48%)
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	1,335.10	4,000.00	-2,664.90	(66.62%)
Equipment - Purchase	1,057.25	7,000.00	-5,942.75	(84.90%)
Financial Expenses	18.30		18.30	0.00%
Hospitality Expense	316.89	750.00	-433.11	(57.75%)
Office Supplies	3,222.34	3,000.00	222.34	7.41%
Postage & Courier	157.12	700.00	-542.88	(77.55%)
Program Supplies	1,687.22	3,500.00	-1,812.78	(51.79%)
Protective & Uniform Clothing		1,300.00	-1,300.00	(100.00%)
Staff Training & Development	3,406.43	7,000.00	-3,593.57	(51.34%)
SME - Audit and Actuary		7,200.00	-7,200.00	(100.00%)
Telephone/Internet	13,973.75	17,100.00	-3,126.25	(18.28%)
Travel	130.79	500.00	-369.21	(73.84%)
Subtotal Operating Expense	87,211.81	129,850.00	-42,638.19	(32.84%)
Total Expense	595,326.73	838,850.00	-243,523.27	(29.03%)
Surplus/(Deficit) Before Allocation	-571,636.34	-791,600.00	219,963.66	(27.79%)
Surplus/(Deficit) After Allocation	-571,636.34	-791,600.00	219,963.66	(27.79%)
Transfer Between Funds		-791,600.00	791,600.00	(100.00%)

PORT COLBORNE

	YTD Oct ACTUAL	2024 BUDGET	VARIANCE	VAR %
Total Transfer		-791,600.00	791,600.00	(100.00%)
Surplus / (Deficit)	(\$571,636.34)		(\$571,636.34)	

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PORT COLBORNE

**City of Port Colborne
2024 Facilities**

For the Ten Months Ending October

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							1,510.02	5,000.00 0-070-90020-8480-121
0-070-90020-8540-121	5,948.60	12,480.00						0-070-90020-8540-121
0-070-90020-8545-1211 Facilities - Utilities-Hydro - Libr			10,899.05	14,600.00				0-070-90020-8545-121
0-070-90020-8550-1211 Facilities - Utilities-Water - Library Facility					1,760.95	2,090.00		0-070-90020-8550-121
Total Library Facility	5,948.60	12,480.00	10,899.05	14,600.00	1,760.95	2,090.00	1,510.02	5,000.00 Total Library Facility

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31, 2024

Contract Services		Equipment		Land Lease		Total		
YTD	2024	YTD	2024	YTD	2024	Actual	Budget	Variance
Actual	Budget	Actual	Budget	Actual	Budget			
41,675.23	43,700.00					41,675.23	43,700.00	2,024.77
1 Facilities - R & M-Con & Parts - Library Facility						1,510.02	5,000.00	3,489.98
1 Facilities - Utilities-Gas - Library Facility						5,948.60	12,480.00	6,531.40
1 Facilities - Utilities-Hydro - Library Facility						10,899.05	14,600.00	3,700.95
1 Facilities - Utilities-Water - Library Facility						1,760.95	2,090.00	329.05
41,675.23	43,700.00					61,793.85	77,870.00	16,076.15 &P of &N

**City of Port Colborne
2025 5-year Operating Budget**

Library

	2024 Budget	2024 Forecast	2025 Proposed Budget	2026 Preliminary Budget	2027 Preliminary Budget	2028 Preliminary Budget	2029 Preliminary Budget
Revenue							
Donations	\$4,800.00	\$4,800.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Rentals	650.00	650.00	650.00	650.00	650.00	650.00	650.00
Fees	3,500.00	5,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
Grant - Provincial	38,300.00	38,300.00	38,300.00	38,300.00	38,300.00	38,300.00	38,300.00
Total Revenue	47,250.00	48,750.00	47,950.00	47,950.00	47,950.00	47,950.00	47,950.00
Expense							
Personnel Expense							
Salaries and Wages - Full Time	451,200.00	393,000.00	500,400.00	530,400.00	562,200.00	579,100.00	596,500.00
Salaries and Wages - Part Time	69,900.00	94,500.00	74,000.00	76,200.00	78,500.00	80,900.00	83,300.00
Overtime Pay		6,000.00	4,400.00	4,500.00	4,600.00	4,700.00	4,800.00
Employee Benefits	187,900.00	154,800.00	172,000.00	182,300.00	193,200.00	204,800.00	217,100.00
Subtotal Personnel Expense	709,000.00	648,300.00	750,800.00	793,400.00	838,500.00	869,500.00	901,700.00
Operating Expense							
Association/Membership Fees	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
Library Collection	44,800.00	31,758.00	46,250.00	47,600.00	49,000.00	50,400.00	51,900.00
Library Digital Resources	30,000.00	30,750.00	30,750.00	31,700.00	32,600.00	33,500.00	34,500.00
Comm and Public Relations	500.00	500.00	500.00	500.00	500.00	500.00	500.00
Computer Software	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Contract Services	4,000.00	4,000.00	4,000.00	4,100.00	4,200.00	4,300.00	4,400.00
Equipment - Purchase	7,000.00	7,000.00	7,000.00	7,200.00	7,400.00	7,600.00	7,800.00
Hospitality Expense	750.00	750.00	775.00	800.00	800.00	800.00	800.00
Office Supplies	3,000.00	3,000.00	3,000.00	3,100.00	3,200.00	3,300.00	3,400.00
Postage & Courier	700.00	700.00	700.00	700.00	700.00	700.00	700.00
Program Supplies	3,500.00	3,500.00	3,500.00	3,600.00	3,700.00	3,800.00	3,900.00
Protective & Uniform Clothing	1,300.00	1,320.00	1,320.00	1,400.00	1,400.00	1,400.00	1,400.00
Staff Training & Development	7,000.00	7,200.00	7,200.00	7,200.00	7,200.00	7,200.00	7,200.00
SME - Audit and Actuary	7,200.00	7,200.00	7,200.00	7,400.00	7,600.00	7,800.00	8,000.00
Telephone/Internet	17,100.00	17,100.00	17,100.00	17,600.00	18,100.00	18,600.00	19,100.00
Travel	500.00	500.00	500.00	500.00	500.00	500.00	500.00

	2024	2024	2025	2026	2027	2028	2029
	Budget	Forecast	Proposed Budget	Preliminary Budget	Preliminary Budget	Preliminary Budget	Preliminary Budget
Subtotal Operating Expense	129,850.00	117,778.00	132,295.00	135,900.00	139,400.00	142,900.00	146,600.00
Total Expense	838,850.00	766,078.00	883,095.00	929,300.00	977,900.00	1,012,400.00	1,048,300.00
Surplus/(Deficit) Before Allocation	-791,600.00	-717,328.00	-835,145.00	-881,350.00	-929,950.00	-964,450.00	-1,000,350.00
Surplus/(Deficit) After Allocation	-791,600.00	-717,328.00	-835,145.00	-881,350.00	-929,950.00	-964,450.00	-1,000,350.00
Transfer to/ (from) Reserves		66,554.00					
Transfer Between Funds	-791,600.00	-783,882.00	-835,145.00	-881,350.00	-929,950.00	-964,450.00	-1,000,350.00
Total Transfer	-791,600.00	-717,328.00	-835,145.00	-881,350.00	-929,950.00	-964,450.00	-1,000,350.00

<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	3696	3908	-212	37084	36498	28907	2%	28%
Periodicals	231	72	159	1766	588	593	200%	198%
DVDs	1148	1318	-170	12926	11478	7602	13%	70%
CDs	20	9	11	250	665	90	-62%	178%
Audiobooks	77	81	-4	627	783	567	-20%	11%
Board Games	30	19	11	341	313	190	9%	79%
Seed Library	96	7	89	1255	400	429	214%	193%
Video Games	90	100	-10	1007	1255	651	-20%	55%
Lendable Non-Traditional	10	4	6	48	34	30	41%	60%
Lendable Technology	1	2	-1	20	21	2	-5%	900%
Library of Things	7	23	-16	132	214	72	-38%	83%
Toys and Puzzles	68	179	-111	2049	1987	90	3%	2177%
Microfilm	22	53	-31	235	325	167	-28%	41%
TOTAL CIRCULATION	5496	5775	-279	57740	54561	39390	6%	47%
Materials Returned	5456	5628	-172	51002	49005	37709	4%	35%
TOTAL TRANSACTIONS	10952	11403	-451	108742	103566	77099	5%	41%
<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	128	149	-21	1373	2495	5040	-45%	-73%
Downloadable Audiobooks	631	538	93	5582	4567	4335	22%	29%
Downloadable eBooks	1031	956	75	9280	8574	9114	8%	2%
Downloadable Music	0	3	-3	17	12	20	42%	-15%
Downloadable Video	30	47	-17	344	302	763	14%	-55%
Downloadable Magazines	485	237	248	4109	1604	1049	156%	292%
TOTAL CIRCULATION	2305	1930	375	20705	17554	20321	18%	2%
<u>ILLO & RECIP. BORROWING</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
Interlibrary Loans --IN	14	16	-2	103	107	51	-4%	102%
LINC Reciprocal IN	666	602	64	5583	5361	4616	4%	21%
TOTAL RECEIVED	680	618	62	5686	5468	4667	4%	22%
Interlibrary Loans --OUT	26	21	5	115	220	84	-48%	37%
LINC Reciprocal OUT	754	788	-34	7487	6735	6602	11%	13%
TOTAL SENT	780	809	-29	7602	6955	6686	9%	14%
<u>REGISTRATIONS</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
Adults	46	51	-5	608	383	310	59%	96%
Children	14	12	2	150	134	120	12%	25%
Non-Resident	13	7	6	85	98	66	-13%	29%
Teen	1	0	1	22	9	12	144%	83%
TOTAL REGISTRATIONS	74	70	4	865	624	508	39%	70%
<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	224.90	145.40	79.50	1679.18	1072.44	709.40	57%	137%
Auditorium Rental	79.10	79.10	0.00	632.80	463.40	33.90	37%	1767%
Donations	0.00	0.00	0.00	1000.00	1000.00	1000.00	0%	0%
Book Sales	159.40	203.10	-43.70	2195.05	2737.05	1938.30	-20%	13%
Photocopy Revenue	256.75	83.00	173.75	1397.20	841.40	241.55	66%	478%
Sign Rental	0.00	64.50	-64.50	113.00	64.50	169.50	75%	-33%
Print Server	235.80	252.50	-16.70	2681.10	2189.35	1765.50	22%	52%
Programme Revenue	0.00	210.00	-210.00	120.00	1783.25	90.00	-93%	33%
Fundraiser Items Revenue	4.00	50.00	-46.00	67.00	932.00	10.00	-93%	570%
Capital Asset Disposal	0.00	113.00	-113.00	0.00	113.00	0.00	-100%	0%
SUBTOTAL	959.95	1200.60	-240.65	9885.33	11196.39	5958.15	-12%	66%
Capital Donations	1000.00	50.00	950.00	2874.00	4214.53	560.00	-32%	413%
TOTAL RECEIPTS	1959.95	1250.60	709.35	12759.33	15410.92	6518.15	-17%	96%

MATERIALS	2024	2023	+/-	2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
No. of Books Repaired	35	30	5	287	361	247	-20%	16%
Donations added to Collection	4	156	-152	137	387	13	-65%	954%
Used Books Sold	140	102	38	1530	3524	2445	-57%	-37%
PROGRAMS AND EVENTS	2024	2023	+/-	2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
No. of Prog/Events							0%	0%
Teen Programs	1	0	1	13	14	15	-7%	-13%
Pop-Up Library Visits	1	1	0	14	18	21	-22%	-33%
Community Events	12	48	-36	160	525	193	-70%	-17%
Children's Programmes	13	14	-1	188	178	40	6%	370%
Class Visits	0	0	0	23	8		188%	100%
* Tech	55		55	356			100%	100%
* Seniors	2		2	21			100%	100%
TOTAL	84	63	21	775	743	269	4%	188%
No. of Attendees								
Teen Programs	4	0	4	64	246	140	-74%	-54%
Pop-Up Library Visits	17	150	-133	382	706	692	-46%	-45%
Community Events	128	487	-359	2038	2805	713	-27%	186%
Children's Programmes	272	176	96	4739	4678	2827	1%	68%
Class Visits	0	0	0	683	226		202%	100%
* Tech	55		55	356			100%	100%
* Seniors	2		2	104			100%	100%
TOTAL	478	813	-335	8366	8661	4372	-3%	91%
* Tech and Seniors previously categorized under Community Events								
No. of Rentals/Reservations								
Room Rentals	8		8	49			100%	100%
Bookable Spaces	16		16	82			100%	100%
Sign Rentals	5		5	13			100%	100%
No. of Attendees								
Room Rentals	93		93	591			100%	100%
Bookable Spaces	18		18	118			100%	100%
*Room Rentals previously categorized under Community Events								
ALL COMPUTER USERS	2024	2023	+/-	2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
Wireless Computer Users	352	471	-119	2948	3734	1662	-21%	77%
Computer Workstation Users	290	291	-1	2540	2760	1567	-8%	62%
TOTAL	642	762	-120	5488	6494	3229	-15%	70%
PATRON COUNT	2024	2023	+/-	2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
	3585	3546	39	39407	32478	26012	21%	51%
LIBRARY HOMEPAGE HITS	2024	2023	+/-	2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
	1622	1465	157	14562	14655	14725	-1%	-1%
ONLINE CATALOGUE HITS	2024	2023	+/-	2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
	5037	1841	3196	22365	15977	14228	40%	57%
SOCIAL MEDIA	2024	2023	+/-	2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
Facebook								
Page Likes/Followers	1690	1548	142	1690	1548	1162	9%	45%
Total Post Views	40685	11797	28888	176579	165881	88468	6%	100%
Total Post Interactions	922	615	307	3777	7274	2400	-48%	57%
Total Posts	47	42	5	321	368	307	-13%	5%
Instagram								

Page Likes/Followers	1309	1187	122		1309	1187	1079	10%	21%
Total Post Views	3834	4907	-1073		35794	49268	13875	-27%	158%
Total Post Interactions	2935	242	2693		4326	3494	683	24%	533%
Total Posts	45	38	7		357	353	139	1%	157%

Twitter / X Discontinued Oct. 2023

eNEWSLETTER	<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>
New Contacts	4	19	-15		57	131	157	-56%	-64%
Total Contacts to Date	443	380	63		443	380	218	17%	103%
Email Opens	234	198	36		1469	1593	755	-8%	95%
Clickthroughs	38	50	-12		255	377	205	-32%	24%
PRINTING	<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>
Public Computers	211	171	40		1530	3072	4580	-50%	-67%
Mobile Print	60	0	60		566	0	0	100%	100%
Pages in Black and White	691	1006	-315		8150	8187	4548	0%	79%
Pages in Colour	63	1	62		397	185	151	115%	163%
Total Jobs	271	171	100		2096	3072	4580	-32%	-54%
Total Number of Pages	754	1007	-253		8547	8372	4699	2%	82%
PHOTOCOPIER	<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>
Pages copied	1027	332	695		5589	3366	966	66%	478%

SEPT 2024 MONTHLY REPORT

INTERACTIONS

NEW PATRONS

74

PATRON VISITS

3,585

CATALOGUE VISITS

5,037

WEB VISITS

1,622

PHYSICAL CIRC

5,496

DIGITAL CIRC

2,305

ITEMS BORROWED FROM LINC LIBRARIES

666

ITEMS LOANED TO LINC LIBRARIES

754

CIRCULATION

PROGRAMS

- Mud Lake Walk (in partnership with Welland Public Library) had 7 attendees from Port Colborne.
- Environmental Awareness Speaker Series had 17 attendees the first session.

TOTAL PROGRAMS

84

PROGRAM ATTENDANCE

478

SOCIAL MEDIA POSTS

92

eNEWSLETTER SUBSCRIPTIONS

4

PAGES PRINTED & COPIED

1,781

COMPUTER USERS

290

WIRELESS USERS

352

LIBRARY TECH

- ePRINTit users sent 60 remote print jobs for a total of 253 pages.

TECH HELP SESSIONS

55

HIGHLIGHTS

- St. Catharines Public Library - Reciprocal Borrowing Agreement
- New Community Connect partners:
 - Seniors Advisory Committee
 - Niagara College Newcomer Language Programs



Bookmark winner Calla, Reciprocal borrowing, Take & Make craft kits

<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	13370	13474	-104	37084	36498	28907	2%	28%
Periodicals	770	201	569	1766	588	593	200%	198%
DVDs	3789	4381	-592	12926	11478	7602	13%	70%
CDs	72	203	-131	250	665	90	-62%	178%
Audiobooks	221	267	-46	627	783	567	-20%	11%
Board Games	132	100	32	341	313	190	9%	79%
Seed Library	316	19	297	1255	400	429	214%	193%
Video Games	261	391	-130	1007	1255	651	-20%	55%
Lendable Non-Traditional	26	10	16	48	34	30	41%	60%
Lendable Technology	5	8	-3	20	21	2	-5%	900%
Library of Things	22	104	-82	132	214	72	-38%	83%
Toys and Puzzles	679	928	-249	2049	1987	90	3%	2177%
Microfilm	69	126	-57	235	325	167	-28%	41%
TOTAL CIRCULATION	19732	20212	-480	57740	54561	39390	6%	47%
Materials Returned	17696	18047	-351	51002	49005	37709	4%	35%
TOTAL TRANSACTIONS	37428	38259	-831	108742	103566	77099	5%	41%
<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	577	386	191	1373	2495	5040	-45%	-73%
Downloadable Audiobooks	1873	1599	274	5582	4567	4335	22%	29%
Downloadable eBooks	3028	2850	178	9280	8574	9114	8%	2%
Downloadable Music	1	3	-2	17	12	20	42%	-15%
Downloadable Video	109	113	-4	344	302	763	14%	-55%
Downloadable Magazines	1267	591	676	4109	1604	1049	156%	292%
TOTAL CIRCULATION	6855	5542	1313	20705	17554	20321	18%	2%
<u>ILLO & RECIP. BORROWING</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
Interlibrary Loans --IN	38	43	-5	103	107	51	-4%	102%
LINC Reciprocal IN	1992	1720	272	5583	5361	4616	4%	21%
TOTAL RECEIVED	2030	1763	267	5686	5468	4667	4%	22%
Interlibrary Loans --OUT	40	111	-71	115	220	84	-48%	37%
LINC Reciprocal OUT	2602	2456	146	7487	6735	6602	11%	13%
TOTAL SENT	2642	2567	75	7602	6955	6686	9%	14%
<u>REGISTRATIONS</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
Adults	163	138	25	608	383	310	59%	96%
Children	50	49	1	150	134	120	12%	25%
Non-Resident	35	38	-3	85	98	66	-13%	29%
Teen	7	6	1	22	9	12	144%	83%
TOTAL REGISTRATIONS	255	231	24	865	624	508	39%	70%
<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	764.99	440.40	324.59	1679.18	1072.44	709.40	57%	137%
Auditorium Rental	158.20	101.70	56.50	632.80	463.40	33.90	37%	1767%
Donations	0.00	0.00	0.00	1000.00	1000.00	1000.00	0%	0%
Book Sales	515.90	884.15	-368.25	2195.05	2737.05	1938.30	-20%	13%
Photocopy Revenue	524.25	202.75	321.50	1397.20	841.40	241.55	66%	478%
Sign Rental	0.00	64.50	-64.50	113.00	64.50	169.50	75%	-33%
Print Server	850.25	532.05	318.20	2681.10	2189.35	1765.50	22%	52%
Programme Revenue	0.00	1079.25	-1079.25	120.00	1783.25	90.00	-93%	33%
Fundraiser Items Revenue	18.00	107.00	-89.00	67.00	932.00	10.00	-93%	570%
Capital Asset Disposal	0.00	113.00	-113.00	0.00	113.00	0.00	-100%	0%
SUBTOTAL	2831.59	3524.80	-693.21	9885.33	11196.39	5958.15	-12%	66%
Capital Donations	1500.00	505.00	995.00	2874.00	4214.53	560.00	-32%	413%
TOTAL RECEIPTS	4331.59	4029.80	301.79	12759.33	15410.92	6518.15	-17%	96%

MATERIALS	2024	2023	+/-	2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
No. of Books Repaired	114	115	-1	287	361	247	-20%	16%
Donations added to Collection	11	202	-191	137	387	13	-65%	954%
Used Books Sold	448	681	-233	1530	3524	2445	-57%	-37%
PROGRAMS AND EVENTS	2024	2023	+/-	2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
No. of Prog/Events								
Teen Programs	5	8	-3	13	14	15	-7%	-13%
Pop-Up Library Visits	5	6	-1	14	18	21	-22%	-33%
Community Events	44	125	-81	160	525	193	-70%	-17%
Children's Programmes	86	101	-15	188	178	40	6%	370%
Class Visits	0	0	0	23	8		188%	100%
* Tech	116	0	116	356			100%	100%
* Seniors	6	0	6	21			100%	100%
TOTAL	262	240	22	775	743	269	4%	188%
No. of Attendees								
Teen Programs	28	39	-11	64	246	140	-74%	-54%
Pop-Up Library Visits	63	206	-143	382	706	692	-46%	-45%
Community Events	257	1301	-1044	2038	2805	713	-27%	186%
Children's Programmes	2632	3134	-502	4739	4678	2827	1%	68%
Class Visits	0	0	0	683	226		202%	100%
* Tech	116	0	116	356			100%	100%
* Seniors	13	0	13	104			100%	100%
TOTAL	3109	4680	-1571	8366	8661	4372	-3%	91%
* Tech and Seniors previously categorized under Community Events								
No. of Rentals/Reservations								
Room Rentals	17		17	49			100%	100%
Bookable Spaces	45		45	82			100%	100%
Sign Rentals	6		6	13			100%	100%
No. of Attendees								
Room Rentals	210		210	591			100%	100%
Bookable Spaces	70		70	118			100%	100%
*Room Rentals previously categorized under Community Events								
ALL COMPUTER USERS	2024	2023	+/-	2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
Wireless Computer Users	923	1310	-387	2948	3734	1662	-21%	77%
Computer Workstation Users	827	972	-145	2540	2760	1567	-8%	62%
TOTAL	1750	2282	-532	5488	6494	3229	-15%	70%
PATRON COUNT	2024	2023	+/-	2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
	13473	13278	195	39407	32478	26012	21%	51%
LIBRARY HOMEPAGE HITS	2024	2023	+/-	2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
	4889	4921	-32	14562	14655	14725	-1%	-1%
ONLINE CATALOGUE HITS	2024	2023	+/-	2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
	10541	5919	4622	22365	15977	14228	40%	57%

<u>SOCIAL MEDIA</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>
Facebook									
Page Likes/Followers	1690	1548	142		1690	1548	1162	9%	45%
Total Post Views	69415	28301	41114		176579	165881	88468	6%	100%
Total Post Interactions	1640	1476	164		3777	7274	2400	-48%	57%
Total Posts	123	129	-6		321	368	307	-13%	5%
Instagram									
Page Likes/Followers	1309	1187	122		1309	1187	1079	10%	21%
Total Post Views	11772	16289	-4517		35794	49268	13875	-27%	158%
Total Post Interactions	3395	1248	2147		4326	3494	683	24%	533%
Total Posts	135	127	8		357	353	139	1%	157%
Twitter / X Discontinued Oct. 2023									
<u>eNEWSLETTER</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>
New Contacts	20	46	-26		57	131	157	-56%	-64%
Total Contacts to Date	443	380	63		443	380	218	17%	103%
Email Opens	460	590	-130		1469	1593	755	-8%	95%
Clickthroughs	90	146	-56		255	377	205	-32%	24%
<u>PRINTING</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>
Public Computers	545	953	-408		1728	3072	4580	-44%	-62%
Mobile Print	236	0	236		646	0	0	100%	100%
Pages in Black and White	2673	2087	586		8705	8187	4548	6%	91%
Pages in Colour	182	14	168		554	185	151	199%	267%
Total Jobs	781	953	-172		2374	3072	4580	-23%	-48%
Total Number of Pages	2855	2101	754		9259	8372	4699	11%	97%
<u>PHOTOCOPIER</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>
Pages copied	2097	811	1286		5589	3366	966	66%	478%

Q3 2024 QUARTERLY REPORT

INTERACTIONS

NEW PATRONS

255

PATRON VISITS

13,473

CATALOGUE VISITS

10,541

WEB VISITS

4,889

PHYSICAL CIRC

19,732

DIGITAL CIRC

6,855

ITEMS BORROWED FROM LINC LIBRARIES

1,992

ITEMS LOANED TO LINC LIBRARIES

2,642

CIRCULATION

PROGRAMS

- TD Summer Reading Club
 - 282 participants, with a total of 2,680 books read
- Teen Summer Reading Club
 - 12 participants
- Adult Summer Reading Club
 - 253 ballots entered, with a total of 759 books read

TOTAL PROGRAMS

262

PROGRAM ATTENDANCE

3,109

SOCIAL MEDIA POSTS

258

eNEWSLETTER SUBSCRIPTIONS

20

PAGES PRINTED & COPIED

4,952

COMPUTER USERS

827

WIRELESS USERS

923

LIBRARY TECH

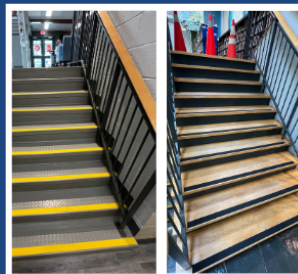
- ePRINTit users sent 236 remote print jobs this quarter.

TECH HELP SESSIONS

116

UPDATES

- Stairs refurbished + skylights replaced
- New Community Connect partners:
 - BIAN
 - Seniors Advisory Committee
 - Niagara College Newcomer Language Programs
- St. Catharines Public Library - Reciprocal Borrowing Agreement



Stair refurbishment

Date: November 6, 2024
To: Port Colborne Public Library Board
From: Hannah Madsen
Subject: Public Relations Report

Recommendation:

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

Public Relations Report Items

1. Class Visits

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

- October 9, 2024 – Steele St – 21 students
- October 9, 2024 – Dewitt-Carter – 23 students
- October 16, 2024 – Steele St – 20 students
- October 23, 2024 – Steele St – 23 students
- October 30, 2024 – McKay – 18 students

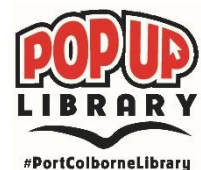
2. Pop-Up Library & Outreach

Pop-Up Library

- October 8, 2024 – Northland Pointe

Pop-Up: Touch-a-Truck

The library popped up at the Touch-a-Truck & Fire Prevention Kick-Off event. Families were invited to draw a picture of their favourite truck. The pictures will be compiled into a book, which will be available to borrow from the library. 225 children participated in the activity.



Pop-Up: Port Colborne High School

The library is scheduled to pop-up at PCHS on November 7, 2024. The librarian will bring the mini button maker for teens to design their own button and will bring information on library resources such as community service hours. Teens will be able to sign up for a library card.



3. Programming

- Baby Time

Baby Time sessions included songs, stories, and discussions for families. One Baby Time session was offered in October. A student from Brock University observed the session for their Early Childhood Education degree.



- Story Time with Shelly

On Saturdays in October, Story Time with Shelly ran in the Children's Room from 10:30 – 11:30 a.m. Shelly read a variety of picture books to families.

- Lego Club

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



- Kid's Craft Cart

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

- PD Day Activity: Friendship Bracelets

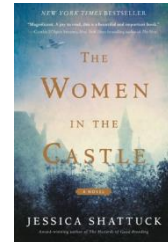
On Friday, October 11, children were invited to drop-in to the library and make friendship bracelets. Nine children attended the program.

- Dungeons & Dragons

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

- Port Colborne Public Library Book Club

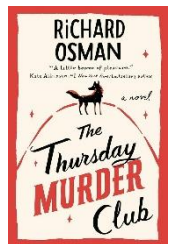
In October, the PCPL Book Club read **The Women in the Castle** by Jessica Shattuck and met on Monday, October 21 to discuss the book. The book club has 11 members.



- Portal Village Book Club

This month the library launched a book club at the Portal Village Retirement Community. The group met for the first time on October 15 to register for library cards and pick up the first novel.

In October, the book club is reading **The Thursday Murder Club** by Richard Osman. The book club has 8 members.



- Music Makerspace

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

4. Passive Programming

- 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 October, there were five scavenger hunts with over 90 participants.

- Colouring Sheets

Every month, three colouring sheets are available for free in the Children's Room. In September, over 160 participated in the activity.

- Design Our Bookmark Contest

In September, the theme for the monthly bookmark contest was "I'm Thankful"

for...”. The winning bookmark submission for September was designed by Calla, who drew the things she’s thankful for: her little sister, her new puppy, and food. Calla received a small prize package and her bookmark was handed out to all patrons at checkout.



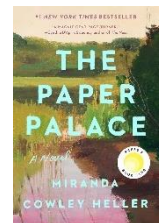
In October, the Bookmark Contest theme was “How I’m Kind.”

- Take and Makes
Free Take and Make craft kits were available each week during October. Thirty kits were handed out each week, for a total of 150 kits picked up.

5. **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 October selection was **The Paper Palace** by Miranda Cowley Heller.



6. **Environmental Awareness Speaker Series**

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

The second session took place on October 28 and was a presentation on taking steps for a sustainable future through residential electrification.

The upcoming session in November will be on building empathy for local watersheds.

The series is generously sponsored by Jungbunzlauer Canada Inc.

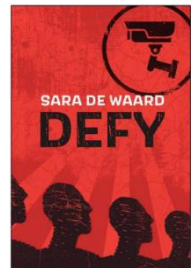
7. Art in the Atrium

Each month, the library hosts a local artist in our Atrium gallery. The art show is open to the public for free.

The October artists were Judy Wade and Jane Wright. Judy's artwork includes sketches, watercolour, and acrylic painting of still lifes and landscapes. Jane's artwork includes watercolour and acrylic painting of still lifes, abstracts, and landscapes. In November, the library will be welcoming artists from Port Colborne High School.

8. Book Launch: Defy by Sara De Waard

On Saturday, October 19 the library hosted the book launch of local author Sara de Waard's second young adult book, **Defy**. The event was open to the public and included an author reading, refreshments, and book signings. 45 people attended the event.



9. One Book, One Niagara

One Book, One Niagara is an annual initiative that encourages the community to come together by reading the same book. It culminates in an in-person author event that is free to attend. On October 24, the One Book, One Niagara committee met to begin planning the 2025 event.

10. CELA Deposit Collection

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



11. Community Connect

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

- October 1, 2024 – PC Works – Resume Refresh
- October 1, 2024 – Bridges CHC – Programs & Services
- October 5, 2024 – PFLAG Niagara
- October 7, 2024 – Birchway Niagara – Programs & Services
- October 8, 2024 – PC Works – Resume Refresh
- October 9, 2024 – Bridges CHC – Ontario Seniors’ Dental Care Program
- October 15, 2024 – PC Works – Resume Refresh
- October 16, 2024 – Service Canada





Date: November 6, 2024
To: Port Colborne Public Library Board
From: Rachel Tkachuk, Chief Executive Officer
Subject: CEO's Report

Recommendation

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

1. Budget

The 2025 Capital and Related Project Budget and Levy (Operating) Budget was approved at the October 22, 2024, City Council meeting.

2. Capital Projects

A voice annunciator was added to the elevator as part of the Elevator Modernization project and the AODA audit.

The Roof Replacement Project started Thursday, October 10, 2024. Library hours have been unaffected, however programs and services are limited during construction. When necessary, library staff are scheduled to do staff development and work from home.

The UV coatings for windows project is scheduled to be completed November 12-14, 2024.

The north stairwell project is anticipated to be completed in November.

3. Community Volunteer Income Tax Program (CVITP) Grant

The library received a \$730 grant from the CVITP for submitting 46 verified tax returns in 2024.

4. City Partnerships and Opportunities

- Library and City Staff are working together on a promotional library service slide to run at the Vale Health and Wellness walking track through their Yodeck Signage player system (cloud-based digital sign software). City Staff installed a Yodeck Signage player on the television in the library's Atrium on Oct. 31, 2024.
- Library Staff are working with Public Works and the Communications Teams to enter a library float into the City of Port Colborne's Annual Lighted Santa Claus Parade on Saturday, December 7, 2024.

5. Ontario Public Library Week – October 20 to 26, 2024

- 5,500 square pulpboard coasters were ordered across the Niagara Region libraries. Five hundred Ontario Public Library Week Coasters were distributed to nine local Port Colborne businesses during the week of October 20 to 26, 2024. A series of radio ads played on 610 CKTB.
- The 2nd Annual Spooky Story Contest had 56 participants. Prizes were awarded to the top entry in three age categories (children's, teen, adult) on Thursday, October 31, 2024. All submissions will be compiled into a catalogued book for the library.
- The Tell Us Why You Love Your Library Contest had 6 participants.

6. Staff Development and Training

- In 2024, the Ontario Library Service's Interlibrary Loan service (ILLO) will transition to new software. All full-time staff are working on ongoing **ILLO Migration Training for Resource Sharing for Groups**. The transition date for the ILLO software is November 12, 2024.
- All library staff are on target to complete 25 hours of staff development as part of their 2024 goal setting.

7. Bi-Annual Employee Survey

Library staff participated in the City of Port Colborne's bi-annual employee survey during the second week of October. Results will be compiled by the Human Resources Team and shared with Directors in November.

8. Meetings and Committees

In October 2024, the CEO attended the following:

- Port Dalhousie Branch re-opening at the St. Catharines Public Library
- 2024 OLS Virtual Conference for Public Library for Staff
- 2024 OLS Virtual Conference for Public Library for Board
- Regional Libraries CEO meeting

9. New and Notable Programming

- City of Port Colborne's New Year's Eve
- Warhammer 101
- Postcards to Veterans, Veteran's Affairs
- Letters to Santa, Canada Post
- PD Day Activity: Coding Critters
- I Read Canadian Day
- CFUW's REDress Display
- Environmental Advisory Committee: Watersheds

10. CAO Ahoy Visit

Every month, CAO Scott Luey visits a City department or location to work alongside staff as part of an internal communications project. In November, filming for the CAO Ahoy Visit will be at the Port Colborne Public Library.

11. Board Vacancy

An appointment recommendation for the Library Board vacancy will be made by the Clerk's Office to City Council at the November 12, 2024, meeting.

12. Canadian Library Month

October is Canadian Library Month with Ontario Public Library falling on the third week of the month annually. Library staff were recognized with a congratulatory post on Applauz for Canadian Library Worker Day on Friday, October 18, 2024.

13. Typical Survey Week – Ministry of Tourism, Culture and Gaming

The Typical Survey Week for the Ministry of Tourism, Culture and Gaming originally scheduled to be conducted during the week of October 21 to 26, 2024, is postponed until the roof replacement is completed.

14. Ontario Library Association Superconference, January 29 to January 31, 2025

A 20-minute shop talk presentation entitled “**Community Connect: Creating Effective Library Partnerships with Local Support Agencies**” was submitted by the CEO to the Ontario Library Association for their annual Superconference. The 2025 conference theme is Building Bridges.

Respectfully submitted,



Rachel Tkachuk
Chief Executive Officer



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

905-834-6512

**EMPOWER.
ENRICH. EDUCATE.**

portcolbornelibrary.org

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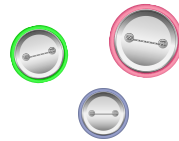
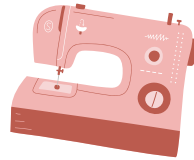
@PortColborneLib

@PortColbornePublicLibrary

CITY OF PORT COLBORNE'S NEW YEAR'S EVE

Tues. Dec. 31, 2 – 6 p.m.

We're popping up at the Vale Centre with new Library of Things items! Come explore our sewing machine, mini button maker, coding toys, and other exciting additions. The new items are available thanks to a generous donation by the Erwin Taylor Charitable Foundation. For all ages. Drop-in. Free.



WARHAMMER 101



Thurs. Dec. 12, 4:30 – 6 p.m.

Unbox your Warhammer 101 kit, build your minifigures, and practice painting in this engaging intro to the beloved battle game. Beginners welcome. For ages 13 – 17. Pre-register. Free.

DUNGEONS & DRAGONS

Thurs. Nov. 14, 4:30 – 6:30 p.m.

Calling all adventurers – only true heroes need apply! Beware: danger lurks around every corner, and not all who set out will return. Beginners welcome. For ages 13 – 17. Pre-register. Free.



ART IN THE ATRIUM



We're excited to welcome artists from local high schools! Support these talented teens by visiting their shows. Don't forget to sign the guestbook!

November: Port Colborne High School

December: Lakeshore Catholic High School



POSTCARDS TO VETERANS



Fri. Nov. 1 – Sat. Nov. 9

Honour the courage and dedication of local veterans with a handwritten thank-you. Postcards are available at the library. For all ages. Drop-in. Free.



LETTERS TO SANTA

Tues. Nov. 12 – Fri. Dec. 6

Write your letter to Santa and stop by the library to put your letter in the North Pole mailbox. Santa will write back! Envelopes and letter templates are available at the library. In partnership with Canada Post.



For families. Drop-in. Free.



HOLIDAY HOURS

Monday, November 11, 2024
(Closed for Remembrance Day)

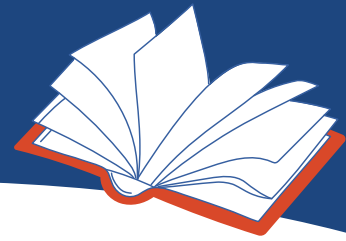
Tuesday, December 24, 2024
(Closed for Christmas Eve)

Wednesday, December 25, 2024
(Closed for Christmas Day)

Thursday, December 26, 2024
(Closed for Boxing Day)

Tuesday, December 31, 2024
(Closing at 3 p.m. for New Year's Eve)

Wednesday, January 1, 2025
(Closed for New Year's Day)



I Read Canadian Day is a national celebration of Canadian books for young people, with the goal of elevating the genre and celebrating the breadth and diversity of these books.

CHILDREN'S PROGRAMS

STORY TIME WITH SHELLY

Saturdays, Nov. 2, 9, 16, 23 & 30, Dec. 7, 14, 21 & 28,
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, Nov. 5, 12, 19 & 26, Dec. 3 & 10,
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.



November Theme: Delicious Dessert

Submissions due: Nov. 30, 2024

December Theme: Winter Wonderland

Submissions due: Dec. 31, 2024



Congrats to our October winner, Calla!
Calla drew the things she's thankful for: her
little sister, her new puppy, and food.

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.

Nov. 4 – 9	Poppies	Dec. 2 – 7	Trees
Nov. 12 – 16	Music	Dec. 9 – 14	Penguins
Nov. 18 – 23	Sandwiches	Dec. 16 – 21	Hot Drinks
Nov. 25 – 30	Board Games	Dec. 23 – Jan. 4	Sugar Cookies

TAKE & MAKES

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



PD DAY ACTIVITY: CODING CRITTERS

Fri. Nov. 29, 10 a.m. – 2 p.m.
Go on an adventure with the
coding critters! Code the critters to play
fetch or hide-and-seek, or create your
own challenges. For ages 6 – 12.
Drop-in. Free.



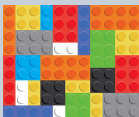
KID'S CRAFT CART

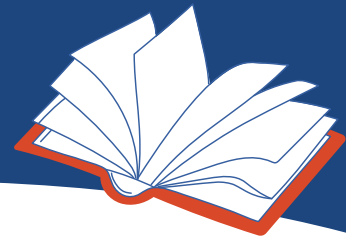
Wednesdays, Nov. 6, 13,
20 & 27, Dec. 4, 11 & 18, 3 – 4:30 p.m.
We bring the craft supplies; you bring
the creativity. Create something unique
to you at our after-school Craft Cart!
For families. Drop-in. Free.



LEGO CLUB

Mondays, Nov. 4, 18 & 25,
Dec. 2, 9, 16, 23 & 30, 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 and honour those who served and continue to serve to restore peace and security.
#CanadaRemembers

ADULT PROGRAMS

REDRESS DISPLAY

Presented by the CFUW from Nov. 25 – Dec. 10

The REDress Project was started by Métis artist Jaime Black in 2010 to represent the many missing and murdered Indigenous women, girls, and Two-Spirited people. Indigenous women and girls face higher rates of violence than other groups of women in Canada. Between 1980 and 2022, 16% of women murdered in Canada were Indigenous, yet they constitute only 4% of Canada's female population.



As part of the United Nations' "16 Days of Activism against Gender-Based Violence," the CFUW encourages you to view the REDress display. For more information, please refer to Canada's National Action Plan to End Gender-Based Violence and the MMIWG Calls for Justice Report.

ENVIRONMENTAL AWARENESS SPEAKER SERIES

Mon. Nov. 25, 6:30 – 7:30 p.m.

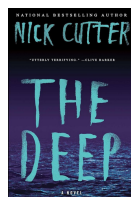
Join us for the final session and enter the draw for a chance to win a free rain barrel! Dr. Julia Baird will be speaking on the connection between empathy and water. Presented by the Environmental Advisory Committee. Pre-register. Free.



PORT COLBORNE PUBLIC LIBRARY BOOK CLUB

Mon. Nov. 18, 1:30 – 2:30 p.m.

Join us for a discussion of **The Deep** by Nick Cutter. Limited spaces. Pre-register. Free.



Mon. Dec. 9, 1:30 – 2:30 p.m.

Join us for a discussion of **Circling the Sun** by Paula McLain. Limited spaces. Pre-register. Free.



AS THE CROW FLIES

Mon. Nov. 25, 1:30 – 3 p.m.

Join us for a screening and discussion of the documentary film **As the Crow Flies** (2016, 83 min). Every summer, the RCAC offers its top cadets the chance to participate in an elite flight-training camp to get their pilot's license. Pre-register. Free.

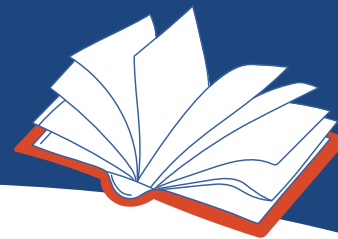


BOREALIS

Mon. Dec. 16, 1:30 – 3 p.m.

Join us for a screening and discussion of the documentary film **Borealis** (2020, 93 min). Travel deep into the heart of Canada's wilderness to explore how the plants and animals that live there communicate and survive the destructive forces of fire, insects, and human encroachment. Pre-register. Free.





Meet with local community support groups at the library to learn more about their programs and services. Drop-in. Free.

COMMUNITY CONNECT

Senior Citizens Advisory Committee

Thurs. Nov. 21 & Dec. 19, 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. Nov. 21, 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

Thurs. Nov. 21 & Dec. 19, 10 a.m. – 12 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. Nov. 23 & Dec. 7, 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

Tues. Nov. 5, 12, 19 & 26,

Dec. 3, 10 & 17, 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

Community Health Centre
Fort Erie and Port Colborne/Wainfleet

Bridges CHC Programs & Services

Wed. Nov. 27, 2 – 4 p.m.

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

Ontario Seniors Dental Care Program



Wed. Nov. 6 & Dec. 11, 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



Thurs. Dec. 5, 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.

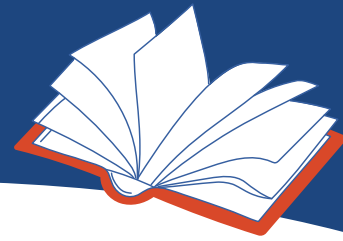
Birchway Niagara

**Mon. Nov. 4 & Dec. 2,
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

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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.



THE CANADIAN
ENCYCLOPEDIA

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.



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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.

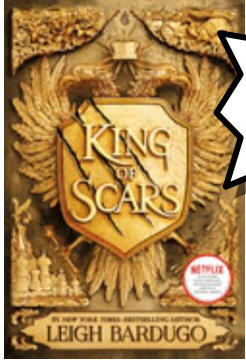
NOVELIST PLUS & NOVELIST K-8 PLUS

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

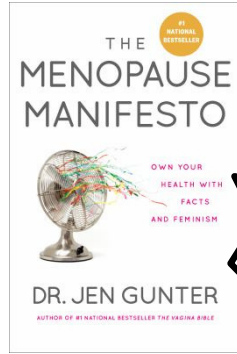
NoveList K-8 Plus helps kids find books that are just right for their reading level and interests.



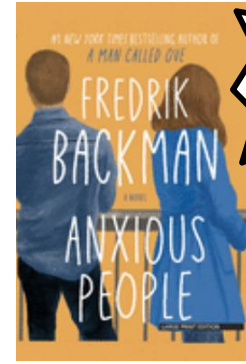
CHECK OUT OUR STAFF PICKS



HANNAH'S PICK



JEN'S PICK



ROBIN'S PICK

NEW LIBRARY MATERIALS

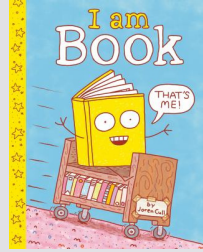
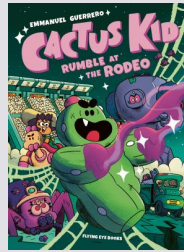
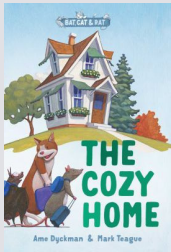
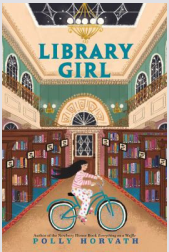
NEW COLLECTION: CELA BOOKS

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

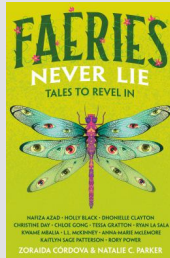
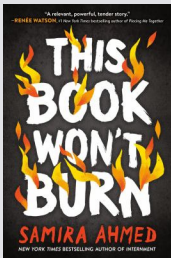


This collection is made possible thanks to the Centre for Equitable Library Access.

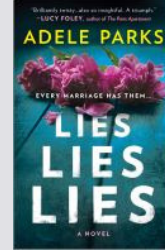
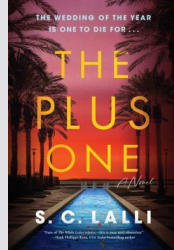
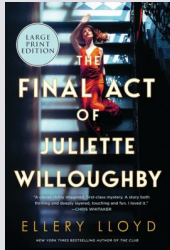
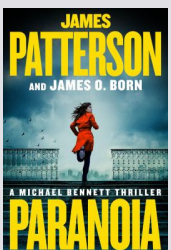
CHILDREN'S BOOKS



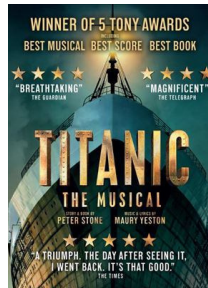
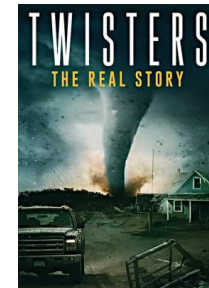
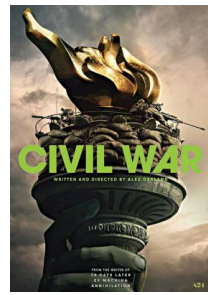
YOUNG ADULT BOOKS



ADULT BOOKS

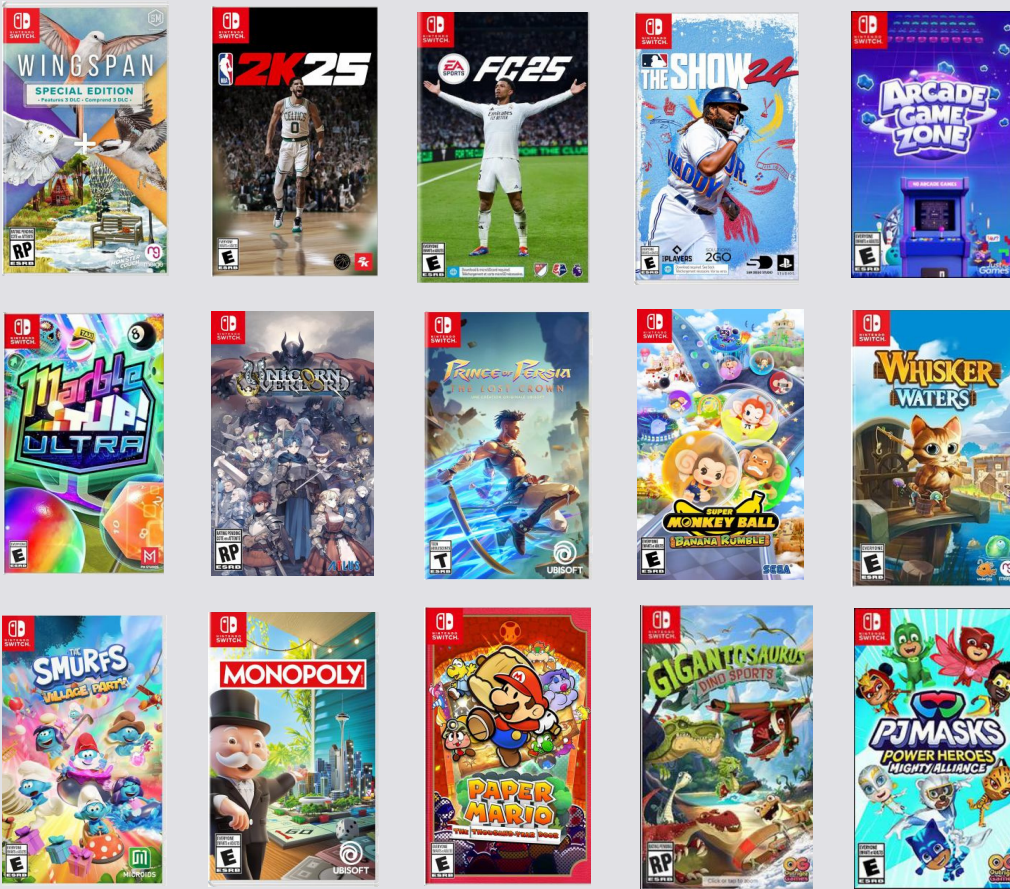


DVDS

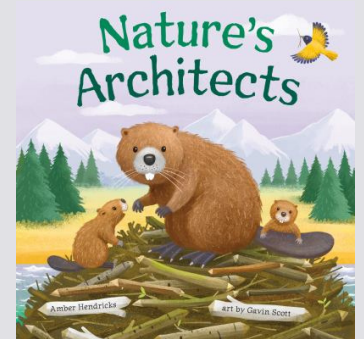
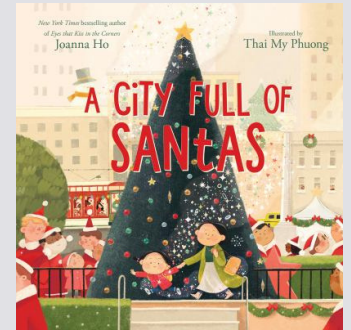


COLLECTION SPOTLIGHT

NINTENDO SWITCH GAMES



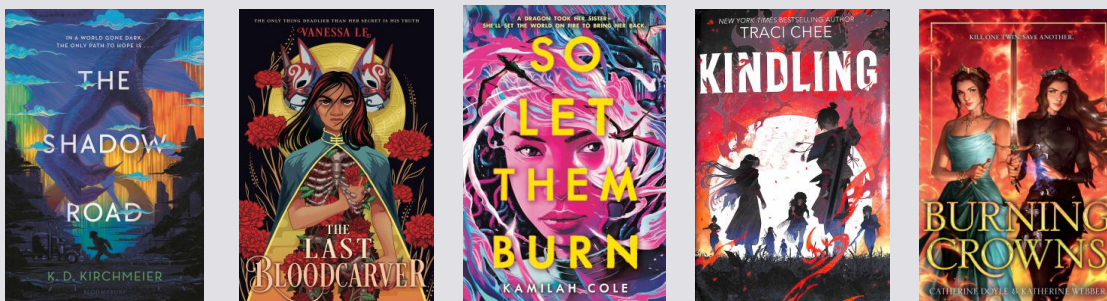
IN THE CHILDREN'S ROOM

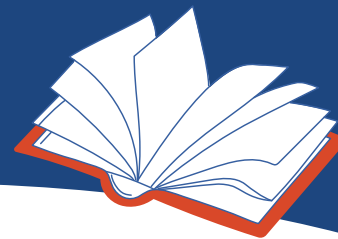


DECODABLE BOOKS — DYSLEXIA-FRIENDLY FONT



YOUNG ADULT FICTION





The winter holidays are a great time to curl up with a good book. Ask a librarian to help you find your next read.

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.

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. 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

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 at 905-834-6512 for more details.



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.

NOVEMBER 2024 AT THE LIBRARY

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

					1	2 10:30 – 11:30 Story Time
3 Nov. 3 – 9 Treaties Recognition Week Nov. 5 – 11 Veteran's Week	4 10 – 12 Birchway 3 – 6 Lego Club	5 10 – 12 Resume Refresh 10:15 – 10:45 Baby Time	6 10 – 11:30 OSDCP 3 – 4:30 Kid's Craft Cart	7	8	9 10:30 – 11:30 Story Time
10	11 Closed for Remembrance Day	12 10 – 12 Resume Refresh 10:15 – 10:45 Baby Time	13 3 – 4:30 Kid's Craft Cart	14 10 – 12 Seniors Advisory Committee 4:30 – 6:30 D&D	15	16 10:30 – 11:30 Story Time
17	18 1:30 – 2:30 Book Club 3 – 6 Lego Club	19 10 – 12 Resume Refresh 10:15 – 10:45 Baby Time	20 3 – 4:30 Kid's Craft Cart	21 10 – 12 Service Canada 3 – 5 Newcomer Programs	22	23 10:30 – 11:30 Story Time 11:30 – 1:30 PFLAG
24	25 1:30 – 3 Doc Films 3 – 6 Lego Club 6:30 – 7:30 Environment Speaker	26 10 – 12 Resume Refresh 10:15 – 10:45 Baby Time	27 2 – 4 Bridges 3 – 4:30 Kid's Craft Cart	28	29 10 – 2 Coding Critters	30 10:30 – 11:30 Story Time



310 King Street
Port Colborne, ON
L3K 4H1

CONTACT US

905-834-6512

library@portcolborne.ca

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DECEMBER 2024 AT THE LIBRARY

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY




1	2 10 – 12 Birchway 3 – 6 Lego Club	3 10 – 12 Resume Refresh 10:15 – 10:45 Baby Time	4 3 – 4:30 Kid's Craft Cart	5 10:30 – 12 Registered Dietician	6	7 10:30 – 11:30 Story Time 11:30 – 1:30 PFLAG 6:30 Santa Claus Parade
8	9 1:30 – 2:30 Book Club 3 – 6 Lego Club	10 10 – 12 Resume Refresh 10:15 – 10:45 Baby Time	11 10 – 11:30 OSDCP 3 – 4:30 Kid's Craft Cart	12 10 – 12 Seniors Advisory Committee 4:30 – 6 Warhammer	13	14 10:30 – 11:30 Story Time
15	16 1:30 – 3 Doc Films 3 – 6 Lego Club	17 10 – 12 Resume Refresh	18 3 – 4:30 Kid's Craft Cart	19 10 – 12 Service Canada	20	21 10:30 – 11:30 Story Time
22	23 3 – 6 Lego Club	24 Closed for Christmas Eve	25 Closed for Christmas Day	26 Closed for Boxing Day	27	28 10:30 – 11:30 Story Time
29	30 3 – 6 Lego Club	31 2 – 6 Pop-Up @ Vale Centre				

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CFLA Governance Recommendations

UPDATE TO STAKEHOLDERS

**A MESSAGE
FROM BOARD
CHAIR,
ANDREA
CECCHETTO**

I'm reaching out to you, our valued stakeholders, to follow up on the Member Engagement sessions held this past spring.

As a national association representing members from various regions and sectors, CFLA-FCAB plays a crucial role in supporting a thriving Library Sector and ensuring that policy and funding stakeholders understand the impact of Canadian Libraries. We are committed to our work on behalf of our member associations and the Canadian Library sector.

The CFLA Board began 2024 with a mandate to implement transformative changes to enhance our relevance, maximize value for our members, and create a sustainable, thriving organization. The Stakeholder Engagement Sessions were a valuable first step in this process. Based on your feedback, our committee developed a set of recommendations that will provide immediate, practical benefits for our members. These initial steps aim to improve communication, clarity, accountability, and effectiveness.

I'm pleased to share these recommendations, which were approved by the CFLA Board in September. We are currently developing the implementation plan for this work and will continue to provide updates to our members. We are excited to take these next steps and look forward to more conversations with all of you as we continue to work on CFLA's transformation. Thank you to everyone who contributed their time and opinions during those sessions

SUMMARY OF PROCESS

CFLA formed a committee to review the feedback from the stakeholder engagement sessions and develop recommendations to address what we heard. The committee met over June to August, and based on your input, completed an analysis of CFLA's opportunities for improvement and growth.

The committee returned to the board a set of recommendations that address issues related to the board composition, roles and mandates of the committees, member engagement, communication and organizational capacity. These recommendations were unanimously approved by the board.

GRATITUDE

**Thank you to the members of the
Governance Review committee:**

Lita Barrie, CFLA Climate Committee
Caroline Goudling, OLA
Rina Hadziev, BCLA
Emily Jaeger-McEnroe, ABQLA
Kelly Lauzon, CFLA IFC
Monika Machacek, CULC
Lorisia McLeod, CFLA Indigenous Ancestry Rep.
Mikayla Redden, OCULA
Mary-Jo Romaniuk, CARL
Laura Winton, CFLA Vice-Chair

RECOMMENDATIONS

Streamline Committee Appointments

1. Establish a consistent timeline and process for recruitment, nomination and appointment of CFLA Committee members and Chairs with appropriate Board oversight.
 2. Establish process to confirm individual membership in a CFLA member association for Committee applicants.
 3. Establish when and why we appoint individuals who are not members of a CFLA association member to Committees.
 4. Clarify the criteria and process for selecting Committee members.
-

Enhance Accountability

1. Establish clear accountability processes between Committees and the Board, including when Committee work and communications require Board approval.
 2. Create Committee workplan templates that establish yearly Committee projects and priorities, and link Committee work to the CFLA's strategic plan.
 3. Establish a reporting cycle for Committees to provide formal updates to the Board and membership about their work.
 4. Develop templates for Committee reporting.
 5. Develop a process map for review and revision of content produced by Committees (including terms of reference, policies, procedures, position statements, toolkits, etc) that includes how and when items come back to the Board for review and approval.
-

Increased Capacity

1. In partnership with Committee Chairs, develop onboarding and training for new committee members.
 2. Provide Committees and Board members with training to build capacity in governance and association work.
 3. Review organizational resourcing.
-

Clarify Mandates for Committees

1. Establish consistency by creating a Committee Terms of Reference template that includes standard provisions required by the Board.
2. Work with Committees to revise their current Terms of Reference to align with the template.

RECOMMENDATIONS

Clarify Position Statements

1. Review/update CFLA's position statements and values on important files to guide Committee work.
 2. Focus on high impact issues only and develop consistent approach to these position statements
 3. Clarify other content/communications CFLA produces so that we can more fully utilize other opportunities to get messages out.
 4. Develop engagement process to get input from stakeholders early in the development of these statements
-

Improve Board Recruitment

1. Develop a menu of options/wise practices for members to nominate reps to the board
 2. Clarify roles and responsibilities of board members to be sure they understand what's expected (including fiduciary responsibility to CFLA)
 3. Develop a Board Member qualification matrix to identify criteria and requirements for candidates
 4. Develop recruitment strategy to promote opportunities to join Board/Committees
 5. Improve onboarding of Board Members
 6. Work with member associations to identify candidates and encourage representation
-

Member Recruitment Materials

1. Identify new member benefits
 2. Develop promotional collateral to attract new members that outlines the benefit of membership
 3. Include personal messaging for members at renewal and initial member registration to improve member experience
-

Executive Officers

1. Extend terms for Executive Officers to two years
2. Consider Past President role
3. Implement elections for executive which would be open to all member associations to vote
4. Require executive candidates to present platforms/qualifications etc (candidates must be members of a member association).
5. Create the executive positions as separate from the board (i.e. so association representatives are not required to do both jobs)

CFLA-FCAB

NEWSLETTER

Fall 2024

Greetings from the Chair

This year, the Board's priority has been engaging with members and stakeholders, listening deeply, and collaborating with you on our future. As we move into the fall, CFLA-FCAB is excited to implement the recommendations identified through our engagement work.

We are dedicated to delivering on the CFLA-FCAB's mandate and goals, and we have heard your concerns about the need for improved communications, governance and greater accountability. Over the summer, the Governance Review Steering Committee developed recommendations to improve CFLA-FCAB's board and committee governance. You'll find more information about their findings below.

To ensure that we meet expectations on these and other strategic goals, we are developing a new semi-annual dashboard to track our strategic plan progress. This dashboard will be available on our website in the New Year.

National advocacy continues to be a priority. In this newsletter, you'll find information about our 2024 federal budget submission, our "Libraries as Social Infrastructure" national campaign, and our success in attracting new federal funding. We are collaborating with other associations, both nationally and internationally, to amplify voices in our sector and attract new support.

On behalf of the Board, thank you for engaging with us over the past several months. I look forward to meeting with you and continuing our conversations at our National Forum in the New Year.

Andrea Cecchetto
Chair, CFLA-FCAB Board of Directors
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Save the Date!

National Forum is back in-person for 2025.

The CFLA-FCAB's National Forum is returning in 2025 at the Ontario Library Association Super Conference on **Wednesday, January 29, 2025**. We are partnering with IFLA's North American Regional Division Summit AND the Maggie Weaver Spark Forum to provide an incredible full day of programming for you and all super conference attendees. We look forward to seeing you and your members there!





National Advocacy News

Libraries as Social Infrastructure: CFLA-FCAB National Advocacy Campaign

As the chief funders of public libraries in Canada, municipal and provincial governments understand the critical role that libraries play in building communities and strengthening social infrastructure. At a time when the health and well-being of both rural and urban communities is a priority for every level of government, now is the time for the CFLA-FCAB to champion this message at the federal government level.

Over the spring and summer, the board worked with Impact Public Affairs to develop a national campaign to highlight libraries' critical role in the social infrastructure of communities, and to advocate for the sector's access to increased federal funding for libraries. Libraries are the only GLAM (galleries, libraries, archives, and museums) sector with no direct federal funding despite the broad social and economic benefits libraries bring to their communities. We have a powerful story to tell, and this new national advocacy campaign provides the tools we need to champion our work.

Throughout the fall and winter, the CFLA-FCAB executive team will begin the first phase of the national advocacy campaign by meetings with federal policy leaders and relevant members of parliament.

In the New Year, the second phase of the campaign will begin. The CFLA-FCAB Board will work with member associations to launch a grassroots advocacy campaign aimed at reaching members of parliament across the country.

2024 Federal Budget Submission

CFLA-FCAB prepares a federal budget submission each year. [This year's submission](#) reiterated and highlighted the messaging of our national advocacy campaign, with three pillars:

1. Increase funding to public libraries to support them as an essential part of the social infrastructure of our communities.
2. Increase investment in organizations that provide accessible reading services
3. Increase support for Indigenous libraries and Indigenous library workers.

Advocacy Training: Effective Meetings with MPs and other Stakeholders

CFLA-FCAB is hosting a 60-min session with [Impact Public Affairs](#), CFLA-FCAB's government relations and communications firm, on how to conduct effective meetings with government officials, policy staff and other key stakeholders. The session is open to all members of CFLA-FCAB member associations and committees.

Nov 14, 12:30 PM EST | Register [HERE](#)



National Advocacy News

New Federal Funding for Climate Education Campaign

The CFLA-FCAB is among eight Canadian organizations awarded environmental education funding by Environment and Climate Change Canada. With this foundational investment of \$23,000 from the federal government, the Climate Action Committee is developing a national climate education campaign for use in libraries with the goal of improving climate literacy across the country.

Since its launch in 2023, the CFLA-FCAB's Climate Action Committee has worked to deliver on two core elements of its mandate: to support Canadian libraries in their efforts to respond to the climate crisis and to build capacity for education and action in the communities they serve. Attracting the funding needed for this work was an important first step toward meeting our strategic goals.

The national climate education campaign will consist of two main programs: one, to educate library professionals and information workers on the role that libraries can play in combating the climate crisis; and two, to create educational content and tools that can be scaled for use in public, school, and academic libraries and adapted to the needs and abilities of their library users.

The Climate Action Committee is building on the work already underway by member organizations to increase climate literacy and action, such as BCLA's Climate Action Week. The committee looks forward to engaging with CFLA-FCAB members to create a useful and effective environmental education and advocacy primer and toolkit.

Contribute to the Canadian Library Challenges Database

The Canadian Library Challenges Database is a joint initiative of CFLA-FCAB and the Centre for Free Expression with the aim of enabling the exchange of information between libraries about the challenges they face and the methods they've employed to address them. Your continued participation is key; please remember to register any challenge you face on the website. CFLA-FCAB's Intellectual Freedom Committee is also in the process of contacting libraries who have previously reported challenges through the old Intellectual Freedom Challenges Survey to acquire consent to include past reports in the new public-facing Canadian Library Challenges Database.



Updates from the Board

Governance Review Complete, Recommendations Accepted

In response to feedback received in stakeholder consultations held last spring, the board launched a Governance Review Steering Committee. The Committee's mandate was to examine CFLA-FCAB's structure, policies and practices, and to propose recommendations to ensure that the federation is delivering on its strategic priorities. The committee focused on two clearly identified areas from the spring consultations:

- The composition and mandate of the CFLA-FCAB Board
- The structure and appointment process for Strategic Committees

In September 2024, the steering committee completed its review and reported to the Board of Directors. The following recommendations were accepted by the Board:

1. Clarify committee appointment processes and approvals.
2. Increase committee accountability and alignment with the board.
3. Enhance onboarding and learning opportunities for committee (and Board) members.
4. Clarify committee mandates and terms of reference.
5. Review and streamline the development of position statements (including the introduction of formal member consultation processes). Review current position statements.
6. Enhance Board Member recruitment.
7. Extend terms of CFLA-FCAB's Executive Officers of the Board to provide better continuity and move to elected executive positions.
8. Develop a new member engagement strategy and refine CFLA-FCAB's value proposition for current and prospective members.
9. Review resourcing for the organization.

The Executive Committee is developing project plans to manage the implementation of recommendations. Stay tuned for updates through the fall and winter.

News from our Members and Partners

From Ex Libris Association: [Ex Libris Association Board](#) is pleased to report that the [Indigenous Student Bursary](#), created in 2023, has been awarded to William Fayant, a student with an excellent GPA in his second year in the Library and Information Technician Program at RRC Polytechnic in Winnipeg, Manitoba.

From the International Association of School Librarianship:

The International Association of School Librarianship is hosting an upcoming virtual conference on October 26-28th, 2024. The theme for this year's conference is "Stronger Together: School Libraries in Community." More information may be found on their [website](#).



Updates from the Board

CFLA-FCAB Sub-committee Updates

Though most CFLA-FCAB sub-committees did not formally meet over the summer, several key projects and initiatives continued. In July, the Board approved a new CFLA-FCAB Statement prepared by our Intellectual Freedom Committee on [Libraries & the Intellectual Freedom of Children & Youth](#).

The Cataloguing and Metadata Standards Committee (CMSC) brought the [Cataloguing Code of Ethics](#) to the Board for endorsement, marking the culmination of a careful process of consultation and review. Completed in 2021, the Code of Ethics is a joint project of CFLA-FCAB, the American Library Association, and the Chartered Institute of Library and Information Professionals (UK). It is jointly managed by members of the three associations through the Cataloguing Ethics Steering Committee. CFLA-FCAB is responsible for translating the original draft of the Cataloguing Code of Ethics into French and will assume responsibility for its maintenance. Thank you to Christine Smith (Concordia University), for chairing the steering committee and to all CMSC members for their work on this important project.

The Copyright Committee in partnership with the Canadian Association of Research Libraries (CARL) completed the joint CARL-CFLA guide "[Navigating Copyright for Crown-Published Works A Code of Best Practices for Libraries](#)." Building and sharing expertise among the wider copyright community, members of the committee also presented at the ABC Copyright Conference in Halifax and attended the User Rights Network in Washington, DC.

The Climate Action Committee was busy analysing the data from their national survey, circulated in the spring, about climate action work in Canadian libraries. A report on key findings will be shared with the Board and member associations later this fall. The results will help inform the CFLA-FCAB Climate Education Campaign and future committee workplans.

News from our Members and Partners

From Sustainable Libraries Initiative and Association of Research Libraries:

The [Association of Research Libraries](#) (ARL) is partnering with the [Sustainable Libraries Initiative](#) (SLI) to enable all ARL member institutions to become members of the SLI for 12 months and receive a discounted rate for joining the [Sustainable Library Certification Program](#). This partnership is in effect through December 31, 2025, and may be renewed to continue past that date. The [Sustainable Libraries Initiative](#) empowers library professionals to be leaders in triple-bottom-line sustainability (environmental stewardship, social equity, and economic feasibility) both within their organizations and in their communities

Library Board Orientation and Training

Policy Number: **GOV-02**

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

Last Review/Revision Date: **June 2022, 2024**

Year of Next Review: **Nov 2026**

To be effective, library board members must have sufficient knowledge of board governance and issues that are central to the role of the library in the community. This policy sets out the requirements for board orientation and ongoing training.

Section 1: Orientation

The orientation of new members is necessary in order for there to be a common and shared understanding of the authority and role of the Library Board. This policy sets out the requirements for Board orientation.

1. Board members shall be given a thorough orientation within two months of their appointment to the library board.
2. The Chief Executive Officer (CEO) and board chair shall be responsible for developing an agenda to provide an orientation which shall include, but not be limited to:
 - a) information on the library's vision, mission and values
 - b) an overview of the Public Libraries Act, R.S.O. 1990, c. P44
 - c) an overview of board by-laws and governance policies
 - d) a discussion of the purpose, structure, code of conduct, and function of the board
 - e) a tour of the library and introductions to staff members and services
3. Each board member will receive:
 - the current Port Colborne Public Library Policy Manual (print or digital)
 - the library's current strategic planning document
 - a copy and overview of the annual operating plan and the current budget
 - instructions for obtaining library membership
 - a copy of the Public Libraries Act, R.S.O 1990, c. P44
 - a copy of the Library Board Development Kit prepared by Ontario Library Service

- a copy of Cut to the Chase: Ontario Public Library Governance at a Glance (Ontario Library Boards' Association)
 - a copy of 10 Things You Need to Know as a New Library Board Member (Ontario Library Service)
4. Board members will receive training on accessibility standards set out in the Regulations of the Accessibility for Ontarians with Disabilities Act, including training on the Human Rights Code as it pertains to persons with disabilities.

Section 2: Ongoing Training

Ongoing training ensures that library Board members focus on good governance, strategic directions and policy implications rather than on operational details. This policy ensures that library board members have access to, and avail themselves of, training opportunities.

1. To ensure ongoing education, the library board will:
 - a) schedule time for board training
 - b) maintain a membership in the Ontario Library Association and the Ontario Library Boards' Association
 - c) assign a representative to attend the Ontario Library Service Board Assembly meetings and report back to the library board
 - d) **fund two board members to attend a relevant conference (e.g. OLA Superconference) annually**
2. The library board will receive information from the CEO about training and networking offered by various organizations in Ontario.
3. The cost of any training must be approved by the library board before it is undertaken.
4. Board members will report on their participation in training events.
5. In the first year of the term, the library board will review and discuss sections of the Library Board Development materials prepared by Ontario Library Service.
6. Board members are encouraged to participate in training opportunities that include, but are not limited to:
 - a) effective governance

- b) planning
- c) advocacy
- d) funding development
- e) decision-making

Related Documents:

- Accessibility Standards for Customer Service and Ontario Regulation 165/1
- Ontario Library Boards' Association. Cut to the Chase: Ontario Public Library Governance at a Glance
- Ontario Library Service. Library Board Development materials

Policy Development

Policy Number: **GOV-04**

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

Last Review/Revision Date: **Feb. 2023, 2024**

Year of Next Review: **2028**

In accordance with the Public Libraries Act (the Act), R.S.O. 1990, c. P44, s. 3(3), the Port Colborne Public Library (the Library) is under the management and control of the the library board. The library board has the sole authority and responsibility for establishing policy. Policies set the framework for the governance and operations of the library and provide direction to the board and library employees. **From that framework, the CEO or designated employees can develop procedures and plans for the library operations.** Board members and employees are responsible for knowing, understanding, and complying with Port Colborne Public Library policies.

Section 1: Types of Policies

1. The work of the library is guided by policies in four areas:
 - a) Foundation policies which record the Board's decisions on vision, mission, and values
 - b) Board by-laws which establish the organizational structure of the Board and how it does business
 - c) Governance policies which define the responsibilities and regulate the work of the Board
 - d) Operational policies which regulate the services and day-to-day operations of the library

2. The library policy documents will include policies related to volunteers and to fundraising.

Section 2: Responsibilities

1. The initiative to develop a new policy or to revise an existing policy may come from several sources:
 - a) the Chief Executive Officer or library staff
 - b) a member of the library board
 - c) the council

- d) government through legislation
 - e) a member of the community
2. **The Library CEO will develop new policies as needed or draft revisions to existing policies for Board approval.**
 3. The library board is responsible for the monitoring of policies and will:
 - a) establish a schedule to review existing policies to ensure that all policies are reviewed at a minimum every four years or as required by legislation (e.g., Occupational Health and Safety policies require annual review) and will integrate this schedule into the Board meeting agendas
 - b) ensure that policies comply with the Public Libraries Act as well as any applicable municipal by-laws, provincial and federal legislation
 4. The library board is responsible for approval of all library policies and will:
 - a) receive all policy changes, in draft, seven days prior to the next scheduled Board meeting
 - b) approve all policies at a duly constituted Board meeting

Section 3: Policy Distribution

1. All policies should be documented in a standard format; numbered according to policy type and include the date of approval and the date of the next review.
2. **A signed master copy of each approved policy will be housed in the CEO's office.**
3. A print copy of the full suite of policies for the Port Colborne Public Library will be available at the library location for easy reference.
4. **Each board member should have access to the full suite of policies for the Port Colborne Public Library, in print if requested, or available on the library board portal on the website.**
5. **The current version of all foundational and operational policies for the Port Colborne Public Library will be posted on the library's website.**

Section 4: Consolidation and Rescinding Policies

1. **Consolidation:** Wherever practical, related information will be contained in the same policy. When new circumstances require additional policy development, the goal will be to update existing policies without adding new ones. In a general review of the library policies, it is possible that two or more policies may be consolidated into one updated policy. The tracking of consolidated policies should be noted on the schedule of policies to ensure completeness.
2. **Rescinding:** As necessary, a policy may be revoked, repealed, or cancelled from the suite of Port Colborne Public Library policies. The rescinding of an approved policy should only be done with board approval and its removal should be noted on the schedule of policies.

Related Documents:

- Public Libraries Act, R.S.O.1990, c. P44

Board Advocacy

Policy Number: **GOV-07**

Initial Policy Approval Date: **May 2019**

Last Review/Revision Date: **Apr. 2023, 2024**

Year of Next Review: **2028**

The library board must ensure that the community is aware of the importance of the Library, and that funding bodies fully understand the important role that the Library plays in the community, **especially in promoting literacy and the love of reading**. Through its advocacy work, the Board seeks to promote the profile of the Library and enhance its importance to the community. This policy sets out the advocacy responsibilities of the Board.

Section 1: Key Points

While advocacy is important, it is also important that these efforts are done in a thoughtful way that strengthens the depth and breadth of support for libraries. Some key points:

- 1. The goal of advocacy is to promote awareness of the impact and value of public libraries.**
- 2. In the process of advocating for the library, the focus will be on the positive merits of our value. Criticism of individuals not sharing this perspective should be avoided.**
- 3. Where appropriate, the library will participate in advocacy efforts with provincial and national library organizations, for example to support independent research that improves the understanding about the impact of libraries and the best practices to achieve that impact.**
- 4. The timing and nature of library advocacy will be careful to avoid the appearance that specific candidates or political parties are being endorsed.**
- 5. In general, the library's formal advocacy efforts will focus on issues that are related to our mission as a public library. For example, efforts to influence the provincial and federal governments will focus on funding or legislation that impact public libraries or libraries in general. This does not preclude the library from participating in or**

supporting awareness campaigns on issues consistent with our values of respect and inclusion, or, in general, support of issues related to health and wellness and democratic participation.

Section 2: Advocacy Strategy

1. In pursuing its advocacy activities, the library board shall:
 - a) prepare an annual advocacy plan
 - b) inform council of the needs of the community, the development of library services, plans and achievements by means of reports
 - c) meet with council twice a year to review progress and discuss funding needs
 - d) participate regularly in activities that build relationships with individuals and organizations that share interests with those of the Port Colborne Public Library
 - e) identify and respond to issues, concerns and government policies that may directly or indirectly affect the Port Colborne Public Library and ensure that government decision-makers at all levels are aware of the value of the library and its benefit to individuals and to the community

Section 3: Roles

1. The Board chair (or delegate) will be the official spokesperson for the Port Colborne Public Library on issues approved by the Board, **including being a media spokesperson.**
2. **All board members are encouraged to promote the value of the Port Colborne Public Library and its impact on the community. This is done by:**
 - a) **Sharing stories and relevant information about library programs, services and impact.**
 - b) **Sharing information about the board's values, vision, and strategic plans**
 - c) **Being an ambassador for the library and advocating consistent with this policy.**
 - d) **When requested, assisting the Board Chair in officially representing the library at meetings or other events.**
 - e) **Respecting the confidentiality appropriate to any issues of a sensitive nature and understand that it is the Chair's role to represent and speak on behalf of the board.**
 - f) **If contacted by the media, coordinate with the Board Chair and Library CEO to ensure appropriate information is shared. Because of their roles the Board**



Port Colborne Public Library

Chair and CEO are responsible for responding to media inquiries. This role may be delegated to others, but the delegation requires the approval of the Board Chair or CEO.

3. The Library CEO:

- a) May speak on behalf of the library in matters related to the operation and procedures of the library and may speak on behalf of the board in cooperation with the Board Chair.
- b) Shall identify and maintain effective relationships with appropriate stakeholders such as other libraries, governments, agencies, businesses, media, non-governmental organizations, and community leaders.
- c) Will periodically report to the library board on the status of advocacy efforts undertaken by library staff, especially those which support the advocacy activities of the library board.

Related Documents

- Port Colborne Public Library. OP-16: The Library and Political Elections

Board Succession Planning

Policy Number: **GOV-10**

Initial Policy Approval Date: **May 2019**

Last Review/Revision Date: **June 2022, 2024**

Year of Next Review: **2028**

An effective library board is comprised of people who collectively have the knowledge, and the skills and background necessary to govern with excellence and to lead the library in the realization of its vision. Municipal council appoints members to the library board, however to assist the council and to be advocates for the library, the library board works to influence and shape appointments to the board. This policy sets out the requirements for recruiting board members and planning for board succession.

1. The library board recognizes that the Public Libraries Act, R.S.O. 1990, c. P44, s. 10(4) requires that the council appoint library board members. To support the appointment process, the library board will collaborate with council on a preliminary selection process.
2. In the third year of the current term, the library board will:
 - a) undertake a review of the board's effectiveness in governing and accomplishing the strategic plan
 - b) solicit input from the Chief Executive Officer (CEO)
 - c) match the board's needs with the expertise and interests of the current members and identify the gaps that will need to be filled
 - d) **develop a board member's position description to highlight qualities and desired skills**
 - e) undertake a review of the board's effectiveness in governing and accomplishing the strategic plan
3. Six months before the end of the current term, the board may:
 - a) identify suitable candidates, and solicit their willingness to serve
 - b) inform the potential candidates of the imminent appointment process
 - c) meet with council to discuss the needs of the library and provide council with a list of recommended candidates
4. Potential candidates will be provided with briefing materials and information about library governance and services, which may include:



Port Colborne Public Library

- a) information on the library's vision, mission and values
- b) information on the role, structure, code of conduct, and function of the library board
- c) an introduction to the Public Libraries Act
- d) a tour of the library
- e) a copy of the current strategic planning document

Related Documents:

- Public Libraries Act, R.S.O. 1990, c. P44