

## Port Colborne Public Library Board Meeting Agenda

**Date:** Wednesday, October 1, 2025  
**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**

1

**6. Consent Items**

**6.1 Circulation Reports**

**a. Circulation Report, July 2025**

5

**a. Circulation Snapshot, July 2025**

8

**6.2 Financial Report**

**a. 2025 Operating Budget (as of September 26, 2025)**

9

**6.3 Staff Reports**

a.	Strategic Plan Update	10
	Year 3, Q Update for the 2023-2027 Strategic Plan	
6.4	Media Items	
a.	Off-the-Shelf Newsletter - September/October 2025	21
7.	<b>Discussion Items</b>	
7.1	Reciprocal Service Agreement Report	31
a.	Reciprocal Service Agreement	34
7.2	CEO's Report - Verbal (R. Tkachuk)	
8.	<b>Roundtable</b>	
9.	<b>Next Meeting Date and Adjournment</b>	

## Port Colborne Public Library Board Meeting Minutes

**Date:** Wednesday, September 3, 2025  
**Time:** 6:00 pm  
**Location:** Library Auditorium, Port Colborne Public Library  
310 King St, Port Colborne

**Members Present:** M. Bagu, Councillor  
B. Ingram, Chair  
C. MacMillan  
B. Beck  
M. Booth  
A. Smits

**Member(s) Absent:** A. Desmarais, Vice Chair  
H. Cooper  
E. Tanini

**Staff Present:** R. Tkachuk, Chief Executive Officer (Board Secretary-Treasurer)  
L. MacDonald, Library Services Manager

**Others Present:** A. Pigeau, Chief Financial Officer/City Treasurer  
J. McDowall, Manager of Corporate Finance/Deputy City Treasurer

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

The Chair called the meeting to order at 6:12 p.m.

### **2. Land Acknowledgement**

The Chair recited the Land Acknowledgement.

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

There were no disclosures of interest.

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

Moved by C. MacMillan  
Seconded by M. Booth

That the agenda dated September 3, 2025, be confirmed, as circulated.

Carried

**5. Approval of Minutes**

Moved by M. Booth

Seconded by C. MacMillan

That the minutes dated June 4, 2025, be approved, as circulated.

Carried

**6. Presentations**

**6.1 2024 Audited Financial Statement (A. Pigeau)**

City Treasurer, A. Pigeau and Deputy Treasurer, J. McDowall presented the 2024 Audited Financial Statement to the Board.

Moved by A. Smits

Seconded by C. MacMillan

That the Board receives the 2024 Audited Financial Statements, as presented.

Carried

**a. Appendix A - 2024 Auditors Audit Findings Report**

**b. Appendix B - 2024 Draft Audited Financial Statements**

**7. Consent Items**

Moved by B. Beck

Seconded by A. Smits

That consent items 7.1 to 7.4 be received, as presented.

Carried

**7.1 Circulation Reports**

**a. Circulation Report, May 2025**

**a. Circulation Snapshot, May 2025**

- b. **Circulation Report, June 2025**
  - a. **Circulation Snapshot, June 2025**
- c. **2nd Quarter Circ Report**
  - a. **Circulation Snapshot, 2nd Quarter**

## **7.2 Financial Reports**

- a. **2025 Operating Budget (as of August 29, 2025)**

## **7.3 Staff Reports**

- a. **CEO's Report**

## **7.4 Media Items**

- a. **Remember the Port Colborne Etching Stones? Let's Celebration Their Legacy Together**
- b. **Say Ahoy! at the Upcoming Canal Days Festival— and Get a Free Souvenir Postcard in the Mail!**
- c. **Port Colborne Library Celebrates Record-Breaking Summer Reading Club**

## **8. Confidential Items**

Moved by C. MacMillan  
Seconded by B. Beck

That the Board do now proceed into closed sessions in order to address the following matters at 6:27 PM.

Carried

### **8.1 Minutes of the closed session of the June 4, 2025, meeting**

Moved by A. Smits  
Seconded by B. Beck

That the Board do now rise from closed session at approximately 6:31 PM.

Carried

## **9. Roundtable**

Trustee MacMillan inquired if there were any updates about the fall board treat. The CEO reported that more information would be forwarded to Board members shortly.

Trustee Booth shared positive remarks about visiting the library over the summer. Trustee Smits noted a positive experience while visiting the library, and remarked positively about Indigenous art opportunities at the library.

The Manager of Library Services commented on summer activities at the library. The CEO commented on summer activities at the library, and the upcoming fall programming schedule.

Chair Ingram thanked library staff for their work and ongoing library updates.

#### **10. Next Meeting Date and Adjournment**

The next meeting will be held Wednesday, October 1, 2025, at 6 PM in the Library Auditorium.

The Chair adjourned the meeting at approximately 6:44 PM.

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Bryan Ingram, Chair

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

July 2025

Printed:

<u>CIRCULATION (PHYSICAL)</u>	<u>2025</u>	<u>2024</u>	<u>+/-</u>	<u>2025 YTD</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>% Change 2025/2024</u>	<u>% Change 2025/2023</u>
Books	5230	5076	154	27036	28790	28093	-6%	-4%
Periodicals	313	264	49	1692	1260	464	34%	265%
DVDs	1002	1341	-339	8492	10478	8488	-19%	0%
CDs	22	36	-14	235	214	641	10%	-63%
Audiobooks	70	72	-2	556	478	609	16%	-9%
Board Games	36	45	-9	166	254	245	-35%	-32%
Seed Library	59	54	5	955	993	391	-4%	144%
Video Games	103	88	15	682	834	1041	-18%	-34%
Library of Things	119	9	110	286	31	28	823%	921%
Library of Things - Storage	4	1	3	34	16	16	113%	113%
Library of Things - Children	30	3	27	374	113	134	231%	179%
Toys and Puzzles	181	366	-185	701	1736	1431	-60%	-51%
Microfilm	20	22	-2	182	188	231	-3%	-21%
<b>TOTAL CIRCULATION</b>	<b>7189</b>	<b>7377</b>	<b>-188</b>	<b>41391</b>	<b>45385</b>	<b>41812</b>	<b>-9%</b>	<b>-1%</b>
Materials Returned	5661	6166	-505	35481	39472	36845	-10%	-4%
<b>TOTAL TRANSACTIONS</b>	<b>12850</b>	<b>13543</b>	<b>-693</b>	<b>76872</b>	<b>84857</b>	<b>78657</b>	<b>-9%</b>	<b>-2%</b>
<u>CIRCULATION (DIGITAL)</u>	<u>2025</u>	<u>2024</u>	<u>+/-</u>	<u>2025 YTD</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>% Change 2025/2024</u>	<u>% Change 2025/2023</u>
Electronic Databases	575	305	270	3537	1101	2247	221%	57%
Downloadable Audiobooks	765	636	129	4847	4345	3479	12%	39%
Downloadable eBooks	1045	982	63	7377	7234	6671	2%	11%
Downloadable Music	2	0	2	14	16	9	-13%	56%
Downloadable Video	49	43	6	397	278	222	43%	79%
Downloadable Magazines	496	398	98	4037	3240	1192	25%	239%
<b>TOTAL CIRCULATION</b>	<b>2932</b>	<b>2364</b>	<b>568</b>	<b>20209</b>	<b>16214</b>	<b>13820</b>	<b>25%</b>	<b>46%</b>
<u>ILLO &amp; RECIP. BORROWING</u>	<u>2025</u>	<u>2024</u>	<u>+/-</u>	<u>2025 YTD</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>% Change 2025/2024</u>	<u>% Change 2025/2023</u>
Interlibrary Loans --IN	8	14	-6	74	79	82	-6%	-10%
LINC Reciprocal IN	852	645	207	5732	4236	4214	35%	36%
<b>TOTAL RECEIVED</b>	<b>860</b>	<b>659</b>	<b>201</b>	<b>5806</b>	<b>4315</b>	<b>4296</b>	<b>35%</b>	<b>35%</b>
Interlibrary Loans --OUT	1	14	-13	119	89	133	34%	-11%
LINC Reciprocal OUT	940	970	-30	5131	5855	5113	-12%	0%
<b>TOTAL SENT</b>	<b>941</b>	<b>984</b>	<b>-43</b>	<b>5250</b>	<b>5944</b>	<b>5246</b>	<b>-12%</b>	<b>0%</b>
<u>REGISTRATIONS</u>	<u>2025</u>	<u>2024</u>	<u>+/-</u>	<u>2025 YTD</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>% Change 2025/2024</u>	<u>% Change 2025/2023</u>
Adults	44	60	-16	256	505	284	-49%	-10%
Children	19	19	0	87	119	104	-27%	-16%
Non-Resident	17	12	5	79	62	86	27%	-8%
Teen	0	5	-5	9	20	5	-55%	80%
<b>TOTAL REGISTRATIONS</b>	<b>80</b>	<b>96</b>	<b>-16</b>	<b>431</b>	<b>706</b>	<b>479</b>	<b>-39%</b>	<b>-10%</b>
<u>RECEIPTS</u>	<u>2025</u>	<u>2024</u>	<u>+/-</u>	<u>2025 YTD</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>% Change 2025/2024</u>	<u>% Change 2025/2023</u>
Other Sale	85.00	256.50	-171.50	1356.05	1170.69	809.54	16%	68%
Room Rental	90.00	45.20	44.80	820.00	519.80	384.30	58%	113%
General Donations	80.00	5.00	75.00	265.88	1054.00	1016.00	-75%	-74%
Used Book Sales	195.80	216.75	-20.95	2118.55	1895.90	2245.70	12%	-6%
Photocopy/Print/Fax Fee	572.70	493.35	79.35	4331.52	3197.15	2471.20	35%	75%
Sign Rental	70.57	0.00	70.57	190.57	113.00	0.00	69%	100%
Program Fee - Adult	0.00	0.00	0.00	0.00	120.00	2191.25	-100%	-100%
Other Revenue	0.25	0.00	0.25	142.15	0.00	0.00	100%	100%
<b>SUBTOTAL</b>	<b>1094.32</b>	<b>1016.80</b>	<b>77.52</b>	<b>9224.72</b>	<b>8070.54</b>	<b>9117.99</b>	<b>14%</b>	<b>1%</b>
Capital Donations	0.00	500.00	-500.00	1400.00	1874.00	3709.53	-25%	-62%
<b>TOTAL RECEIPTS</b>	<b>1094.32</b>	<b>1516.80</b>	<b>-422.48</b>	<b>10624.72</b>	<b>9944.54</b>	<b>12827.52</b>	<b>7%</b>	<b>-17%</b>
<u>MATERIALS</u>	<u>2025</u>	<u>2024</u>	<u>+/-</u>	<u>2025 YTD</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>% Change 2025/2024</u>	<u>% Change 2025/2023</u>
No. of Books Repaired	0	50	-50	227	223	289	2%	-21%
Donations added to Collection	0	6	-6	47	132	215	-64%	-78%
Used Books Sold	83	181	-98	1120	1263	3213	-11%	-65%

<b>PROGRAMS AND EVENTS</b>	<b>2025</b>	<b>2024</b>	<b>+/-</b>	<b>2025 YTD</b>	<b>2024 YTD</b>	<b>2023 YTD</b>	<b>% Change 2025/2024</b>	<b>% Change 2025/2023</b>
<b>No. of Prog/Events</b>							0%	0%
Teen Programs	1	2	-1	17	10	10	70%	70%
Pop-Up Library Visits	2	1	1	19	10	16	90%	19%
Community Events	18	17	1	113	133	435	-15%	-74%
Children's Programmes	40	39	1	194	141	120	38%	62%
Class Visits	7	0	7	28	23	8	22%	250%
* Tech	48	20	28	376	260		45%	100%
* Seniors	1	2	-1	14	17		-18%	100%
<b>TOTAL</b>	<b>117</b>	<b>81</b>	<b>36</b>	<b>761</b>	<b>594</b>	<b>589</b>	<b>28%</b>	<b>29%</b>
<b>No. of Attendees</b>								
Teen Programs	1	7	-6	38	43	220	-12%	-83%
Pop-Up Library Visits	45	15	30	555	334	543	66%	2%
Community Events	191	68	123	1288	1849	1986	-30%	-35%
Children's Programmes	735	703	32	3500	2810	2582	25%	36%
Class Visits	145	0	145	708	683	226	4%	213%
* Tech	48	20	28	376	260		45%	100%
* Seniors	5	6	-1	145	97		49%	100%
<b>TOTAL</b>	<b>1170</b>	<b>819</b>	<b>351</b>	<b>6610</b>	<b>6076</b>	<b>5557</b>	<b>9%</b>	<b>19%</b>
* Tech and Seniors previously categorized under Community Events								
<b>No. of Rentals/Reservations</b>								
Room Rentals	6	6	0	27	38		-29%	100%
Bookable Spaces	18	18	0	99	55		80%	100%
Sign Rentals	2	1	1	5	8		-38%	100%
<b>No. of Attendees</b>								
Room Rentals	56	62	-6	296	443		-33%	100%
Bookable Spaces	22	37	-15	126	85		48%	100%
*Room Rentals previously categorized under Community Events								
<b>ALL COMPUTER USERS</b>	<b>2025</b>	<b>2024</b>	<b>+/-</b>	<b>2025 YTD</b>	<b>2024 YTD</b>	<b>2023 YTD</b>	<b>% Change 2025/2024</b>	<b>% Change 2025/2023</b>
Computer Workstation Users	255	272	-17	1535	1985	2089	-23%	-27%
<b>TOTAL</b>	<b>255</b>	<b>540</b>	<b>-285</b>	<b>1535</b>	<b>4278</b>	<b>4946</b>	<b>-64%</b>	<b>-69%</b>
<b>PATRON COUNT</b>	<b>2025</b>	<b>2024</b>	<b>+/-</b>	<b>2025 YTD</b>	<b>2024 YTD</b>	<b>2023 YTD</b>	<b>% Change 2025/2024</b>	<b>% Change 2025/2023</b>
	4689	5083	-394	28211	31017	24005	-9%	18%
<b>LIBRARY HOMEPAGE HITS</b>	<b>2025</b>	<b>2024</b>	<b>+/-</b>	<b>2025 YTD</b>	<b>2024 YTD</b>	<b>2023 YTD</b>	<b>% Change 2025/2024</b>	<b>% Change 2025/2023</b>
	1724	1625	99	12599	11298	11578	12%	9%
<b>ONLINE CATALOGUE HITS</b>	<b>2025</b>	<b>2024</b>	<b>+/-</b>	<b>2025 YTD</b>	<b>2024 YTD</b>	<b>2023 YTD</b>	<b>% Change 2025/2024</b>	<b>% Change 2025/2023</b>
	2588	2099	489	17909	13923	12169	29%	47%
<b>SOCIAL MEDIA</b>	<b>2025</b>	<b>2024</b>	<b>+/-</b>	<b>2025 YTD</b>	<b>2024 YTD</b>	<b>2023 YTD</b>	<b>% Change 2025/2024</b>	<b>% Change 2025/2023</b>
<b>Facebook</b>								
Page Likes/Followers	1801	1674	127	1801	1674	1522	8%	18%
Total Post Views	16516	14537	1979	139114	121701	139589	14%	0%
Total Post Interactions	300	320	-20	3347	2457	6547	36%	-49%
Total Posts	37	35	2	343	233	285	47%	20%
<b>Instagram</b>								
Page Likes/Followers	1425	1277	148	1425	1277	1174	12%	21%
Total Post Views	11904	4417	7487	63080	28439	39105	122%	61%
Total Post Interactions	270	168	102	1996	1099	3048	82%	-35%
Total Posts	36	47	-11	346	269	275	29%	26%

<b><u>eNEWSLETTER</u></b>	<b><u>2025</u></b>	<b><u>2024</u></b>	<b><u>+/-</u></b>		<b><u>2025 YTD</u></b>	<b><u>2024 YTD</u></b>	<b><u>2023 YTD</u></b>	<b><u>% Change</u></b> <b><u>2025/2024</u></b>	<b><u>% Change</u></b> <b><u>2025/2023</u></b>
New Contacts	7	8	-1		50	45	103	11%	-51%
Total Contacts to Date	533	431	102		533	431	352	24%	51%
Email Opens	249	226	23		1282	1235	1193	4%	7%
Clickthroughs	21	52	-31		169	217	278	-22%	-39%
<b><u>PRINTING &amp; PHOTOCOPY</u></b>	<b><u>2025</u></b>	<b><u>2024</u></b>	<b><u>+/-</u></b>		<b><u>2025 YTD</u></b>	<b><u>2024 YTD</u></b>	<b><u>2023 YTD</u></b>	<b><u>% Change</u></b> <b><u>2025/2024</u></b>	<b><u>% Change</u></b> <b><u>2025/2023</u></b>
Public Computers	158	177	-19		868	1360	2601	-36%	-67%
Mobile Print	257	90	167		918	500	0	84%	100%
Pages in Black and White	2083	1785	298		14678	11306	9338	30%	57%
Pages in Colour	61	47	14		517	419	179	23%	189%
Total Print Jobs	415	267	148		1786	1860	2601	-4%	-31%
Total Number of Pages	2144	1832	312		15195	11725	9517	30%	60%

# JULY 2025

## MONTHLY REPORT

### INTERACTIONS

NEW  
PATRONS

80

PATRON  
VISITS

4,689

CATALOGUE  
VISITS

2,588

WEB  
VISITS

1,724

PHYSICAL CIRC

7,189

DIGITAL CIRC

2,932

ITEMS BORROWED  
FROM LINC  
LIBRARIES

852

ITEMS LOANED TO  
LINC LIBRARIES

940

### CIRCULATION

### PROGRAMS

TOTAL  
PROGRAMS

117

PROGRAM  
ATTENDANCE

1,170

SOCIAL MEDIA  
POSTS

73

eNEWSLETTER  
SUBSCRIBERS

533

PAGES PRINTED  
& COPIED

2,144

COMPUTER  
USERS

255

ePRINTit  
PRINT JOBS

257

TECH HELP

48

### LIBRARY TECH

### HIGHLIGHTS

- Daycare Visits
  - Pop-Up + In-Library
- Summer programming: Around the World
- Art in the Atrium: Etched in Time.
  - In collaboration with the Port Colborne Historical & Marine Museum



Etched in Time

# Operating Statement by Cost Center

11:07 a.m.  
2025-09-26  
Page 1 of 1

Company: Port Colborne Library Board  
Organization: Cost Center: CC0905 Library  
Fund: Fund: Operating Fund  
Period: 2025 - P09 Sep  
Time Period: Current Period YTD  
Plan Structure: Budget YE Dec

Ledger Account	Sept 2025					
	Commitments	Obligations	Actual	Total	Budget	Variance
Revenue			20,557.85	20,557.85	47,950.00	(27,392.15)
User Charges			6,662.32	6,662.32	4,000.00	2,662.32
Government Transfer			9,942.30	9,942.30	38,300.00	(28,357.70)
Investment Income			189.08	189.08		189.08
Other Revenue			3,764.15	3,764.15	5,650.00	(1,885.85)
<b>Total Revenue</b>			<b>20,557.85</b>	<b>20,557.85</b>	<b>47,950.00</b>	<b>(27,392.15)</b>
Expense						
Personnel			537,319.68	537,319.68	750,800.00	213,480.32
Salaries and Wages			408,916.48	408,916.48	578,800.00	169,883.52
Benefits			128,403.20	128,403.20	172,000.00	43,596.80
Non-Personnel			77,822.18	77,822.18	132,295.00	54,472.82
Materials			65,102.28	65,102.28	121,095.00	55,992.72
Contract Services			12,607.29	12,607.29	11,200.00	(1,407.29)
Rents and Financial Expenses			112.61	112.61		(112.61)
<b>Total Expenses</b>			<b>615,141.86</b>	<b>615,141.86</b>	<b>883,095.00</b>	<b>267,953.14</b>
<b>Surplus/(Deficit) Before Allocation</b>			<b>(594,584.01)</b>	<b>(594,584.01)</b>	<b>(835,145.00)</b>	<b>240,560.99</b>
Allocation						
<b>Surplus (Deficit) After Allocation</b>			<b>(594,584.01)</b>	<b>(594,584.01)</b>	<b>(835,145.00)</b>	<b>240,560.99</b>
Transfer					(835,145.00)	(835,145.00)
Transfer Between Companies					(835,145.00)	(835,145.00)
<b>Surplus/(Deficit)</b>			<b>(594,584.01)</b>	<b>(594,584.01)</b>		<b>(594,584.01)</b>

## Report:

The purpose of this report is to update the Library Board on the status of library staff's working plan to complete action items identified in the 2023-2027 Strategic Plan. The plan requires an annual report to the Board. Quarterly updates will be provided.

### Strategic Goal no. 1

To maintain and develop high-quality, inclusive programming and services for our user communities

### Strategic Objective no.1.1

Support staff with opportunities to assist in developing and delivering programs more effectively

Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Develop an [employee training] program to build staff competencies that focus on programming, outreach strategies, technology, and digital innovation.	CEO, [HR from the City]	2023		Annual goal setting and staff development with library staff based on HR program	Completed	Builds staff competencies to focus on programming, outreach strategies, technology, and digital innovation
Conduct a community profile in collaboration with the City of Port Colborne	CEO	Deferred	Deferred		Deferred	Outcome to be determined based on discussion with City staff
Survey library users and non-users to identify satisfaction with current programs and determine needs for future programs	CEO, Board	2026 or 2027	3 months for delivery		Deferred	A better understanding of the impact of current programs and to develop future needs for 2028-strategic plan
Develop and implement an annual programming plan that includes timelines for accountability and efficiencies	CEO, Librarian	2023	Ongoing	Program plan created and to be updated annually	Completed	Improve transparency of programming plans for the public and for staff accountability and efficiency

Strategic Objective no.1.2

Leverage strategic relationships to provide diverse programming

Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Expand resource-sharing and collaborative programming with LiNC partner libraries	CEO, Librarian, LiNC CEOs	2023	Ongoing	2023: Library Board OnBoarding event; Ongoing collaborations for programs (I.e One Book, One Niagara), promotions, staff development, and shared resources 2025: Regional library programmers meetings added; Fall Board Retreat	Completed	Strengthened relationships with LiNC libraries and to leverage partnerships for cost savings and enhanced services for library patrons
Engage existing and new community partners to fund, sponsor, and deliver programs	CEO, Librarian	2023	Ongoing	2023: Launch of Community Connect program 2024: Expansion of Community Connect partnerships to delivery weekly, monthly, quarterly, and annual programs	Completed	Strengthened relationships with community partners and externally funded programming
Expand the “Let’s Talk About...” series with local agencies	CEO, Librarian	2023	Ongoing	2023: 5 series held on following topics: Seniors Safety, Truth & Reconciliation, Homelessness, Healthy Relationships for Teens, Intimate Partner Violence 2024: 4 series held on following topics: Ontario Seniors Dental Care, Dementia Education, Environmental Awareness, Student Wellness 2025: 4 sessions held on following topics: LGBTQIA Allyship and Allied Against Abuse, NRPS Newcomer Information Session, Ontario Senior Dental Care Plan and Canadian Dental Care Plan	Completed	Strengthened partnerships with local agencies as experts who provide information on difficult topics
Increase programming opportunities with Museum and participation in City events	CEO, Librarian, Museum staff	2023	Ongoing	2023: Museum invited to pop-up library opportunities; joint programming explored, including a Canadian Author Talk at Roselawn 2024: Library participated in Museum’s Community Scan Day and implemented joint class visits. Participation in City events including Solar Eclipse Day / Eclipse glasses distribution, Emergency Preparedness Week, Communities In Bloom, New Year’s Eve Event, and Santa Claus Parade 2025: Expansion of opportunities including: City’s Easter event, Canal Days green screen postcard program, 40 <sup>th</sup> anniversary Etched in Time art show with Museum 2026: Library to join City’s annual SportsFest in February	Completed	Strengthened relationships with the Museum and City departments for increased visibility of the library within the Port Colborne community

Strategic Objective no.1.3

Upgrade and increase access to leading edge technology to expand digital literacy and community connectedness

Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Expand makerspace activities and resources and empower and educate library users	CEO, Librarian	2023	Ongoing	2023: PC Lions donation for Wonderbooks; Music Makerspace completed 2024: Bookable Music Makerspace hours implemented; seasonal green screen, button maker, and coding programs for youth; launch of the Erwin Taylor Charitable Foundation’s Library of Things collection expansion; expansion of PC Lion’s Wonderbooks collection; weekly Lego club program added 2025: Weekly summer drop-in maker activities with Library of Things collection	Completed	Library users will be educated on core STEM concepts and practices creating increased opportunities
Complete the digital lab for public and staff use	CEO	2023	Ongoing	2023: Green screen studio implemented including camera, lighting equipment; TV screen added for meeting use 2024: Quarterly/seasonal programs added to library programming schedule	Completed	The public and staff will have increased access and a reduction of barriers to cost prohibitive technology equipment
Increase the availability of accessible technology and software for public use, including lendable technology items	CEO	2023	Ongoing	2023: Accessible software available on public computer browsers 2024: Addition of in-house tablets for patron use 2025: Lendable technology added to collection: microphones, coding kits, CELA deposit collection for print disabilities, Digital audiobook player for print disabilities (i.e. Envoy Connect), Education tablets and devices (i.e. Launchpads and Whazoodles); Playstation 5 added to collection	Completed	Barriers will be reduced by providing access to cost prohibitive technology equipment
Develop and implement programming to ensure digital literacy and to provide tech help for users	CEO, Librarian	2023	Ongoing	2022: 208 total tech help sessions 2024: Expanded Tech Time sessions resulting in 400 total sessions; Ongoing promotion for community partner tech help events, including PCWorks and NTEC computer classes	Completed	Ability for library users to improve their technical skills and enhance their digital literacy

Strategic Objective no.1.4

Develop the library collections to support and reflect a growing and diverse community

Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Conduct a diversity audit of the collections to ensure we are addressing the needs of our user communities and reflect changing demographics	CEO, Librarian	2026 or 2027	6 months	Initiate audit with external agency, or conduct an audit internally	Not started	A collection development policy and collections that reflect the diverse needs of the community

Strategic Objective no.1.5						
Attract new users through effective promotion and marketing of library programming and services						
Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Increase the frequency of outreach services and pop-up visits with a focus on new destinations	CEO, Librarian	2023	Ongoing	2023: Resume outreach halted during Covid pandemic, re-establish contacts; collaboration with Port Fire for pop-up to east side 2024: Monthly/regularly scheduled pop-ups to partners' resume: local elementary school class visits, Farmer's Market, and Northland Pointe. Partnerships and events expanded to local elementary and high schools, Portal Village Book Club, Downtown BIA Harvest Fest, and Port Cares 2025: Friends Over 55; summer daycare partnerships; Bridges Open House; Senior's Info Café; Port Colborne Garden Club; Start Me Up Niagara Mobile Closet	Completed	Strengthened partnerships and increased visibility of library services within the community
Revise marketing and promotion strategies to target new users	CEO, Librarian	2023	Ongoing	2023: Strategies revised in collaboration with City's Communication Team; implemented social media calendar/plan; Ontario Public Library Week (OPLW) radio ad 2024: OPLW Promotional Coasters for Niagara Regional Libraries; radio interviews on CTKB 610; Yodeck Signage Player in Library Atrium installed with library slide added Vale Health and Wellness Centre walking track slideshow; visual elements and templates on social media updated for branding consistency 2025: Library logo branded fundraiser bags; Library logo stickers and temporary tattoos for promotional giveaways and prizes; Planned updates for the Library of Things webpage and pop-up library equipment and signage	Completed	Increased membership and awareness of library services within the community
Strategic Goal no. 2						
Retaining, recruiting, and innovating in human capital/People						
Strategic Objective no.2.1						
Invest in ongoing professional development to enable staff to improve user experience and innovate library services						
Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome

Develop a training map for each job description to ensure that staff are prepared and can apply professional best practices to embrace evolving library services	CEO	2026	6 months	Job descriptions to be created; training map to follow	Not started	Ensure staff are equipped with the skills and knowledge to confidently deliver high-quality, relevant service in a changing environment
Strategic Objective no.2.2						
Ensure job descriptions accurately reflect workflows and support operational procedures						
Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Assess duties and tasks with a focus on identifying changes due to evolving practices	CEO	2026	6 months	Aligned with goal to update job descriptions; complete in 2025	Not started	Ensure staff are equipped with the skills and knowledge to confidently deliver high-quality, relevant service in a changing environment
Update competencies and expectations for staff to successfully perform duties and provide services	CEO	2026	6 months	Aligned with goal to update job descriptions; complete in 2025	Not started	Ensure staff are equipped with the skills and knowledge to confidently deliver high-quality, relevant service in a changing environment
Review job descriptions and the organizational chart to identify needs and gaps to best provide services	CEO, Board	2026	6 months	Aligned with goal to update job descriptions; complete in 2025	Not started	Ensure the organization is structured effectively and roles are clearly defined to support efficient, high-quality service delivery
Create a succession plan for the CEO of Library Services	CEO, Board	2023	2024	2023: Creation of GOV-10: CEO Succession Planning Board Policy, Library Services Manager job description updated 2024: Library Services Manager hired Jan. 2024; Exploration of shared services with Wainfleet Public Library; Final CEO replacement in June 2024; Library Services Manager position posted Dec. 2024 2025: Library Services Manager hired February 2025	Completed	Ensure continuity, retain institutional knowledge, and prepare future leaders to sustain and strengthen the organization over time
Strategic Goal no. 3						
Strengthening accessibility and sustainability of library spaces/Developing the Cultural Block						
Strategic Objective no.3.1						

Increase accessibility in public and staff spaces to ensure barrier-free, fair, and equitable access

Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Collaborate with the City to plan and complete capital projects that increase accessibility and ensure compliance in all interior and exterior library spaces	CEO	2023	Ongoing	2023: Assess planning needs with the City; AODA inspection; assess budget needs for 5-year plan; completed accessible doors project 2024: High-contrast, anti-slip grip tape installed on public stairwells; Elevator annunciator installed; AODA Audit completed with Library Accessibility Capital Projects to be included in upcoming larger City projects	Completed	Facilities and services that are AODA compliant and that address the accessibility needs of the community
Identify and optimize grant opportunities for funding	CEO	2023	Ongoing	2023: Grant application to Karl Kahane Foundation for Mini-Kiosk/ NovelBranch 2024: Grant application to Karl Kahane Foundation for Mini-Kiosk/ NovelBranch	In progress	Secure additional resources that support innovative programs, expand services, and enhance long-term sustainability

Strategic Objective no.3.2

Innovate for efficient infrastructure improvements and sustainability

Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Implement suggested projects from the Building Condition Assessment as recommended by the City	CEO, Public Works	2023	Ongoing	2023: Generator project; Library Fibre & Voices Services; Accessible doors installed; Library King St. Sign 2024: Teams phone project; elevator modernization project; Auditorium/lower-level hallway flooring replacement; skylight replacement; exterior double-door repair; UV coatings for windows; existing stairwell repair; roof replacement project initiated 2025: Roof replacement project completed	Completed	Address facility needs, improve safety and functionality, and ensure space supports current and future service demands
Conduct a risk assessment to identify critical issues	CEO, By-law	April 2025		2025: Risk assessment completed by Joint Health and Safety Committee; exterior lighting facility upgrade	Completed	Identifying risks and implementing improvements as recommended to ensure the health and safety of the staff and public

Strategic Objective no.3.3

Continued Exploration of the Cultural Block

Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Take a leading role with the Museum in developing a Public Art Policy	CEO, CEO of Museum & Culture; Board	Deferred	Deferred	Collaborate with the Museum; Set goals for project timelines	Deferred	Deferred
Install outdoor art exhibits	CEO, CEO of Museum & Culture; Board	Deferred	Deferred	Collaborate with the Museum; Set goals for project timelines	Deferred	Deferred
Conduct a feasibility study on adding a shared programming space for use by the Library, Museum, and Archives on the Cultural Block	CEO, CEO of Museum & Culture; Board	Deferred	Deferred	Cancelled by City; Explore other options for additional space	Deferred	Deferred
Strategic Goal no. 4						
To exercise financial stewardship by leveraging all funding sources and partnership opportunities						
Strategic Objective no.4.1						
Identify additional revenue sources to strengthen the financial resources of the library						
Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Identify and optimize grant opportunities	CEO	2023	Ongoing	2023: Community Volunteer Income Tax Program (CVITP) grant; Successful application for Erwin Taylor Charitable Foundation \$10,000 donation 2025: Application to the OLITA Technology Micro-grant; CVITP grant	Completed	Secure additional resources that support innovative programs
Develop, implement, and promote new fundraising opportunities, including activities, events, and promotional items for sale	CEO, Board	2023	Ongoing	2024: New book sale and fundraiser items added; Adopt-a-Mag Fundraising Campaign relaunched; Board Fundraising Committee exploring planned giving opportunities 2025: Touch-a-Truck Book Fundraiser; Library branded tote bag sale	In progress	Secure additional resources that support innovative programs
Strategic Objective no.4.2						
Implement best practices to strengthen the Library’s capital and financial assets to enable the Library to flourish and increase sustainability						
Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Integrate the City’s financial control mechanisms to ensure consistency and accuracy in reporting and to support the City’s Finance Department	CEO	2023-2024	3 months	2023: Migration to City’s financial software, Diamond 2024: Implementation of new software platform Workday; financial procedures updated in collaboration with City Financial Department	Completed	Maintain transparency, align with the municipality, and ensure accurate, consistent financial reporting and accountability

Create a Memorandum of Understanding between the Board and the City	CEO, CAO, Board, Council	2024	2025	2024: MOU draft approved by Library Board 2025: City Council approved MOU; Bylaw and MOU signed by City and Library officials	Completed	Establish clear roles, responsibilities, and shared goals that support effective collaboration and mutual benefit
Develop key performance indicators to improve operations and decision-making	CEO	2026 or 2027	3 months		Not started	Track performance, identify areas for improvement, and make informed, data-driven decisions that enhance organizational effectiveness
Identify opportunities for cost-savings and deepen collaboration with LiNC partner libraries	CEO, LiNC CEOs	2023	Ongoing	2023: Library Board OnBoarding event; Ongoing collaborations for programs (i.e One Book, One Niagara), promotions, staff development, and shared resources 2025: Regional library programmer meeting; 2025 Fall Board Retreat	Completed	Strengthened relationships with LiNC libraries and leverage partnerships for cost savings and enhanced services for library patrons

Strategic Goal no. 5						
Trailblazing library trends while maintaining core library services/Developing methods to deliver and strengthen innovative user experiences						
Strategic Objective no.5.1						
Create and support a programming team to explore new and innovative delivery systems for programs						
Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Position staff on external working groups including library support service agencies and think-tanks to keep abreast of new ideas, trends, strategies, and practices	CEO, Librarian, LiNC CEOs	2023	Ongoing	2023: Librarian and library staff active participation on LiNC working groups; ongoing opportunities explored through OLS	Completed	Leveraging external collaborations to ensure the organization remains informed of library practices and trends in an evolving landscape
Support staff development opportunities to create	CEO	2023	Ongoing	Annual staff development goal setting and training opportunities (e.g., LiNC IN, OLS); ongoing opportunities	Completed	Building internal capacity by equipping staff with the necessary technological skills

a tech savvy customer service team				provided by the City (i.e. cybersecurity training, Microsoft training) 2023: Enrolled in Bridge Data Survey for patrons and staff to find tech gaps 2024: Implemented Bridge Data surveys		
Strategic Objective no.5.2						
Enhance the user experience through improved communication and availability of services						
Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Complete the connectivity and phone systems capital project to provide stable and efficient service	CEO	2023	3 months	2023: Teams phones installed, and training provided by City IT Staff 2024: Phone line added for Main Floor Info Pod to complete new library staff workstation	Completed	Enhance communication infrastructure to support more reliable, efficient, and professional interactions with users and team members
Ensure two-way communication that is timely, accessible, and ensures accountability	CEO, Librarian	2026 or 2027	1 month	Review and revise internal communication plan	Not started	Enhance communication procedures to support more reliable, efficient, and professional interactions with users and team members
Explore new methods to request and analyze input from users	CEO, Librarian	2023	Ongoing	2023: Staff enrolled in Bridge and Edge technology platforms 2024: Staff surveys and patron surveys deployed and collected at frequency determined by Bridge program	In progress	To better understand user needs and preferences, enabling more responsive communication and service delivery that enhances overall user experience
Enhance and adopt new delivery methods to promote, advertise, and assess user needs	CEO, Librarian	2023	Ongoing	2024: Ontario Public Library Week coasters; regular 610 CKTB radio interviews; new pop-up locations added (e.g. high schools), increased press releases with City Communications Team 2025: Semi-permanent cart of library items delivered and restocked monthly at Northland Pointe; planning in-house QR Code advertising; Instagram reels	Completed	Increase accessibility, convenience, and relevance of services in response to changing user needs
Develop innovative policies and practices to ensure excellent customer service	CEO, Board	2023		Review and updates to circulation policies and procedures	Completed	Create consistent, high-quality user experiences that build trust, satisfaction, and long-term engagement
Explore and procure leading-edge resources and technology for staff and public use	CEO	2023	Ongoing	2023: Print server project completed; wireless printing option added (ePrintit Solution); Library of Things budget line 2024: Loanable tech added through Erwin Taylor donation 2025: Addition of new e-resource PressReader; WorkDay financial/HR platform implementation; CELA deposit collection added	Completed	Barriers will be reduced by providing access to cost prohibitive technology equipment
Install a NovelBranch book lending machine at Vale Health and Wellness Centre for	CEO, Board	2026 or 2027	1 year	2023: Applied to Karl Kahane Foundation grant opportunity to fund NovelBranch 2024: Reapplied to Karl Kahane Foundation grant opportunity to fund NovelBranch; Exploration of reintroducing temporary library shelving at Vale	Not started	Providing equitable access to library services to the East side of the community

expanded outreach service						
Strategic Goal no. 6						
Engaging our external stakeholders and user communities to ensure good decision-making for the benefit of all						
Strategic Objective no.6.1						
Increase awareness of the library and the services available						
Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Develop and implement a communications and marketing plan	CEO, Librarian	2026 or 2027	3 months	2023: Met with Communication team	Not started	Promote services and reach a wider audience and strengthen community awareness and engagement
Increase effective outreach through social media and branding	CEO, HR	2024	1 month	2024: Library staff participated in social media training opportunities; social media content was updated with library branding and colours	Completed	Build a recognizable identity for consistency that will enable impactful promotion of library services
Identify new opportunities for outreach service	CEO, Librarian	2023	Ongoing	2024: Portal Village, Port High & LCHS 2025: Friends over 55, summer daycare partnerships offered	Completed	Strengthened partnerships and increased visibility of library services within the community
Strategic Objective no.6.2						
Convey and measure the impacts of library services and programs						
Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Solicit feedback from library users and non-users, and respond to the community in a timely manner	CEO, Librarian, Board	2023	Ongoing	Annual “Why I Love My Library” contest; responding to library user feedback on an ongoing basis	In progress	Create a culture of engagement and accountability by valuing user voices in shaping impactful library services and programs
Target reach-out to members of vulnerable populations (seniors, newcomers, low-income families and youth) to ensure that they are aware of and	CEO, Librarian, Board	2023	Ongoing	2023: Implementation of the Community Connect program 2024: Expansion of the Community Connect partnerships with local community support agencies 2025: Addition of Start Me Up! Niagara’s Mobile Closet shopping event	Completed	Promoting social inclusion and awareness of library services through integrated programming; Increased membership and awareness of library services within the community

are invited to participate in library services						
Develop and implement key performance indicators	CEO, Librarian	2026 or 2027	6 month		Not started	Track performance, identify areas for improvement, and make informed, data-driven decisions that enhance organizational effectiveness
Strategic Objective no.6.3						
Deepen strategic partnership with City Council, City staff, and other critical stakeholders						
Strategic Action	Person/ Dept. Responsible	Date to Begin	Expected Timing	Outputs/Activities	Status	Desired Outcome
Complete and implement a Memorandum of Understanding between the Board and the City	CEO, CAO, Board	2023	2024	2023: Library Board submits draft MOU to City staff 2024: CEO and City Treasurer collaborated on a revised draft; Library Board approved revised MOU draft 2025: City Council approved MOU; Bylaw and MOU signed by City and Library	Completed	Establish clear roles, responsibilities, and shared goals that support effective collaboration and mutual benefit
Implement Truth and Reconciliation Calls to Action as they relate to public libraries	CEO, Librarian, Board	2023	Ongoing	2023: Indigenous education session at the OnBoard trustee training event 2024: RedDRESS art installation with CFUW; participation in the Moosehide campaign; ongoing decolonization cataloguing project with LiNC libraries 2025: Land Respect and Acknowledgement policy updated to include providing Indigenous education personnel training; 4 Seasons of Reconciliation training added to the library staff's onboarding package; 2-part community Inuit cultural teachings program; Métis artist installation in Atrium; Indigenous Creator-led library programming: Music and Movement and Cree Nation Art Class.	Completed*	Fostering inclusive, respectful library services that supports Reconciliation, cultural understanding, and equitable access for Indigenous communities
Additional Notes						
*Projects relating to Truth and Reconciliation have been completed as outlined in the 2023-2027 Strategic Plan. However, Truth and Reconciliation is never completed, and library staff at Port Colborne Public Library will continue to implement Calls to Action as they relate to Public Libraries.						



**PORT COLBORNE**  
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# OFF THE SHELF NEWSLETTER

SEPT/OCT 2025



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

905-834-6512

**EMPOWER.**

[portcolbornelibrary.org](https://portcolbornelibrary.org)

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

**ENRICH. EDUCATE.**

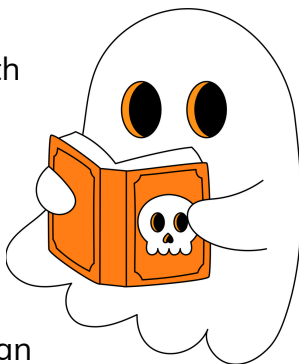
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## CANADIAN PUBLIC LIBRARY MONTH "SPOOKY STORY" CONTEST FOR KIDS

**September 15 to October 18**

October is Canadian Public Library Month and to celebrate the library is hosting a "Spooky Story" contest! Submit your "Spooky Story" to the library by 5pm on October 18<sup>th</sup>. Submission forms can be found in-house and on our website. Stories must be original and include the child's first name, and the parent/guardian contact info. The stories will be judged by library staff and the authors of the favourite stories will be asked to read their stories aloud at our "Spooky Story" program on October 30<sup>th</sup>!



## START ME UP! NIAGARA'S MOBILE CLOSET

**Monday, September 15, 11 a.m. - 1 p.m.**

Niagara's Mobile Closet is returning to the library for a free shopping event with seasonally appropriate new/gently used clothing and other daily necessities for unsheltered and low-income people. Drop-in. Free.



## BRIDGES OPEN HOUSE

**Wednesday, October 8, 11 a.m. - 2 p.m.**

**Bridges**

**Community Health**

Fort Erie and Port Colborne/Wainfleet

Visit us at our table at the Bridges Community Health Center (380 Elm Street) Open House! Check out our resources available and spend some time at our kid's activity table. Drop-in. Free.



## ART IN THE ATRIUM

Local Artist | Ron Fyke

A provincial award-winning editorial cartoonist for the Port Colborne Leader, Ron has sketched and drawn as far back as he can remember.



Visit the library and enjoy the breadth and variety in his works. While you're here, remember to sign the guestbook!

## HOLIDAY HOURS

**Monday, September 1, 2025**  
(Closed for Labour Day)

**Tuesday, September 30, 2025**  
(Closed for National Day for Truth and Reconciliation)

**Monday, October 13, 2025**  
(Closed for Thanksgiving Day)

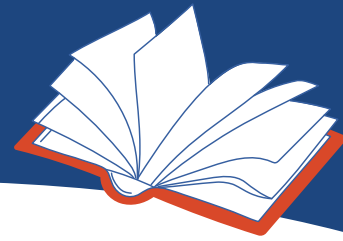
## SUBSCRIBE

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**SEPTEMBER/OCTOBER 2025**



Each year, September 30 marks the  
National Day for Truth and Reconciliation.

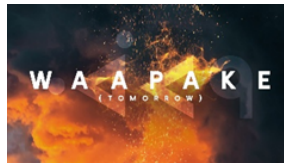
## ADULT PROGRAMS

### WAAPAKE (TOMORROW)

Mon. Sept. 29, 2025, 1:30 – 3 p.m.

Join us for a screening and discussion of the documentary  
**WaaPaKe (Tomorrow)** (2023, 80 min). Pre-register. Free.

For generations, the suffering of residential school Survivors has radiated outward, impacting Indigenous families and communities. **WaaPaKe (Tomorrow)** moves beyond intergenerational trauma, with an invitation to unravel the threads of silence and unite in collective freedom and power.



### BEYOND PAPER

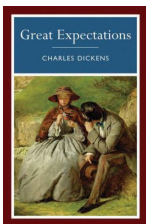
Mon. Oct. 27, 2025, 1:30 – 3 p.m.

Join us for a screening and discussion of the documentary film  
**Beyond Paper** (2023, 130 min). Pre-register. Free.

At a critical moment in the history of the written word, as humanity's archives migrate to the cloud, one filmmaker goes on a journey around the globe to better understand how she can preserve her own Romanian and Armenian heritage, as well as our collective memory.

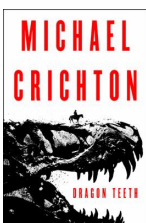


## PORT COLBORNE PUBLIC LIBRARY BOOK CLUB



**Monday, September 8, 1:30 – 2:30 p.m.**

Join us for a discussion of **Great Expectations** by Charles Dickens.  
Limited spaces.  
Pre-register. Free.



**Monday, October 20, 1:30 – 2:30 p.m.**

Join us for a discussion of **Dragon Teeth** by Michael Crichton.  
Limited spaces.  
Pre-register. Free.

### ADULT CHESS CLUB

Mondays, Sept. 15, 22 & 29, Oct. 6, 20 & 27, Nov. 3, 10, 17 & 24  
6 – 7:30 p.m.

Step up your chess game with this series of workshops for beginner and experienced players.

For adults ages 18+.  
Pre-register. Free.



### IAMINUK: MAKE A SEALSKIN BRACELET

Monday, September 29, 5 – 7:30 p.m.

Cindy Biancaniello, Elder Anauta ᐱᐅᐅᐅᐅ, teaches participants how to sew a traditional sealskin bracelet in this hands-on workshop about the importance of the seal hunt in Inuit culture. For adults ages 18+.  
Pre-register. Cost of \$40 per person.



### CREE NATION VISUAL ARTS CLASS

Saturday, October 4, 2 – 3:30 p.m.



Indigenous artist, Keona, will teach participants how to paint a Cree Nation acrylic art piece.  
Pre-register. Cost of \$5 per participant.

### ADULT ART CLASS: COLLAGE NIGHT

Thursday October 16, 6 – 7:30 p.m.

Come out for a fun and creative evening of collage making! All supplies provided.  
Pre-register. Free.



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**SEPTEMBER/OCTOBER 2025**



Be back-to-school ready with all the benefits of having a Wellness Kit, library card, and Homework Hub.

## TEEN PROGRAMS

### BACK-TO-SCHOOL WELLNESS KITS

**While quantities last**

Generously donated by Bridges Community Centre, a limited number of Back-to-School Wellness kits are free to teens at the library. Each kit contains a fidget tool, reusable bottle, sunglasses, notebook, and information on how to reduce stress and anxiety. Get yours today!



### WARHAMMER

**Thursdays, September 18 & 25, October 9 & 23,  
6 p.m. - 7:30 p.m.**

Calling all teens and young adults to start their own Warhammer adventure! In September resin miniature figures will be provided to participants and together we'll study the Codex. Starting October 9<sup>th</sup> the group will meet every other Thursday to battle their armies. Registration required. Limited space. Free.



### POP-UP @ PORT HIGH

**Thursday, October 2, 10:50 a.m. - 11:30 a.m.**

Are you a PCHS student? Visit the school library during lunch for an activity with the Port Colborne Public Library. Drop-in. Free.

### HOMEWORK HUB



Study independently or collaboratively in our quiet workspaces, use a public computer or our free Wi-Fi, and show us your student card for a free print job. Limit of 15 pages.

### LIBRARY CARDS FOR TEENS

Teens between the ages of 13 and 18 can register for a library card without a parent or guardian. Having fun is easy when you have a library card! With a card, you can check out books, board games, video games, CDs, DVDs, and more.



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### TEEN BOOK REVIEWS

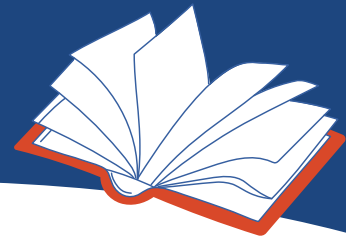
Did you know that you can earn community service hours from the books you read? Teens can earn five community service hours by writing a book review for the library. Learn more by emailing us at [library@portcolborne.ca](mailto:library@portcolborne.ca) or calling us at 905-834-6512.





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**SEPTEMBER/OCTOBER 2025**



Back to school means PD Day activities, and the return of kids' Chess and LEGO Clubs.

## CHILDREN'S PROGRAMS

### KIDS' CRAFT CART

Wednesdays, September 3, 10, 17 & 24,  
October 1, 8, 15, 22 & 29, 3 - 4:30 p.m.

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



### STORY TIME WITH SHELLY

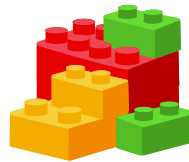
Saturdays, September 6, 13, 20 & 27,  
October 4, 11, 16 & 25 - 10:30 - 11:30 a.m.

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

### LEGO CLUB

Mondays, September 8, 15, 22 & 29,  
October 6, 20 & 27, 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.



### BABY TIME

Tuesdays, September 16 & 23,  
October 7, 14 & 28, 10:15 a.m. - 10:24 a.m.

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



### CHILDREN'S CHESS CLUB

Tuesdays, September 16 & 23,  
October 7, 14, 21 & 28, 6 p.m. – 7:30 p.m.

Mr. Edwards will be returning to the library to host a chess club for kids. The club is open to children of all experience levels, including those interested in learning how to play the game. For children ages 8 to 14. Registration required. Free.

### MUSIC AND MOVEMENT

Saturday, October 4, 11 a.m. - 12 p.m.

Make music, dance, move and groove with artist, Keona. For ages 4 to 8. Pre-register. Free.

Page 24 of 34

### PD DAY ACTIVITY: MAKE A PIRATE FRIEND

Friday, September 19  
10 a.m. – 4:30 p.m.

Cut and run to the library for Talk Like A Pirate Day fun!  
For families. Drop-in. Free.



### PD DAY ACTIVITY: MAKE A PAPER PUMPKIN PIE

Friday, October 10  
10 a.m. – 4:30 p.m.

You'll have the most delicious time making paper pumpkin pies!  
For families. Drop-in. Free.



### SPOOKY STORIES AT THE LIBRARY

Thursday, October 30  
6:30 - 7:30 p.m.

Come to the library dressed up in your Halloween costume and hear our "Spooky Stories" contest winners read aloud their very spooky stories! Share your own spooky stories and listen to some of ours.  
For families. Free. Drop-in.

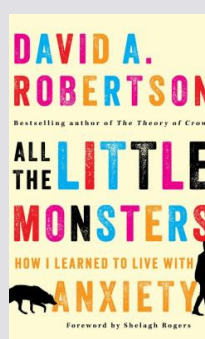
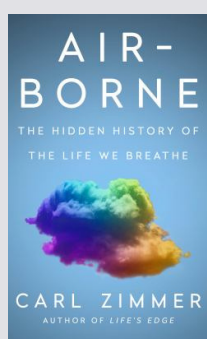
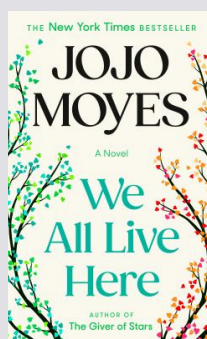
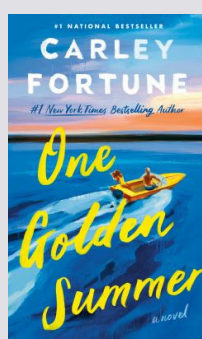
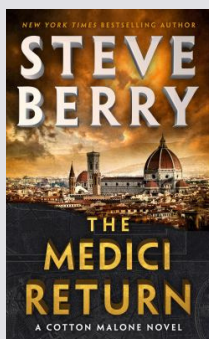
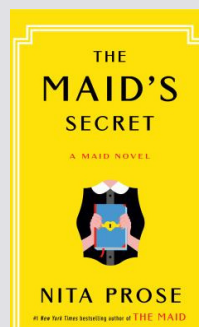
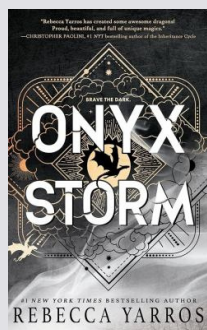
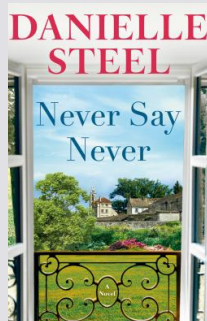


### BOOKMARK CONTEST

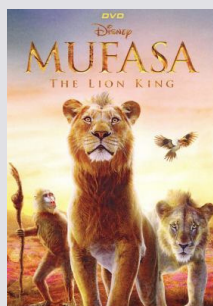
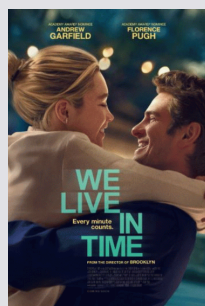
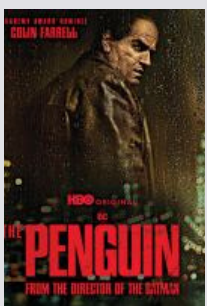
September Theme: School Rules  
Submissions due: September 30, 2025  
October Theme: Autumn Leaves  
Submissions due: October 31, 2025

# COLLECTION SPOTLIGHT

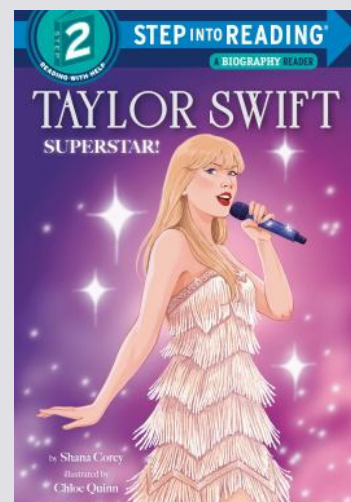
## ADULT COLLECTIONS



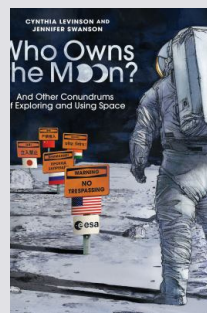
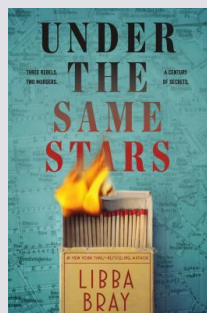
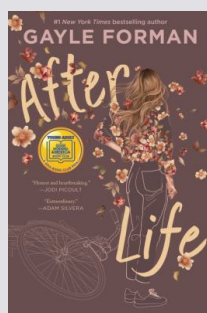
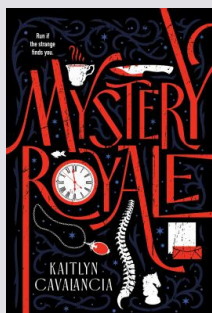
## MOVIES AND TV SERIES



## IN THE CHILDREN'S ROOM



## YOUNG ADULT FICTION





**PORT COLBORNE**  
PUBLIC LIBRARY

# OFF THE SHELF NEWSLETTER

SEPT/OCT 2025



## E-RESOURCES

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.

## FREE WITH YOUR LIBRARY CARD AND PIN

### PRESSREADER



Get access to more than 7,000 of the world's top newspapers and magazines as soon as they're available on shelves. Read in your web browser or download the app for offline reading.

### LIBBY



Libby.

Borrow ebooks, audiobooks, and magazines to read on your phone or tablet using the Libby app by OverDrive. You can even send and read your borrowed ebooks to your Kobo ereader!

### HOOPLA



Borrow movies, music, audiobooks, ebooks, comics and TV shows on your computer, tablet, phone, or TV with Hoopla. Stream immediately or download to your device 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.

### TORONTO PUBLIC LIBRARY: DIGITAL ARCHIVE



Explore photos, maps, manuscripts, digitized books and more from Toronto Public Library's digital collections.

### FRONTIER LIFE

Discover primary source documents exploring existence on the edges of the anglophone world from 1650-1920.



### ANCESTRY LIBRARY EDITION



Research genealogy and ancestry information using one of our library computers. Accessible while in the library.

### THE CANADIAN ENCYCLOPEDIA

Research with a bilingual encyclopedia managed by the non-profit Historica Foundation.



### CBC CORNER

Discover Canadian content including news, TV and radio shows, podcasts, kids content, a language learning app and much more!



### OUR DIGITAL WORLD

Access heritage collections from public and academic libraries, archives, museums, historical societies, women's institutes, newspaper publishers, and community organizations.





**PORT COLBORNE**  
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**EMPOWER. ENRICH.  
EDUCATE.**



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

## COMMUNITY CONNECT



### Resume Refresh with PC Works

**Thursdays, September 4, 11, 18 & 25,  
October 2, 9, 16, 23 & 30, 12 p.m. – 2 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

### Ontario Seniors Dental Care Program

**Wednesdays, September 17 & October 15, 10 – 11:30 a.m.**

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

### Programs & Services

**Monday, September 15, 11 a.m. - 1 p.m.**

**Thursdays, September 25 & October 30, 2 – 3:30 p.m.**

Bridges Community Health Centre's mission is to provide their community with excellent primary care, health promotion, illness prevention and community development. Learn about free programs and services offered by Bridges CHC with Health Promoter Lori.

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

**Mondays, September 8 &  
October 6, 10 a.m. - 12 p.m.**

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



**Birchway**



**pflagcanada.**  
niagara region, on

### PFLAG Niagara

**Saturdays, September 13 &  
October 11, 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! All are welcome to stop by, ask questions, and chat with us.



### PFLAG Family Board Games

**Saturdays, September 13 &  
October 11, 11:30 a.m. – 1:30 p.m.**

Come out and play a variety of fun, family-friendly board games in a safe and positive environment.



Take time to reflect this National Day for Truth and Reconciliation by checking out a book written by an Indigenous author.

## **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.

**Library Book Sale:** Gently used books, magazines, DVDs, music CDs, and more. Prices start at 25¢. Find a treasure, buy a gift, and support your library!

## **SEED LIBRARY**

Are you a gardener? Do you want to see if this fascinating hobby is for you? Check out some seeds from our Seed Library.



Our seed library was established in 2018 and has seen over 1000 seed packets borrowed. Seed libraries offer numerous benefits, including promoting genetic diversity, supporting local food security, and fostering community engagement.

Borrowing is easy: just let us know how many packets you're taking home and after harvest, send us seeds from your homegrown veggies or flowers.

## **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. Children must be accompanied by an adult.



## **LIBRARY BOARD**

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

## **LIBRARY MANAGEMENT**

Rachel Tkachuk, Chief Executive Officer  
Loraine MacDonald, Library Services Manager

## **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.



**PORT COLBORNE**  
· PUBLIC LIBRARY ·

# SEPTEMBER 2025 AT THE LIBRARY

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

310 King Street  
Port Colborne, ON  
L3K 4H1

## CONTACT US

905-834-6512

library@portcolborne.ca

## CONNECT WITH US

@PortColbornePublicLibrary

@PortColborneLib

portcolbornelibrary.org

	1 Closed for Labour Day	2	3 3 - 4:30 p.m. Kids' Craft Cart	4 12 - 2 p.m. PC Works Resume Refresh	5	6 10:30 - 11:30 Story Time with Shelly
7	8 10 a.m. - 12 p.m. Birchway 1:30 - 2:30 p.m. PCPL Book Club 3 - 6 p.m. LEGO Club	9	10 3 - 4:30 p.m. Kids' Craft Cart	11 12 - 2 p.m. PC Works Resume Refresh	12	13 10:30 - 11:30 a.m. Story Time 11:30 - 1:30 p.m. PFlag Niagara 11:30 - 1:30 p.m. PFlag Board Games
14	15 "Spook Story" Contest Starts 11 a.m. - 1 p.m. Mobile Closet 3 - 6 p.m. LEGO Club 6 - 7:30 p.m. Adult Chess Club	16 10:15 - 10:45 Baby Time 6 - 7:30 p.m. Children's Chess Club	17 10 - 11:30 a.m. Ontario Seniors' Dental Program 3 - 4:30 p.m. Kids' Craft Cart	18 12 - 2 p.m. PC Works Resume Refresh 6 - 7:30 p.m. Warhammer	19 Talk Like a Pirate Day 10 - 4:30 p.m. PA Day Activity: Make a Pirate Friend	20 10:30 - 11:30 Story Time with Shelly
21	22 3 - 6 p.m. LEGO Club 6 - 7:30 p.m. Adult Chess Club	23 10:15 - 10:45 Baby Time 6 - 7:30 p.m. Children's Chess Club	24 3 - 4:30 p.m. Kids' Craft Cart	25 11 a.m. - 1 p.m. Bridges CHC 12 - 2 p.m. Resume Refresh 6 - 7:30 p.m. Warhammer	26	27 10:30 - 11:30 Story Time with Shelly
28	29 1:30 - 3 p.m. Doc Films 3 - 6 p.m. LEGO Club 5 - 7:30 p.m. IAMINUK 6 - 7:30 p.m. Adult Chess Club	30 Closed for National Day for Truth and Reconciliation				



**PORT COLBORNE**  
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# OCTOBER 2025 AT THE LIBRARY

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

310 King Street  
Port Colborne, ON  
L3K 4H1

CONTACT US

905-834-6512

library@portcolborne.ca

CONNECT WITH US

@PortColbornePublicLibrary

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portcolbornelibrary.org

			1 3 - 4:30 p.m. Kids' Craft Cart	2 12 - 2 p.m. PC Works Resume Refresh	3	4 10:30 - 11:30 a.m. Story Time 11 a.m. - 12 p.m. Music & Movement 2 - 3:30 p.m. Traditional Cree Painting
5	6 10 a.m. - 12 p.m. Birchway 1:30 - 2:30 p.m. PCPL Book Club 3 - 6 p.m. LEGO Club	7 10:15 - 10:45 Baby Time 6 - 7:30 p.m. Children's Chess Club	8 11 a.m. - 2 p.m. Bridges Health Center 3 - 4:30 p.m. Kids' Craft Cart	9 12 - 2 p.m. PC Works Resume Refresh 6 - 7:30 p.m. Warhammer	10 10 - 4:30 p.m. PA Day Activity: Make a Paper Pumpkin Pie	11 10:30 - 11:30 a.m. Story Time 11:30 - 1:30 p.m. PFlag Niagara 11:30 - 1:30 p.m. PFlag Board Games
12	13 Closed for Thanksgiving	14 10:15 - 10:45 Baby Time 6 - 7:30 p.m. Children's Chess Club	15 10 - 11:30 a.m. Ontario Seniors' Dental Program 3 - 4:30 p.m. Kids' Craft Cart	16 12 - 2 p.m. Resume Refresh 6 - 7:30 p.m. Adult Art: Collage Night	17	18 "Spook Story" Contest Ends 10:30 - 11:30 p.m. Story Time with Shelly
19	20 1:30 - 2:30 p.m. PCPL Book Club 3 - 6 p.m. LEGO Club 6 - 7:30 p.m. Adult Chess Club	21 10:15 - 10:45 Baby Time 6 - 7:30 p.m. Children's Chess Club	22 3 - 4:30 p.m. Kids' Craft Cart	23 12 - 2 p.m. Resume Refresh 6 - 7:30 p.m. Warhammer	24	25 10:30 - 11:30 Story Time with Shelly
26	27 1:30 - 3 p.m. Doc Films 3 - 6 p.m. LEGO Club 6 - 7:30 p.m. Adult Chess Club	28 10:15 - 10:45 Baby Time 6 - 7:30 p.m. Children's Chess Club	29 3 - 4:30 p.m. Kids' Craft Cart	30 11 a.m. - 1 p.m. Bridges CHC 12 - 2 p.m. Resume Refresh 6:30 - 7:30 p.m. Spooky Stories	31	

Date: October 1, 2025  
To: Port Colborne Public Library Board  
From: Rachel Tkachuk, Chief Executive Officer  
Subject: Reciprocal Service Agreement Report

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**Recommendation:**

That the Port Colborne Public Library participate in a Reciprocal Service Agreement with Niagara Falls Public Library.

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**Background:**

The Niagara Falls Public Library has established a reciprocal borrowing agreement with six libraries: Fort Erie, Lincoln/Pelham, Niagara-on-the-Lake, Thorold, St. Catharines, and Welland.

The Niagara Falls Public Library charges a non-resident fee of \$25.00. Without the agreement in place, anyone who lives outside of Niagara Falls and who would like a library card from the Niagara Falls Public Library would have to pay the non-resident fee.

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**The Agreement:**

Port Colborne Public Library card holders will be issued a free library card at the other participating reciprocal libraries when they provide an active library card from their home library as well as an official piece of identification with the correct name and current address.

Per the agreement:

- Patrons must accept the borrowing terms, policies and procedures of the library where they borrow the material
- Patrons must return the borrowed items directly to the lending library
- Patrons are responsible for lost or damaged items, not the Port Colborne Public Library
- Interlibrary loans, visiting library and homebound delivery services are available

only through their home library

- The agreement may be terminated by the Port Colborne Public Library Board who will need to provide notice 90 days' notice prior to the date of the termination and/or by mutual agreement of the Boards

**Applicable Policy:**

- Per the Port Colborne Public Library Board's Circulation policy, any person (resident or non-resident) can obtain a library card for free.
- Port Colborne Public Library has a reciprocal borrowing agreement with St. Catharines Public Library.
- Port Colborne Public Library is a part of Libraries in Niagara Consortium (LiNC). Patrons can borrow and return materials at LiNC Libraries using their Port Colborne Public Library card.

**Convenience for patrons:**

- The agreement is ideal for Port Colborne residents who work or spend time in Niagara Falls.
- A Niagara Falls Public Library Card will also give Port Colborne residents access to online resources that Port Colborne Public Library does not subscribe to such as CloudLibrary, LinkedIn Learning, Mango Languages, etc.

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**Conclusion:**

That the Port Colborne Public Library Board approves to enter into a reciprocal borrowing agreement (Appendix A) with the Niagara Falls Public Library.

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**Appendix:**

a. Reciprocal Service Agreement

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Respectfully submitted,



**PORT COLBORNE**  
· PUBLIC LIBRARY ·

*Rachel Tkachuk*

Rachel Tkachuk  
Chief Executive Officer

### RECIPROCAL SERVICE AGREEMENT

Between Niagara Falls Public Library and Port Colborne Public Library

The Niagara Falls Public Library Board and Port Colborne Public Library Board agree to honour the borrower cards of both Niagara Falls Public Library and Port Colborne Public Library customers and grant these customers full membership in their reciprocal library effective 2026.

It is agreed that:

- Customers must present an active library card from their servicing library, as well as an official piece of identification with correct name and current address, to be eligible for a library card in their reciprocal library.
- Customers will accept the borrowing terms, policies and procedures of the lending library as part of the condition of the loan.
- Customers borrowing items will be responsible for the return of the borrowed items directly to the lending library.
- Customers will be held responsible for lost or damaged items, and this responsibility will not be passed on to their servicing library.
- Interlibrary Loans, Visiting Library services are available to customers only through their servicing library.

Termination of this agreement shall take place under either of the following provisions:

- Either Board giving notice to the other Board at least ninety (90) days prior to the date of termination.
- By mutual agreement of the Boards.

This agreement will become effective after ratification of and signing by the authorized representatives of each Board.

\_\_\_\_\_  
Chair, Niagara Falls Public Library Board

\_\_\_\_\_  
Chair, Port Colborne Public Library Board

\_\_\_\_\_  
CEO, Niagara Falls Public Library

\_\_\_\_\_  
CEO, Port Colborne Public Library Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date