

Port Colborne Public Library Board Meeting Agenda

Date: Wednesday, June 3, 2026
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 Staff Reports

a. Public Relations Report - May 2026

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6.2 Financial Reports

a. 2026 Operating Budget (as of May 29, 2026)

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6.3 Circulation Reports

a. Circulation Report - April 2026

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	a.	Circulation Snapshot - April 2026	15
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	a.	Opposition to Bill 28 and Defense of Local Library Governance Federation of Ontario Public Libraries	16
	a.	CFLA-FCAB Bill 28 Statement	18
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7.1		HR-10: Disconnecting From Work	19
8.		Discussion Items	
8.1		Legacy Document (B. Ingram)	25
8.2		Strategic Planning Update (R. Tkachuk)	
8.3		CEO Verbal Report (R. Tkachuk)	
9.		Roundtable	
10.		Next Meeting Date and Adjournment	



Port Colborne Public Library Board Meeting Minutes

Date: Wednesday, May 6, 2026
Time: 6:00 pm
Location: Library Auditorium, Port Colborne Public Library
310 King St, Port Colborne

Members Present: A. Desmarais, Vice Chair
M. Bagu, Councillor
H. Cooper
C. MacMillan
B. Beck
M. Booth
E. Tanini
A. Smits

Member(s) Absent: B. Ingram, Chair

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

Guest(s) Present: C. Madden, City Clerk, City of Port Colborne

1. Call to Order

The Chair called the meeting to order at 6:02 PM.

2. Land Acknowledgement

The Vice Chair recited the Land Acknowledgement.

3. Disclosures of Interest

Nil.

4. Adoption of Agenda

Moved by C. MacMillan
Seconded by M. Booth

That the agenda dated May 6, 2026, be confirmed, as circulated.

Carried

5. Approval of Minutes

Moved by M. Booth
Seconded by H. Cooper

That the minutes dated April 8, 2026, be approved, as circulated.

Carried

6. Confidential Items

Moved by H. Cooper
Seconded by Councillor M. Bagu

That the Board do now proceed into closed session in order to address the following matters at 6:04 PM.

Carried

6.1 Minutes of the closed session of the April 8, 2026, Special Meeting of the Board

Moved by C. MacMillan
Seconded by H. Cooper

That the Board do now rise and reconvene from Closed Session at 6:07 p.m. with report:

Approval of Closed Session Minutes

a. That the Port Colborne Public Library Board Closed Session minutes dated April 8, 2026, be approved.

Carried

7. Consent Items

Moved by H. Cooper
Seconded by C. MacMillan

That the Board approves Consent Items 7.1 to 7.4, as presented.

7.1 Staff Reports

- a. **Public Relations Report - April 2026**

7.2 Financial Reports

- a. **2026 Operating Budget (as of May 1, 2026)**

7.3 Circulation Reports

- a. **Circulation Report, March 2026**
a. **Circulation Snapshot, March 2026**
b. **Circulation Report, 1st Quarter 2026**
a. **Circulation Snapshot, 1st Quarter 2026**

7.4 Media Items

- a. **Off-the-Shelf Newsletter - May/June 2026**

8. Discussion Items

8.1 2025 Library Financial Report (A. Pigeau)

The Chief Financial Officer, A. Pigeau presented the 2025 Financial Report. The CFO noted that since drafting the report, that an additional transfer of \$10,923 (the financial statement operating surplus) to the stabilization reserve is being recommended.

Moved by H. Cooper
Seconded by Councillor M. Bagu

That the Board receives the 2025 Auditors Audit Strategy and Results Report, attached as Appendix A, as presented.

Carried

Moved by H. Cooper
Seconded by Councillor M. Bagu

That the Board approves the 2025 year-end reserve transfers as follows:

- Transfer \$53,757 (the balance of the operating surplus) to the stabilization reserve.

- Transfer \$10,923 (the financial statement operating surplus) to the stabilization reserve.

Carried

Moved by C. MacMillan
Seconded by H. Cooper

That the 2025 audited financial statements, attached Appendix B, be approved, as amended.

Carried

a. Appendix A - Port Colborne Library - Report to the Board 2025

b. Appendix B - Port Colborne Public Library 2025 - DRAFT

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

The CEO provided an update on facility projects, including tree planting and an alarm panel upgrade, and noted staff appreciation for support from Public Works and IT. The CEO also highlighted recent City–Library collaborations (Top Hat Ceremony, Volunteer Banquet, Candidate Information Night, Easter at Vale, Emergency Preparedness Week, Summer Student Orientation, and Community Helper Story Times) and acknowledged ongoing support from City staff and Port Colborne Fire and Emergency Services. Updates were shared on new community partnerships and related programming, including collaborations with Meals On Wheels and EarlyON, as well as current fundraising activities, including an Adopt-a-Magazine donation. Finally, the CEO announced the 2nd Annual “My Dream Borrow” Contest, noting it was nominated for the Minister’s Award for Innovation in its inaugural year; ballots are available until the end of June.

8.3 Board Legacy Document (B. Ingram)

The CEO presented the Board Legacy document template. The Board will discuss further at an upcoming meeting.

8.4 Strategic Planning (R. Tkachuk)

The CEO presented an update on 2023-2027 Strategic Plan action plans. The CEO also presented the Community Engagement Survey, which will

run from May 1-30, 2026, to support the upcoming 2027 Strategic Planning session.

- a. **Strategic Plan Update**
- b. **Community Engagement Survey**

9. Roundtable

Councillor Bagu advised of a granting opportunity available through the Niagara Community Foundation.

Library Services Manager, L. MacDonald, reported that library staff have begun working on the TD Summer Reading Club programs and that the 2026 theme will be "Dive In!"

Vice Chair Desmarais noted community and local business whose focus may be a match for library programming.

10. Next Meeting Date and Adjournment

The next meeting will be held Wednesday, June 3, 2026, at 6 PM in the Library Auditorium.

The Chair adjourned the meeting at approximately 6:53 PM.

Bryan Ingram, Chair

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

Date: June 3, 2026
To: Port Colborne Public Library Board
From: Jen Sider (Temporary Acting Librarian)
Subject: Public Relations Report - May 2026

Recommendation:

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

Public Relations Report Items

1. Class/Daycare Visits

- May 6, 20 & 27, 6 class visits. Topics presented focused on Emergency Preparedness Week (May 3 – 9) and Community Helpers Month, with fire fighters from Port Colborne Fire and Emergency Services visiting, reading stories to the children and demonstrating firefighter safety gear and if there was time, showing the firetruck to the children as well.

2. Pop-Up Library & Outreach

Pop-Up Library

- May 5 – *McKay School Kindergarten Open House*; 72 people visited the Library's table, with cards being created for 7 people.
- May 5 – *City of Port Colborne Summer Student Orientation*; 40 people visited the Library's table.
- May 7 – Port High; Library of Things presentation for Screen Free Month, with 20 people interacting with our staff member.
- May 7 – *DeWitt Carter Kindergarten Open House*; 39 people visited the Library's table, with cards created for 5 people.
- May 12 – Northland Pointe; during this visit we were able to bring some requested books for check-out and some large print titles to update the standing collection. There were 10 visitors to our pop-up.

3. Artist in the Atrium

Port Colborne High School Port Colborne Visual Arts students provided a lively assortment of paintings and drawings.

Joanna Paul Artist and Beekeeper, Joanna Paul, is offering a program for children in June, and as part of her presentation we are hosting some of her drawings of bees and flowers in the Atrium display cabinet.



4. Programming

- Superhero Visit with Two Spider Heroes
On Saturday, May 2, we had 29 people visit superheroes at the L.R. Wilson Archives to celebrate Free Comic Book Day.
- Baycrest Academy for Research and Education, Brain Health Workshop
On Friday, May 1, Baycrest shared insights into lifestyle risk factors related to brain health and aging to 15 seminar participants.
- Adult Art Class
On Thursday, May 14, three people tried their hand at DIY Botanical Book Prints. This program will be replayed during the Port Colborne Art Crawl in June.

On Saturday, May 9, local artist Melanie Ker presented a workshop on Ukrainian Pysanky, to two participants.

- Baby Time
This program saw three sessions occur in May, with a solid attendance of 10 plus people.
- Baby Block Party
With 4 occurrences during May, Baby Block Party had 2 people attending.
- Documentary Films
May's film was cancelled.
- Port Colborne Public Library Book Club
On May 11, 6 members discussed *Calamity of Souls* by David Baldacci, and checked out *Five Little Indians* by Michelle Good.
- Portal Village Book Club
On May 26, 5 members discussed *Holmes, Marple and Poe* by James Patterson and Brian Sitts, and checked out Lee Child's *Safe Enough*.
- Let's Talk Science with Brock University
On Tuesday, May 12, 6 participants combined physics and colour mixing to create a colour mixing wheel.
- Histoire en Francais/French Story Time
On Tuesday, May 26, an Early Childhood educator from Centre de sante communautaire Hamilton/Niagara read stories to three children.
- Story Time with Shelly
In May, there were 4 story-time sessions, with a total of 15 children attending.
- Yarn & Yack
Yarn & Yack is held every Thursday afternoon, with 4 sessions in May with a core group of 5 to 6 people attending each session.

- Adult & Children's Chess
Adult Chess session on Mondays saw an average of 6 people attending;
Children's Chess session on Tuesdays has an average of 4 people attending.
- Design Our Bookmark Contest
In May, the theme for the monthly bookmark contest was "Super Duper Superheroes". The winner, Leon, drew their favourite SuperHero, Dogman.
- Kid's Craft Cart
The Kid's Craft Cart was made available for four Wednesdays in May. Each week featured a new craft project, while still giving children the option to create their own unique pieces. 21 people used the Craft Cart.
- Lego Club
Every Monday after school in May (except May 18), a drop-in Lego Club was offered for children ages 5 and up. Kids were encouraged to complete challenges or to use their imagination to build something new. Fifteen people dropped in to play.
- Scavenger Hunts
Scavenger hunts are 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 May, there were 4 scavenger hunts, with over 100 children finding hidden images. During Emergency Preparedness Week (May 3 to 9) the choice of a special prize of either a flashlight or emergency bandage pack was made available by the Niagara Region Emergency Management Program.
- Geocache
In May, one finder signed the logbook.

5. Community Connect

In May, a variety of community partners booked the library's Ambassador Table to promote their programs and services, including new partner – EarlyON.

- Birchway Niagara – May 4
- PC Works Resume Refresh Get SET – May 7, 14, 21 & 28
- PFLAG Niagara Information – May 9
- Bridges Community Health Centre Ontario Seniors' Dental Care Plan – May 20
- Meals on Wheels – May 26
- Bridges Community Health Centre Services – May 28
- EarlyON – May 29

CPC - Operating Statement by Cost Center

Book: Operating

Operating Statement by Cost Center
Port Colborne Library Board, Cost Center: CC0905 Library
Period: 2026 - P05 May, for Current Period YTD

Ledger Account	May 2026					
	Commitments	Obligations	Actual	Total	Budget	Variance
Revenue			27,057.83	27,057.83	61,270.00	(34,212.17)
User Charges			4,001.99	4,001.99	7,700.00	(3,698.01)
Government Transfer			10,704.96	10,704.96	47,900.00	(37,195.04)
Investment Income			60.30	60.30		60.30
Other Revenue			12,290.58	12,290.58	5,670.00	6,620.58
Total Revenue			27,057.83	27,057.83	61,270.00	(34,212.17)
Expense						
Personnel			285,305.05	285,305.05	816,360.00	531,054.95
Salaries and Wages			217,391.04	217,391.04	619,500.00	402,108.96
Benefits			67,914.01	67,914.01	196,860.00	128,945.99
Non-Personnel			61,060.14	61,060.14	138,675.00	77,614.86
Materials			60,931.18	60,931.18	126,575.00	65,643.82
Contract Services			33.97	33.97	12,100.00	12,066.03
Rents and Financial Expenses			94.99	94.99		(94.99)
Total Expenses			346,365.19	346,365.19	955,035.00	608,669.81
Surplus/(Deficit) Before Allocation			(319,307.36)	(319,307.36)	(893,765.00)	574,457.64
Allocation						
Surplus (Deficit) After Allocation			(319,307.36)	(319,307.36)	(893,765.00)	574,457.64
Transfer					(893,765.00)	(893,765.00)
Transfer Between Companies					(893,765.00)	(893,765.00)
Surplus/(Deficit)			(319,307.36)	(319,307.36)		(319,307.36)

29-May-2026 2:57 p.m.

CIRCULATION (PHYSICAL)	2026	2025	+/-	2026 YTD	2025 YTD	2024 YTD	% Change 2026/2025	% Change 2026/2024
Books	5189	3586	1603	16655	14673	16278	14%	2%
Periodicals	291	244	47	1154	939	637	23%	81%
DVDs	1698	1419	279	5073	5301	5822	-4%	-13%
CDs	8	28	-20	104	127	114	-18%	-9%
Audiobooks	76	84	-8	213	331	295	-36%	-28%
Board Games	69	27	42	193	89	164	117%	18%
Seed Library	130	247	-117	275	575	195	-52%	41%
Video Games	237	93	144	562	409	579	37%	-3%
Library of Things	11	78	-67	53	132	11	-60%	382%
Library of Things - Storage	7	7	0	36	23	11	57%	227%
Library of Things - Children	78	19	59	302	224	92	35%	228%
Toys and Puzzles	103	69	34	577	399	1031	45%	-44%
Microfilm	22	30	-8	69	116	118	-41%	-42%
TOTAL CIRCULATION	7919	5931	1988	25266	23338	25347	8%	0%
Materials Returned	7248	5424	1824	22338	20123	21822	11%	2%
TOTAL TRANSACTIONS	15167	11355	3812	47604	43461	47169	10%	1%
CIRCULATION (DIGITAL)	2026	2025	+/-	2026 YTD	2025 YTD	2024 YTD	% Change 2026/2025	% Change 2026/2024
Electronic Databases	670	536	134	2463	2172	529	13%	366%
Downloadable Audiobooks	635	688	-53	2592	2667	2344	-3%	11%
Downloadable eBooks	801	996	-195	3559	4435	4197	-20%	-15%
Downloadable Music	6	3	3	27	10	11	170%	145%
Downloadable Video	39	42	-3	200	233	149	-14%	34%
Downloadable Magazines	594	550	44	2326	2436	1810	-5%	29%
TOTAL CIRCULATION	2745	2815	-70	11167	11953	9040	-7%	24%
ILLO & RECIP. BORROWING	2026	2025	+/-	2026 YTD	2025 YTD	2024 YTD	% Change 2026/2025	% Change 2026/2024
Interlibrary Loans --IN	21	14	7	51	46	43	11%	19%
LINC Reciprocal IN	720	778	-58	2969	3325	2293	-11%	29%
TOTAL RECEIVED	741	792	-51	3020	3371	2336	-10%	29%
Interlibrary Loans --OUT	3	21	-18	7	105	74	-93%	-91%
LINC Reciprocal OUT	831	616	215	3513	2830	3276	24%	7%
TOTAL SENT	834	637	197	3520	2935	3350	20%	5%
REGISTRATIONS	2026	2025	+/-	2026 YTD	2025 YTD	2024 YTD	% Change 2026/2025	% Change 2026/2024
Adults	44	37	7	153	144	312	6%	-51%
Children	6	13	-7	25	37	54	-32%	-54%
Non-Resident	12	9	3	42	40	39	5%	8%
Teen	3	1	2	11	8	6	38%	83%
TOTAL REGISTRATIONS	65	60	5	231	229	411	1%	-44%
RECEIPTS	2026	2025	+/-	2026 YTD	2025 YTD	2024 YTD	% Change 2026/2025	% Change 2026/2024
Other Sale	267.85	131.00	136.85	816.38	1003.80	403.20	-19%	102%
Room Rental	110.00	90.00	20.00	320.00	610.00	248.70	-48%	29%
General Donations	0.00	0.00	0.00	1140.00	85.88	1028.00	1227%	11%
Used Book Sales	208.00	179.50	28.50	638.78	1644.40	853.85	-61%	-25%
Photocopy/Print/Fax Fee	524.36	650.69	-126.33	1907.62	3090.58	1569.35	-38%	22%
Sign Rental	100.00	0.00	100.00	100.00	0.00	0.00	100%	100%
Program Fee - Adult	0.00	0.00	0.00	0.00	0.00	360.00	0%	-100%
Other Revenue	11.10	74.19	-63.09	10378.08	75.30	0.00	13682%	100%
SUBTOTAL	1221.31	1125.38	95.93	15300.86	6509.96	4463.10	135%	243%
Capital Donations	0.00	100.00	-100.00	240.00	1100.00	1404.00	-78%	-83%
TOTAL RECEIPTS	1221.31	1225.38	-4.07	15540.86	7609.96	5867.10	104%	165%
MATERIALS	2026	2025	+/-	2026 YTD	2025 YTD	2024 YTD	% Change 2026/2025	% Change 2026/2024
No. of Books Repaired	12	56	-44	90	185	134	-51%	-33%
Donations added to Collection	8	6	2	21	34	102	-38%	-79%
Used Books Sold	95	59	36	339	834	849	-59%	-60%

Capital Donations
(memorial) changed
to General Donations
2026

PROGRAMS AND EVENTS	2026	2025	+/-	2026 YTD	2025 YTD	2024 YTD	% Change 2026/2025	% Change 2026/2024
No. of Prog/Events								
Teen Programs	0	0	0	8	13	4	-38%	100%
Pop-Up Library	4	3	1	13	10	4	30%	225%
Community Events	32	17	15	104	70	153	49%	-32%
Children's Programmes	30	25	5	116	106	66	9%	76%
Class Visits	4	8	-4	13	16	9	-19%	44%
* Tech Time	95	68	27	449	224		100%	100%
* Seniors	3	2	1	7	8		-13%	100%
TOTAL	168	123	45	710	447	338	59%	110%
No. of Attendees								
Teen Programs	0	0	0	94	34	20	176%	370%
Pop-Up Library	130	134	-4	424	273	121	55%	250%
Community Events	199	213	-14	795	636	1537	25%	-48%
Children's Programmes	352	547	-195	1478	2083	1296	-29%	14%
Class Visits	107	183	-76	328	365	233	-10%	41%
* Tech Time	95	68	27	450	224		101%	100%
* Seniors	11	6	5	22	21		5%	100%
TOTAL	894	1151	-257	3591	3636	3323	-1%	8%
* Tech Time and Seniors previously categorized under Community Events								
No. of Rentals/Reservations								
Room Rentals	11	7	4	19	16	0	19%	100%
Bookable Spaces	17	37	-20	28	55	0	-49%	100%
Sign Rentals	1	0	1	1	0	0	100%	100%
No. of Attendees								
Room Rentals	110	78	32	209	208	0	0%	100%
Bookable Spaces	22	47	-25	37	70	0	-47%	100%
*Room Rentals previously categorized under Community Events								
ALL COMPUTER USERS	2026	2025	+/-	2026 YTD	2025 YTD	2024 YTD	% Change 2026/2025	% Change 2026/2024
Computer Workstation Users	266	245	21	985	928	1153	6%	-15%
TOTAL	266	245	21	985	928	2414	6%	-59%
PATRON COUNT	2026	2025	+/-	2026 YTD	2025 YTD	2024 YTD	% Change 2026/2025	% Change 2026/2024
	4355	4078	277	16125	15580	15550	3%	4%
LIBRARY HOMEPAGE HITS	2026	2025	+/-	2026 YTD	2025 YTD	2024 YTD	% Change 2026/2025	% Change 2026/2024
	1821	1627	194	8726	7664	6725	14%	30%
ONLINE CATALOGUE HITS	2026	2025	+/-	2026 YTD	2025 YTD	2024 YTD	% Change 2026/2025	% Change 2026/2024
	2675	2394	281	12253	10299	7755	19%	58%
SOCIAL MEDIA	2026	2025	+/-	2026 YTD	2025 YTD	2024 YTD	% Change 2026/2025	% Change 2026/2024
Facebook								
Page Likes/Followers	1977	1783	194	1977	1783	1414	11%	40%
Total Post Views	14779	12940	1839	105003	83492	59637	26%	76%
Total Post Interactions	166	381	-215	1209	2193	1265	-45%	-4%
Total Posts	29	50	-21	152	204	111	-25%	37%
Instagram								
Page Likes/Followers	1550	1385	165	1550	1385	1139	12%	36%
Total Post Views	6001	5374	627	38440	35694	15873	8%	142%
Total Post Interactions	389	264	125	1074	1254	722	-14%	49%
Total Posts	28	40	-12	145	215	119	-33%	22%

eNEWSLETTER	2026	2025	+/-	2026 YTD	2025 YTD	2024 YTD	% Change 2026/2025	% Change 2026/2024
New Contacts	2	12	-10	33	32	24	3%	38%
Total Contacts to Date	586	515	71	586	515	293	14%	100%
Email Opens	0	0	0	292	525	761	-44%	-62%
Clickthroughs	0	0	0	137	102	135	34%	1%
PRINTING & PHOTOCOPY	2026	2025	+/-	2026 YTD	2025 YTD	2024 YTD	% Change 2026/2025	% Change 2026/2024
Public Computers	180	154	26	629	614	1046	2%	-40%
Mobile Print	471	174	297	1213	527	184	130%	559%
Pages in Black and White	1495	1822	-327	5839	11244	5944	-48%	-2%
Pages in Colour	157	203	-46	461	309	142	49%	225%
Total Print Jobs	651	328	323	1842	1141	1230	61%	50%
Total Number of Pages	1652	2025	-373	6300	11553	6086	-45%	4%

APR. 2026
MONTHLY
REPORT

INTERACTIONS

NEW PATRONS

65

PATRON VISITS

4,355

CATALOGUE VISITS

2,675

WEB VISITS

1,821

CIRCULATION

PHYSICAL CIRC

7,919

DIGITAL CIRC

2,745

ITEMS BORROWED FROM LINC LIBRARIES

720

ITEMS LOANED TO LINC LIBRARIES

831

ELECTRONIC DATABASE USE

670

PROGRAMS

TOTAL PROGRAMS

168

PROGRAM ATTENDANCE

894

OUTREACH / POP-UP EVENTS

4

OUTREACH / POP-UP INTERACTIONS

130

SOCIAL MEDIA POSTS

57

eNEWSLETTER SUBSCRIBERS

586

PAGES PRINTED & COPIED

1,652

COMPUTER USERS

266

ePRINTit PRINT JOBS

471

TECH HELP

95

LIBRARY TECH

HIGHLIGHTS

- Meals on Wheels joins as Community Connect partner.
- Easter at the Vale Health and Wellness Centre
- Income Tax Clinics concluded



Easter, Meals on Wheels

May 8, 2026

The Honourable Dan Williams
Minister of Municipal Affairs
320 Legislature Building,
10800 - 97 Avenue,
Edmonton, AB T5K 2B6

Subject: Opposition to Bill 28 and Defense of Local Library Governance

Dear Premier Smith and Minister Williams,

On behalf of the Federation of Ontario Public Libraries, I am writing to urge you to stand in defense of intellectual freedom and democratic local governance in the face of unprecedented provincial overreach occurring in Alberta. The Federation of Ontario Public Libraries (FOPL) represents over 350 library systems in Ontario, with over 1100 branches in nearly every community in the province. We write to express our unwavering support for the position statements of the Coalition of Alberta Public Libraries (CAP Libraries) and the Canadian Federation of Library Associations-Federation canadienne des associations de bibliothèques (CFLA-FCAB) regarding Alberta's Bill 28.

As FOPL has strongly affirmed, local governance, trained library professionals, and community accountability are what make public libraries successful, and trust must be earned through consistency and transparency, not government overreach. This provincial legislation fundamentally undermines freedom of expression, local decision-making, and the privacy of citizens.

Granting a single provincial minister sweeping, discretionary authority, with insufficient safeguards, to bypass local library boards and deploy inspectors to examine library records is a direct threat to the democratic institutions that Canadians rely on.

From beyond Alberta's borders, we stand in solidarity with the Coalition of Alberta Public Libraries (CAP Libraries) in affirming that public trust is built through consistency and transparency — never through government overreach. We urge the Government of Alberta to

withdraw all provisions of Bill 28 that pertain to the Libraries Act. Public libraries must remain free from partisan interference and continue to serve as spaces where every person can freely access information and ideas without fear or restriction.

Sincerely,



Dine Stevens, Executive Director
Federation of Ontario Public Libraries
Toronto, Ontario
dinastevens@fopl.ca

Distribution: The Honourable Danielle Smith, Premier of Alberta
 Megan Ginther, President, Library Association of Alberta
 Pilar Martinez, CEO, Edmonton Public Library
 Sarah Meilleur, CEO, Calgary Public Library

CFLA-FCAB Statement Bill-28

Statement of the Canadian Federation of Library Associations- Fédération canadienne des associations de bibliothèques (CFLA-FCAB) on Alberta's Bill 28

May 1, 2026

Whereas the Government of Alberta has justified Bill 28 by claiming the need to restrict "visual depictions of sex" from youth aged 15 and under, a claim that mischaracterizes the role and practices of public libraries and asserts a systemic problem where none has been demonstrated.

Whereas Alberta's public libraries have served their communities effectively and accountably for decades, with a recent poll confirming that 82% of Albertans trust their local libraries to make appropriate collection decisions.

Whereas Bill 28 would strip decision-making autonomy from local library boards despite municipalities providing the majority of library funding and hand unprecedented control to the Minister of Municipal Affairs.

Whereas concentrating this authority threatens the privacy of library users by allowing minister-appointed inspectors to potentially examine private borrowing records, risks discouraging free access to information, and introduces political interference.

Whereas there is no evidence of systemic failure in Alberta's public libraries to justify this level of government overreach.

CFLA affirms that local governance, trained library professionals, and community accountability are what make Alberta's public libraries work. Trust is earned through consistency and transparency, not government overreach.

Therefore, CFLA calls on the Government of Alberta to withdraw all sections of Bill 28 that apply to the Libraries Act.

CFLA calls on municipal leaders and library boards to defend local governance and speak up for the communities they fund and serve.

CFLA calls on library users across Canada to exercise and defend their fundamental right to privacy, and their right to seek information freely.

CFLA calls on all parties to ground dialogue in evidence, accountability, and respect for the communities that public libraries exist to serve.

Disconnecting from Work

Policy Number: **HR-10**

Initial Policy Approval Date: **June 1, 2022**

Last Review/Revision Date: **2026**

Year of Next Review: **2028**

Section 1: Purpose

The Port Colborne Public Library Board recognizes that changes in technology have allowed employees to be constantly connected. The board recognizes the right of an employee to disconnect from work outside of scheduled work hours and this policy demonstrates our commitment to support the work-life balance of our employees.

Work-related pressure and the inability to disconnect from employment can lead to stress and deterioration of mental health. The purpose of this policy is to support staff wellness and minimize excessive sources of work-related stress. The Port Colborne Public Library Board encourages and supports its employees in prioritizing their own well-being, in part by having the capacity to disconnect from work as appropriate.

Section 2: Scope

This policy applies to all employees of the Port Colborne Public Library, as defined by the Ontario *Employment Standards Act* (ESA), whether they are working remotely or in the workplace.

Section 3: Policy Statement

Disconnecting from work is important for an individual's well-being and helps employees achieve a healthy and sustainable work-life balance. The Board supports its employees in balancing their work and personal lives, whether working traditional hours in the workplace, remotely or flexibly. This policy will encourage employees to disconnect from work where both possible and appropriate.

Section 4: Definitions

“Disconnecting from work” under this policy means not engaging in work or work-related communications, including emails, telephone calls, video calls or sending or reviewing

other messages such that employees are free from working outside of their normal working hours in accordance with the *ESA* and this policy, including the exceptions detailed below.

Section 5: Employer, Management and Employee Obligations

The library, its management and employees must work together to ensure that everyone is able to disconnect from work outside of normal working hours in accordance with this policy.

1. Employer Obligations

- a) To provide new employees with a copy of this policy within 30 days of the employee's start date;
- b) To review and amend this policy as often as may be required;
- c) To provide existing employees with a copy of any amended versions of the policy within 30 days of the amendment;
- d) To provide employees with information regarding their normal hours of work given the nature of their work and any other information required to assist employees with complying with this policy;
- e) To take all reasonable steps to ensure that management and employees are able to disconnect from the workplace at appropriate times as detailed in this policy; and,
- f) To refrain from penalizing or taking any other reprisal action against employees who have questions regarding this policy or request compliance with it. Legitimate employer direction and/or corrective action towards employees is not considered "reprisal action."

2. Management Obligations

- a) To take all reasonable steps to ensure that the employees under their management are able to disconnect from work outside of their normal hours of work in accordance with this policy;
- b) To try to resolve any employee concerns about this policy;
- c) To advise employees of the limited instances in which they may be expected to perform work outside of their normal hours of work; and
- d) To refrain from penalizing or taking any other reprisal action against employees who have questions regarding this policy or request compliance with it. Legitimate management direction and/or corrective action towards employees is not considered "reprisal action."

3. Employee Obligations

- a) To fully cooperate with any time recording methods which the Library uses to track hours of work;
- b) To take all reasonable steps to ensure that their colleagues are able to disconnect from work in accordance with this policy;
- c) To take and use all their scheduled breaks (including meal breaks) and time-off entitlements (including vacation time) for rest, relaxation, and personal pursuits;
- d) To notify the CEO if they feel undue pressure to work or respond to work-related communications outside of their normal working hours, or if they are otherwise unable to comply with this policy.

Section 6: Working Hours

While employee working hours may vary, each employee's hours of work are defined by past practice, their employment contract and/or by agreement with the CEO. If employees have any questions regarding their normal hours of work, they should consult the CEO.

It is generally expected that all employees are able to complete their work, including reviewing and responding to any work-related communications, during their normal hours of work. The Library has no expectation that employees engage in work or work-related communications outside of their normal hours of work, subject to the exceptions detailed below.

If an employee is regularly unable to complete their work or attend to work-related communications within normal hours of work, they must notify the CEO.

Exceptions

There are situations when it is necessary for employees to perform work or communicate with colleagues outside of their normal hours of work, including, but not limited to the following:

- a) where an emergency or exigent circumstances arise, with or without notice
- b) to assist or fill in at short notice for a colleague
- c) where the nature of the employee's duties requires work and/or work-related communications outside of their normal hours of work
- d) to contact employees on sick or other leave for limited information related to their return to work

- e) unforeseeable business or operational reasons
- f) an employee's request or agreement to work certain hours or have flexible working hours
- g) other unusual circumstances as the CEO may advise or which are inherent to an employee's position

Section 9: Meetings, Calls, and Work-Related Communications

Employees should make all reasonable efforts to book meetings and calls during the attendees' normal hours of work, subject to the exceptions detailed above. Similarly, employees should only review and send work-related communications during their normal working hours, subject to the exceptions detailed above.

Work-related communications should not be sent to or from employees' personal mobile phones, personal e-mail addresses, personal telephone numbers or other personal devices, subject to the exceptions detailed above or an agreement to communicate in this manner.

Some library employees' hours of work may differ. As a result, certain employees may attend to work-related communications outside of other employees' normal hours of work. Where this is the case, the sender should consider the timing of their communications and understand that the recipient will not be expected to respond until their return to work at the earliest. The sender should also consider all appropriate safeguards on other employees' normal hours of work, including but not limited to the following:

- Using the "Delay Delivery" function for e-mail messages in Microsoft Outlook so that their message is sent during regular working hours; and
- Including a line in their e-mail signature as follows: *"I am sending you this email now because it is convenient for me. I do not expect you to respond to it outside of your normal hours of work."*

Automatic Replies

Employees are required to activate an automatic e-mail response whenever taking vacation or a leave from work. The automatic response should be sent automatically in response to all e-mail communications and advise the sender that the recipient is absent from work. The response should include the start and end date of the recipient's absence and provide an alternative contact's information. The automatic response should be active for at least the duration of the employee's absence from work.

Employees may also be required to activate an automatic e-mail response at the end of their normal working day. If applicable, this automatic response should advise the sender of the recipient's normal hours of work and any other relevant information.

Handheld and Remote Work Devices

The Library may provide some employees with handheld devices, such as a mobile phone, laptop, tablet or other device to assist with working remotely. These devices are provided to employees to encourage flexibility in completing their work. Possession of these devices does not mean that an employee is expected to make themselves available for work or work-related communications outside of their normal working hours.

Questions and Concerns

Employees should consult with the CEO if they have any questions or concerns about this policy. If any question or concern regarding this policy cannot be resolved with the CEO, the CEO may refer the matter to the City Human Resources department for assistance.

Related Documents:

- Employment Standards Act (2000)
- Corporation of the City of Port Colborne. Disconnecting from Work Policy (June 2022)

Employee Acknowledgement

I have read the Disconnecting from Work Policy set forth above. I understand its contents, agree to abide by it and acknowledge that the policy forms part of my contract of employment. I also agree to seek clarification from the CEO regarding any aspect of this policy on which I am unclear.

Employee Name:		Date:	
Employee Signature:		Date:	

DRAFT



.. ontario library boards' association

LEADERSHIP by DESIGN: Public Library Board Legacy Document Template
The Leader in us.

All Public Library Boards celebrate accomplishments and face challenges. A critical analysis of the board term will serve as an important legacy for the next board.	
Our library and its community partners.	The COMMUNITY sees our library as...
	MUNICIPAL COUNCIL views our library as...
	Other key COMMUNITY PARTNERS view the library as...
Major governance issues faced during our four-year term.	The LIBRARY BOARD faced these major governance issues...
	We were able to accomplish ...
	We were NOT able to accomplish...
	We can foresee these opportunities to address issues that remain outstanding...

Our leadership	We believe that our board is a strong community leader because...
	We see that the board could be even stronger in its leadership if...
Challenges for the new board	We suggest that these issues are major challenges for the new board to tackle as a priority...
	We request Council's attention to the library issues that prevail and qualifications to consider in making appointments to the new library board...
Our wishes for the new board's success	

Adapted and Updated from The Ontario Library Boards' Association's (OLBA) Networking with our Peers (2010).