



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

Recommendation

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

1. Budget

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

2. Capital Projects

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

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

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

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

3. Community Volunteer Income Tax Program (CVITP) Grant

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

4. City Partnerships and Opportunities

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

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

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

6. Staff Development and Training

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

7. Bi-Annual Employee Survey

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

8. Meetings and Committees

In October 2024, the CEO attended the following:

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

9. New and Notable Programming

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

10. CAO Ahoy Visit

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

11. Board Vacancy

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

12. Canadian Library Month

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

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



PORT COLBORNE
· PUBLIC LIBRARY ·

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

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

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

Respectfully submitted,

Rachel Tkachuk
Chief Executive Officer