



Date: January 8, 2025
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. City Council Update

On Tuesday, December 10, 2024, the CEO gave an update to City Council on the Roof Replacement Project and the Ontario Public Library Service Award nomination. The Mayor congratulated the library on its honorable mention in the Annual Lighted Santa Claus Parade. The Acting CAO thanked the library for the additional connections between the City and the Library that were made in 2024.

2. Facility Update

- An HVAC system failure resulted in a library closure from December 26 to 31, 2024, due to low temperatures. Library staff were able to work onsite despite the HVAC failure.
- As part of a city-wide project, the library had toilet paper, paper towel, and soap dispensers installed in the washrooms (basement, main level, admin) with additional dispensers added to the kitchen and main level entrance.

3. Capital Projects

- Roof Replacement Project
The Facilities Team confirmed that the roof is completely sealed. Roofing contractors will be onsite to install perimeter flashing. Minor drywall repair work to be completed in January. Once completed, the final inspection will be scheduled.

4. Memorandum of Understanding (MOU)

The draft Memorandum of Understanding between the Port Colborne Public Library and the City of Port Colborne is scheduled to be presented to City Council at the meeting of Tuesday, January 28, 2025.

5. City Partnerships and Opportunities

- Annual Lighted Santa Claus Parade

Library board members, staff, and volunteers walked in the Annual Lighted Santa Claus Parade on Saturday, December 7, 2024. The library's float, "The Holly Jolly Roger," received an honorable mention from the judges for best float in the "Other" category.

- Yodeck Signage Player

The Communications Team designed a promotional slide for a library's Babysitting Course on the City's Yodeck Player (internal slideshow of advertisements). Promotional slides are visible at the library, and the Vale Health and Wellness Centre (main lobby and walking track). and will be updated monthly and seasonally.

- Holiday Drive

Food and toy donations were accepted at the library throughout December as part of the City's Annual Holiday Food and Toy Drive. The City collected more than 404 pounds of food and donated two pallets of toys to Port Cares and Birchway Niagara.

- New Year's Eve at Vale Health and Wellness

Library board members and staff popped-up at the City of Port Colborne's New Year's Eve event on Tuesday, December 31, 2024. The Erwin Taylor Charitable Foundation additions to the Library of Things collection were launched to the community, including sports equipment, maker and wellness kits, games and toys, and household tools and kits. A representative from the Erwin Taylor Charitable Foundation attended the event. Library staff spoke with over 200 individuals and families.

6. Library Staffing

In December, the following two positions were posted: Library Services Manager (Full-

Time, Non-Union) and Librarian Assistant II (Part-Time, Union).

7. Staff Training and Development

- Full-time library staff received Workday staff development training sessions for the December 17, 2024, platform transition.
- All library staff completed their 25 hours of staff development in 2024 as a part of their annual goal setting.
- One library staff member completed the Advanced Public Library Leadership (APLL) two-year certification program through the Ontario Library Service.

8. Fundraising

A donation of \$1,000 was received through the Canada Helps site. A letter of thanks was sent on behalf of the Library Board.

9. Interlibrary Loan (ILL) Update / Postal Strike

The Interlibrary Loan service was suspended due to the Canada Post Strike between November 15 – December 17, 2024. Interlibrary Loan service was resumed on January 2, 2025.

10. Public Library Operating, Pay Equity and First Nation Salary Supplement (PLOG/PE/FNSS) Grant

The Public Library Operating Grant was received on Thursday, December 19, 2024, in the amount of \$38,328.00.

Respectfully submitted,



Rachel Tkachuk
Chief Executive Officer