

Date: April 2, 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. Facilities Updates

- An air purifier with HEPA filters was added to the main floor of the library. Two additional units will be ordered for the main floor.

2. City Partnerships and Opportunities

- Surveys
Ongoing City surveys were available for the public at the library, including:
 - Future of Healthcare in Port Colborne
 - Grain Terminal
 - Future of Child Care in Port Colborne
 - Dredging at Sugarloaf Marina and the Public Boat Launch
 - Backyard Chickens within Port Colborne's Urban Boundary
- Top Hat Ceremony
The Top Hat Ceremony was celebrated at Lock 8 Park on Monday, March 24, 2025. Library staff attended planning sessions for the event and worked collaboratively with the Museum and Communications Team to provide commemorative buttons and informational brochures for attendees. Remaining buttons were distributed at the library.
- Library of Things Reel
The City's Communications Team created a promotional video for social media to spotlighted items from the Library of Things collection.

3. The Port Colborne Observer Newspaper

An article about the Touch-a-Truck book was featured in the March 13, 2025,

edition of the Port Colborne Observer. Staff from the Observer have invited the library to contribute a monthly “Librarian’s Corner” column, which has been scheduled to start in April. Each month, the library’s column will feature a different library collection, program, or service.

4. Touch-a-Truck Book Update

On Monday, March 3, 2025, Steph Vivier of Niagara in the Morning 610 CKTB interviewed library staff about the Touch-a-Truck book, the award, and the donation of books to local schools.

The Touch-a-Truck books were delivered to local elementary schools for their school library collections.

5. International Art & Found Day! March 12, 2025

International Art & Found Day is an annual event that takes place worldwide. Artists choose one or more artwork to drop off within their communities. Art is wrapped and clearly marked with the hashtag #ArtandFoundDay. An additional note is on the inside with information about the piece and the artist.

On March 12, 2025, the library promoted the event and was a participating location for Port Colborne’s Art & Found Day where the community could pick up a piece of free artwork.

6. Donation

In March, the library received a donation of \$1,000. A letter of thanks will be sent on behalf of the Library Board.

7. Ontario Library and Information Technology Association (OLITA) Micro-Grant

OLITA offers a Library Technology Micro-grant, which provides \$500.00 in funding to support Ontario libraries in enhancing their community’s technology resources and services. This grant aims to help libraries adopt or improve technological tools that enhance accessibility, improve digital literacy, or provide innovative services to their communities.

On March 5, 2025, library staff applied for the OLITA Library Technology Micro-Grant for an in-library teen GamerSpace. Please see attached grant under correspondence.

8. Additional Bin Delivery

Starting April 1, 2025, a second weekly bin delivery to Port Colborne was added to the LiNC delivery schedule.

Previously, patrons could wait up to two weeks for their items, depending on order timing and location. With two deliveries per week, most requests will now be fulfilled within the same week.

This change is anticipated to balance staff workload. Previously, processing on Friday's single delivery took three to four hours. The additional delivery will be distributed throughout two days, reducing efforts on Fridays and the amount of shelving will be more evenly distributed throughout the week.

The cost to implement the second bin delivery is \$48 per week and will cost and will cost approximately \$2500 per year.

Port Colborne was one of the last to operate with a single weekly bin delivery, while other LiNC libraries had already transitioned to two. This update aligns our process with other LiNC libraries, improving efficiency and customer service.

9. Connectivity Grant

The annual Connectivity Grant from Ontario Library Service was deposited on Thursday, March 27, 2025 in the amount of \$9,600.00.

Respectfully submitted,



Rachel Tkachuk
Chief Executive Officer