



Date: May 7, 2025  
To: Port Colborne Public Library Board  
From: Rachel Tkachuk, Chief Executive Officer  
Subject: CEO's Report

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## **Recommendation**

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

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### **1. Facilities Updates**

- Drywall  
Drywalling was completed in Children's area following the roof replacement project. Atrium and northeast lounge areas are in progress.
- HVAC  
During roof replacement project, Facilities staff discovered HVAC cables that could be rerouted resulting in fewer holes in the roof. Cables have been rerouted, and areas were sealed to alleviate any future problems that could arise.
- North Stairwell  
Carpeting order placed by contractor, waiting on supplier to determine an installation date.
- Windows  
Several deficient windows were replaced by contractors on April 28 and April 29, 2025.

### **2. City Partnerships and Opportunities**

- City of Port Colborne's Volunteer Banquet  
On May 1, 2025, the City of Port Colborne celebrated volunteers at their annual Volunteer Banquet at the Italian Hall. Library volunteers were invited to the event in recognition of their service.

- Newsletter Distribution

Library staff and the City's Communication team are collaborating to improve access to the library's Off-the-Shelf Newsletter through the website. The newsletter will be migrated to a new platform provided by the City, which will also decrease subscriber limitations through current system. Library Off-the-Shelf newsletter and City Hall News uploaded to PressReader app monthly by library staff.

- My Dream Borrow Contest

During May, residents are being asked to submit their library "dream borrow." The winning submission will be added to the Library of Things collection. The person with the winning submission will receive the honorary first borrow. Ballot boxes provided by the Communications team will be available at the library, Vale Health and Wellness Centre, and at City Hall from May 1 to 31, 2025.

### **3. Northland Pointe Cart**

On April 8, 2025, a cart of library materials was delivered to the main floor of Northland Pointe to provide their residents, staff, and visitors with access to a variety of library materials and activities. This includes items such as books, magazines, colouring books, DVDs, and jigsaw puzzles. A librarian will continue to pop-up at Northland Pointe monthly to visit with residents, bring a new selections of library items, and to restock the cart with new items.

### **4. Staff Development**

- Fire Alarm Training

The Library closed at 4 p.m. on Wednesday, April 23, 2025, for Fire Alarm Training conducted by the Fire Prevention Officer of Port Colborne Fire and Emergency Services.

- Indigenous Education: The National Centre for Collaboration

A 3-hour Indigenous awareness training course called 4 Seasons of Reconciliation has been provided to library staff and has been added to the library's onboarding package.

### **5. Risk Assessment**

On Thursday, April 3, 2025, a risk assessment of the library's closing procedures was completed by a member of the Joint Health and Safety Committee. A final

report with recommendations is forthcoming.

**6. Evergreen Update**

On Wednesday, April 2, 2025, the Evergreen ILS System was upgraded to version 3.14.3. with minimal disruption to library service.

**7. Canada Revenue Agency – GST/HST Rebate**

A Notice of (Re)Assessment from the Canada Revenue Agency confirmed that the Port Colborne Public Library would receive \$21,082.78 for the Goods and Services Tax/Harmonized Sales Tax Rebate for the period of July 1, 2024, to December 31, 2024.

**8. Stats Canada: Annual Capital and Repair Expenditures Survey**

The Annual Capital and Repair Expenditures Survey: Actual for 2024 was completed by City and Library staff and submitted on April 25, 2025.

**9. Annual Survey of Public Libraries**

On April 28, 2025, the 2024 Annual Survey of Public Libraries was submitted to the Ministry of Tourism, Culture and Gaming for the April 30, 2025, deadline.

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Respectfully submitted,



Rachel Tkachuk  
Chief Executive Officer