

Date: June 4, 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

- Drywall
Atrium and northeast lounge areas are scheduled to be completed between June 3 to 5, 2025.
- North Stairwell
New carpeting was installed in the north stairwell between May 12 to 14, 2025.
- Library Gardens
The north and east gardens of the library were prepared and planted for the season thanks to the City's Public Works Team.

2. City Partnerships and Opportunities

- Community Safety Day
Library staff popped up for the Port Colborne Fire and Emergency Services' Community Safety Day on May 10, 2025. Children's books about safety were displayed and available for families. Participants were invited to create their own safety button using the library's button maker, and to submit an entry into the My Dream Borrow Contest. Library staff spoke with over 125 individuals, 65 contest ballots were received, and 72 buttons were distributed.

3. Fundraising

- Library tote bags are available to purchase for \$20.00 + HST as a fundraiser item for the library. Bags are available in two styles: light blue cotton and navy blue

canvas. Both styles are branded with the Library's logo in white.

4. Staff Development

- A Library Staff member completed the NextGen Municipal Leadership certificate through the Goodman School of Business at Brock University between March 27 – May 1, 2025.

5. Community Volunteer Income Tax Clinic (CVITP) Grant

An application for the annual CVITP Grant was submitted to the Canada Revenue Agency on May 20, 2025.

6. ILLO Service

Canada Post received a strike notice for Friday, May 23, 2025. Ontario Library Service provided interlibrary loan instructions for Library Staff in the event of a strike.

7. Network Update

Starting May 22, 2025, the library's network was updated by City IT in collaboration with Library Staff. Internet and print services were intermittent during this period.

Respectfully submitted,



Rachel Tkachuk
Chief Executive Officer