

Port Colborne Public Library Board Meeting Agenda

Date: Wednesday, April 3, 2024
Time: 6:00 pm
Location: Library Auditorium, Port Colborne Public Library
310 King St, Port Colborne

Pages

1. Call to Order

2. Land Acknowledgement

Niagara Region is situated on treaty land. This land is steeped in the rich history of the First Nations such as the Hatiwendaronk, the Haudenosaunee, and the Anishinaabe, including the Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit people from across Turtle Island that live and work in Niagara today. The City of Port Colborne and the Port Colborne Public Library stand with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live.

3. Disclosures of Interest

4. Adoption of Agenda

5. Approval of Minutes

5.1 Minutes of the March 6, 2024 Board

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6. Business Arising from the Minutes

7. Consent Items

The following items are considered to be routine and non-controversial by the Library board and will be approved at this time. There will be no separate discussion of any of these items unless a Board member requests it, in which case the item will not be consented to and will be considered in the normal sequence of the agenda.

7.1 Financial Report

a.	2024 Operating Budget (as of March 28, 2024)	8
b.	2024 Facilities Budget (as of March 28, 2024)	10
7.2	Circulation Report	
a.	2023 4th Quarter Circulation Report	11
b.	2023 Circulation Report Summary	14
c.	February 2024 Circulation Report	17
a.	February 2024 Circulation Snapshot	20
7.3	Public Relations Report	
a.	Librarian's Report - March 2024	21
b.	March Break Report	26
7.4	Media Items	
a.	City Hall News	28
7.5	Correspondence	
a.	FOPL Letter to Minister of Public and Business Service Delivery	42
8.	Discussion Items	
8.1	Board Evaluation (M. Cooper)	
8.2	Shared Services (M. Cooper)	
8.3	3D Printer (C. MacMillan)	
8.4	Verbal Report - Acting CEO's Report	
9.	Policies	
9.1	BL-01: Statement of Authority and Powers of the Board	44
9.2	BL-02: Composition of the Board and Officers' Terms of Reference	46
9.3	BL-03: Meetings	52

9.4	BL-04: Amendment of Bylaws	66
9.5	GOV-01: Purpose and Duties of the Board	67
10.	Confidential Items	
11.	Motions	
12.	Notice of Motions	
13.	Roundtable	
14.	Other Business	
15.	Next Meeting Date and Adjournment	



Port Colborne Public Library Board Meeting Minutes

Date: Wednesday, March 6, 2024
Time: 6:00 pm
Location: Library Auditorium, Port Colborne Public Library
310 King St, Port Colborne

Members Present: M. Cooper, Chair
A. Desmarais
M. Bagu, Councillor
B. Ingram, Vice-Chair
C. MacMillan
B. Beck (Attended virtually)
M. Booth
E. Tanini

Member(s) Absent: H. Cooper

Staff Present: R. Tkachuk, Library Services Manager/Acting Chief Executive Officer

1. **Call to Order**

The Chair called the meeting to order at 6:01 p.m.

2. **Land Acknowledgement**

The Chair recited the Land Acknowledgement Statement.

3. **Disclosures of Interest**

There were no disclosures of interest.

4. **Adoption of Agenda**

Moved by C. MacMillan

Seconded by B. Ingram

That the agenda dated March 6, 2024 be confirmed, as circulated.

Carried

5. Approval of Minutes

Moved by B. Ingram
Seconded by C. MacMillan

That the minutes dated February 7, 2024 be adopted, as circulated.

Carried

5.1 Minutes of the February 7, 2024 Board Meeting

6. Confidential Items

Moved by A. Desmarais
Seconded by E. Tanini

That the Board proceed into closed session to discuss item 6.1 at approximately 6:04 p.m.

Carried

Moved by B. Ingram
Seconded by E. Tanini

That the Board approves the minutes of the closed session portion of the February 7, 2024 meeting, as circulated.

Carried

Moved by A. Desmarais
Seconded by C. MacMillan

That the Board do now rise from closed session at approximately 6:05 p.m.

Carried

6.1 Minutes of the closed portion of the February 7, 2024 meeting

7. Business Arising from the Minutes

Trustee MacMillan inquired about the status of the upcoming Canadian Children's Author 50th anniversary. The Acting CEO advised that a meeting will be scheduled.

8. Consent Items

Moved by A. Desmarais

Seconded by M. Booth

That consent items 8.1 to 8.4 be received, as presented.

Carried

8.1 Financial Report

a. **Financial Report - February 28, 2024 Operating Budget**

b. **Public Library Operating Grant Confirmation of Funds**

8.2 Circulation Report

a. **Circulation Report - January 2024**

8.3 Public Relations Report

a. **Librarian's Report - February 2024**

8.4 Media Items

a. **Off-the-Shelf Newsletter, March - April 2024**

9. Discussion Items

9.1 Shared Services - Verbal Report (M. Cooper)

The Chair reported that he had met with the CEO and Board Chair of the Wainfleet Public Library to discuss the opportunity for shared services.

The Board discussed the possibility of scheduling a special meeting with the Wainfleet Public Library Board.

9.2 Board Governance

a. **Work Plan**

The Board discussed the work plan and decided to focus on fundraising, a memorandum of understanding, accreditation, and shared services.

b. **Board Evaluation**

The Chair will forward the Board Evaluation Form, which will be completed by board members for the April meeting discussion.

c. Committees

The Fundraising Committee discussed plans for fundraising opportunities including sales, special events, and planned giving.

9.3 Chair's Report - Verbal Report (M. Cooper)

a. Bequest

The Chair reported that a community member had approached him regarding a bequest to the library. The Fundraising Committee advised that they could set up a meeting to discuss with the individual.

b. Bee Garden

The Chair reported that a community member had inquired about the possibility of having a bee garden or mini-forest on library property, or on the Cultural Block. The Board discussed the logistics and oversight of a library garden, and other possibilities for the space.

9.4 Acting CEO's Report - Verbal

Moved by A. Desmarais

Seconded by C. MacMillan

That the Acting CEO's Report be received, as presented.

Carried

a. Capital Projects Update

The Acting CEO reported that Microsoft Teams phones were installed on February 22, 2024.

b. Board Online Resources

The Acting Chair reported that the Library Board Portal has been forwarded to all board members, and that policies and documents will be posted to this site as they are updated.

c. Public Washroom

The Acting CEO reported that the number of incidents in the public washrooms has decreased since implementing new staff procedures and signage.

d. Annual Survey

The Acting CEO reported that the Annual Survey of Public Libraries from the Ministry of Tourism, Culture and Sport is underway and will be completed for the April 30, 2024 submission deadline.

e. Program Update

a. One Book, One Niagara

The Acting CEO reported that the library will be participating in the One Book, One Niagara with Regional Libraries of Niagara in April. The 2024 One Book, One Niagara title is: In the Upper Country by Kai Thomas.

b. Solar Eclipse

The City of Port Colborne will be hosting a Solar Eclipse event on Monday, April 8, 2024 at the Vale Health and Wellness Center. The library will be providing memberships and a pop-up, family activity at the event. The library will be handing out solar eclipse glasses provided by the City starting Friday, March 8, 2024.

f. King Street Sign

The Acting CEO reported that repair work is needed on the King Street exterior sign, and that the contractor has been notified.

g. LiNC Evergreen Update

The Acting CEO reported that a planned Evergreen-wide update occurred on the morning of Wednesday, February 28, 2024. The public was notified in advance that there would be a service interruption.

h. Bed Bugs

The Acting CEO reported that staff have been given procedures for reporting suspected bed bug damage. Staff have been giving bed bug identification resources provided by Niagara Region Public Health.

10. Policies

Moved by A. Desmarais

Seconded by B. Ingram

That the Board approve the Human Resources policies listed in items 10.1 to 10.8, as presented.

Carried

10.1 HR-01: Human Resources Management

10.2 HR-02: Health and Safety of Staff

10.3 HR-03: Prevention of Workplace Violence

10.4 HR-04: Employee Conduct

10.5 HR-08: Health and Safety Policy Statement

10.6 HR-10: Disconnecting from Work

10.7 HR-12: Workplace Harassment and Discrimination

10.8 HR-13: Safety, Security, and Emergencies

11. Motions

Nil.

12. Notice of Motions

Nil.

13. Roundtable

Nil.

14. Other Business

14.1 Community Volunteer Income Tax Clinics (CVITP)

The Board discussed the impact of the annual Income Tax Clinic in Port Colborne. Discussion included the number and location of other clinics in the area, and CVITP volunteer registration.

15. Next Meeting Date and Adjournment

The next meeting of the Board will be held April 3, 2024, in the auditorium of the Port Colborne Public Library.

The Chair adjourned the meeting at approximately 7:19 p.m.

Michael Cooper, Chair

Rachel Tkachuk, Library Services
Manager/Acting CEO (Board
Secretary-Treasurer)



PORT COLBORNE

**City of Port Colborne
Library**

For the Three Months Ending March 31, 2024

	YTD Mar ACTUAL	2024 BUDGET	VARIANCE	VAR %
Revenue				
Donations	\$1,880.57	\$4,800.00	(\$2,919.43)	(60.82%)
Rentals	183.54	650.00	-466.46	(71.76%)
Other Revenue	-9.96		-9.96	0.00%
Fees	1,152.17	3,500.00	-2,347.83	(67.08%)
Grants - Other	1,113.00		1,113.00	0.00%
Grant - Provincial		38,300.00	-38,300.00	(100.00%)
Sales	572.85		572.85	0.00%
Total Revenue	4,892.17	47,250.00	-42,357.83	(89.65%)
Expense				
Personnel Expense				
Salaries and Wages - Full Time	86,812.51	451,200.00	-364,387.49	(80.76%)
Salaries and Wages - Part Time	14,319.65	69,900.00	-55,580.35	(79.51%)
Overtime Pay	5,198.14		5,198.14	0.00%
Employee Benefits	34,048.74	187,900.00	-153,851.26	(81.88%)
Subtotal Personnel Expense	140,379.04	709,000.00	-568,620.96	(80.20%)
Operating Expense				
Association/Membership Fees	1,050.00	1,500.00	-450.00	(30.00%)
Library Collection	4,513.00	44,800.00	-40,287.00	(89.93%)
Library Digital Resources	10,800.86	30,000.00	-19,199.14	(64.00%)
Comm and Public Relations		500.00	-500.00	(100.00%)
Computer Software		1,000.00	-1,000.00	(100.00%)
Contract Services	315.46	4,000.00	-3,684.54	(92.11%)
Equipment - Purchase		7,000.00	-7,000.00	(100.00%)
Financial Expenses	18.30		18.30	0.00%
Hospitality Expense	155.97	750.00	-594.03	(79.20%)
Office Supplies	1,240.09	3,000.00	-1,759.91	(58.66%)
Postage & Courier	12.37	700.00	-687.63	(98.23%)
Program Supplies	180.12	3,500.00	-3,319.88	(94.85%)
Protective & Uniform Clothing		1,300.00	-1,300.00	(100.00%)
Staff Training & Development	797.71	7,000.00	-6,202.29	(88.60%)
SME - Audit and Actuary	-6,563.52	7,200.00	-13,763.52	(191.16%)
Telephone/Internet	2,674.96	17,100.00	-14,425.04	(84.36%)
Travel		500.00	-500.00	(100.00%)
Subtotal Operating Expense	15,195.32	129,850.00	-114,654.68	(88.30%)
Total Expense	155,574.36	838,850.00	-683,275.64	(81.45%)
Surplus/(Deficit) Before Allocation	-150,682.19	-791,600.00	640,917.81	(80.96%)
Surplus/(Deficit) After Allocation	-150,682.19	-791,600.00	640,917.81	(80.96%)
Transfer Between Funds		-791,600.00	791,600.00	(100.00%)
Total Transfer		-791,600.00	791,600.00	(100.00%)

PORT COLBORNE

	YTD Mar ACTUAL	2024 BUDGET	VARIANCE	VAR %
Surplus / (Deficit)	(\$150,682.19)		(\$150,682.19)	0.00%

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**City of Port Colborne
2024 Facilities**

For the Three Months Ending March 31, 2024

Facilities	Gas		Hydro		Water		Repair & Mtnc		Contract Services		Equipment		Land Lease		Total			
	YTD Actual	2024 Budget	YTD Actual	2024 Budget	YTD Actual	2024 Budget	YTD Actual	2024 Budget	YTD Actual	2024 Budget	YTD Actual	2024 Budget	YTD Actual	2024 Budget	Actual	Budget	Variance	
Library Facility:																		
0-070-90020-8330-1211 Facilities - Contract Services - Library Facility										5,275.70	43,700.00					5,275.70	43,700.00	38,424.30
0-070-90020-8480-1211 Facilities - R & M-Con & Parts - Library Facility								600.76	5,000.00	0-070-90020-8480-1211 Facilities - R & M-Con & Parts - Library Facility						600.76	5,000.00	4,399.24
0-070-90020-8550-1211 Facilities - Utilities-Water - Library Facility					335.05	2,090.00			0-070-90020-8550-1211 Facilities - Utilities-Water - Library Facility						335.05	2,090.00	1,754.95	
0-070-90020-8540-1211 Facilities - Utili	12,480.00								0-070-90020-8540-1211 Facilities - Utilities-Gas - Library Facility							12,480.00		12,480.00
0-070-90020-8545-1211 Facilities - Utilities-Hydro - Library Facility				14,600.00					0-070-90020-8545-1211 Facilities - Utilities-Hydro - Library Facility							14,600.00		14,600.00
Total Library Facility		12,480.00		14,600.00	335.05	2,090.00	600.76	5,000.00	Total Library Facility	5,275.70	43,700.00				6,211.51	77,870.00	71,658.49	
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<u>CIRCULATION (PHYSICAL)</u>	<u>2023</u>	<u>2022</u>	<u>+/-</u>	COVID Recovery		
				<u>2023</u>	<u>2019</u>	<u>+/-</u>
Books	11673	10000	1673	11673	10138	1535
Periodicals	177	198	-21	177	444	-267
DVDs	4723	2589	2134	4723	6471	-1748
CDs	82	211	-129	82	267	-185
Audiobooks	320	211	109	320	275	45
Board Games	69	69	0	69	98	-29
Seed Library	13	70	-57	13	25	-12
Video Games	216	222	-6	216	98	118
Lendable Non-Traditional	3	5	-2	3	0	3
Lendable Technology	6	5	1	6	0	6
Library of Things	57	14	43	57	0	57
Non-Cat (Puzzles, Mags, etc)	793	248	545	793	0	793
Microfilm	93	66	27	93	84	9
TOTAL CIRCULATION	18225	13908	4317	18225	17900	325
Materials Returned	17253	13721	3532	17253	18523	-1270
TOTAL TRANSACTIONS	35478	27629	7849	35478	36423	-945
<u>CIRCULATION (DIGITAL)</u>			<u>+/-</u>			
Electronic Databases	858	1480	-622	858	1153	-295
Downloadable Audiobooks	1787	1546	241	1787	830	957
Downloadable eBooks	2785	2962	-177	2785	2639	146
Downloadable Music	1	6	-5	1	0	1
Downloadable Video	108	128	-20	108	2	106
Downloadable Magazines	1628	453	1175	1628	3706	-2078
TOTAL CIRCULATION	7167	6575	592	7167	8330	-1163
<u>ILLO & RECIP. BORROWING</u>						
Interlibrary Loans --IN	28	22	6	28	172	-144
LINC Reciprocal IN	2104	1533	571	2104	0	2104
TOTAL RECEIVED	2132	1555	577	2132	172	1960
Interlibrary Loans --OUT	45	56	-11	45	154	-109
LINC Reciprocal OUT	2319	1884	435	2319	0	2319
TOTAL SENT	2364	1940	424	2364	154	2210
<u>REGISTRATIONS</u>	<u>2023</u>	<u>2022</u>	<u>+/-</u>	<u>2023</u>	<u>2019</u>	<u>+/-</u>
Adults	123	96	27	123	86	37
Children	49	25	24	49	9	40
Non-Resident	15	30	-15	15	31	-16
Teen	2	2	0	2	0	2
TOTAL REGISTRATIONS	189	153	36	189	126	63

RECEIPTS	2023	2022	+/-	2023	2019	+/-
Library Receipts	376.99	299.45	77.54	376.99	1597.02	-1220.03
Auditorium Rental	361.6	135.6	226.00	361.60	175	186.60
Donations	0	0	0.00	0.00	375	-375.00
Book Sales	917.79	1139.11	-221.32	917.79	2066.75	-1148.96
Photocopy Revenue	223.85	71.15	152.70	223.85	318.29	-94.44
Sign Rental	8	0	8.00	8.00	155	-147.00
Print Server	619.1	712.05	-92.95	619.10	626.99	-7.89
Fax Revenue	0	0	0.00	0.00	54.29	-54.29
Programme Revenue	810	585	225.00	810.00	131.45	678.55
Fundraiser Items Revenue	14	6	8.00	14.00	33.63	-19.63
Capital Asset Disposal	0	0	0.00	0.00	0	0.00
SUBTOTAL	3331.33	2948.36	382.97	3331.33	5533.42	-2202.09
Capital Donations	<u>10250</u>	<u>1260</u>	8990.00	<u>10250.00</u>	<u>718</u>	9532.00
TOTAL RECEIPTS	13581.33	4208.36	9372.97	13581.33	6251.42	7329.91

MATERIAL PURCHASES	2023	2022	+/-	2023	2019	+/-
Fiction Adult	114	157	-43	114	192	-78
Non-Fiction Adult	202	23	179	202	51	151
Juvenile Fiction	52	37	15	52	55	-3
Juvenile Non-Fiction	38	55	-17	38	12	26
Teen Fiction	28	82	-54	28	4	24
TOTAL BOOKS PURCHASED	434	354	80	434	314	120

Donations added to Collection	159	50	109	159	131	28
DVDs Purchased	30	45	-15	30	71	-41
CDs Purchased	0	0	0	0	12	-12
Audiobooks Purchased	0	0	0	0	9	-9
Video Games Purchased	19	3	16	19	50	-31
No. of Books Repaired	44	131	-87	44	50	-6
Used Books Sold	449	869	-420	449	938	-489

PROGRAMS AND EVENTS	2023	2022	+/-	2023	2019	+/-
No. of Prog/Events						
Teen Programs	1	12	-11	1	0	1
Pop-Up Library Visits	4	9	-5	4	6	-2
Community Events	198	127	71	198	61	137
Children's Programmes	54	8	46	54	19	35
Class Visits	7	2	5	7	4	3
TOTAL	264	158	106	264	90	174
No. of Attendees						
Teen Programs	7	98	-91	7	0	7
Pop-Up Library Visits	136	199	-63	136	343	-207
Community Events	1895	343	1552	1895	671	1224
Children's Programmes	970	601	369	970	209	761
Class Visits	164	82	82	164	116	48
TOTAL	3172	1323	1849	3172	1339	1833

<u>ALL COMPUTER USERS</u>	<u>2023</u>	<u>2022</u>	<u>+/-</u>	<u>2023</u>	<u>2019</u>	<u>+/-</u>
Wireless Computer Users	969	753	216	969	2008	-1039
Computer Workstation Users	706	779	-73	706	1895	-1189
Lending Laptops/Chromebooks	0	0	0	0	125	-125
TOTAL	1675	1532	143	1675	4028	-2353
<u>PATRON COUNT</u>	<u>2023</u>	<u>2022</u>	<u>+/-</u>	<u>2023</u>	<u>2019</u>	<u>+/-</u>
	10496	7872	2624	10496	13717	-3221
			0			
<u>LIBRARY HOMEPAGE HITS</u>	<u>2023</u>	<u>2022</u>	<u>+/-</u>	<u>2023</u>	<u>2019</u>	<u>+/-</u>
	4567	3957	610	4567	32229	-27662
			0			
<u>ONLINE CATALOGUE HITS</u>	<u>2023</u>	<u>2022</u>	<u>+/-</u>	<u>2023</u>	<u>2019</u>	<u>+/-</u>
	5567	4032	1535	5567	3916	1651
			0			
<u>SOCIAL MEDIA</u>	<u>2023</u>	<u>2022</u>	<u>+/-</u>	<u>2023</u>	<u>2019</u>	<u>+/-</u>
Facebook						
Page Likes/Followers	1608	1293	315	1608	792	816
Total Post Views	70821	24210	46611	70821	21656	49165
Total Post Interactions	2175	854	1321	2175	1309	866
Total Posts						
Instagram						
Page Likes/Followers	1207	1085	122	1207	702	505
Total Post Views	14986	7418	7568	14986	7433	7553
Total Post Interactions	839	281	558	839	596	243
Total Posts						
Twitter / X						
Page Likes/Followers	559	552	7	559	377	182
Total Post Views	28	5838	-5810	28	25052	-25024
Total Post Interactions	1	124	-123	1	604	-603
Total Posts						
<u>eNEWSLETTER</u>	<u>2023</u>	<u>2022</u>	<u>+/-</u>	<u>2023</u>	<u>2019</u>	<u>+/-</u>
eNews New Contacts this Quarter	6	31	-25	6	0	6
Total eNews Contacts to Date	386	249	137	386	0	386
eNewsletter Email Opens (Quarter)	629	416	213	629	0	629
eNewsletter Clickthroughs (Quarter)	143	82	61	143	0	143
<u>LINKTR.EE</u>	<u>2023</u>	<u>2022</u>	<u>+/-</u>	<u>2023</u>	<u>2019</u>	<u>+/-</u>
Views	0	0	0	0	0	0
Clicks	0	0	0	0	0	0
<u>PRINTING</u>	<u>2023</u>	<u>2022</u>	<u>+/-</u>	<u>2023</u>	<u>2019</u>	<u>+/-</u>
Computer Printer Articles (Jobs)	477	646	-169	477	818	-341
Mobile Print	98	0	98	98	0	98
Pages in Black and White	1682	2242	-560	1682	2508	-826
Pages in Colour	140	19	121	140	0	140
Total Jobs	575	646	-71	575	818	-243
Total Number of Pages	1822	2261	-439	1822	2508	-686
<u>PHOTOCOPIER</u>	<u>2023</u>	<u>2022</u>	<u>+/-</u>	<u>2023</u>	<u>2019</u>	<u>+/-</u>
Est. pages based on revenue	895	285	611	895.4	1273	-378

Summary 2023

Printed: 2024-03-04

CIRCULATION (PHYSICAL)	2023	2022	+/-	COVID Recovery		
				2023	2019	+/-
Books	48171	38894	9277	48171	46920	1251
Periodicals	765	791	-26	765	1992	-1227
DVDs	16201	10191	6010	16201	29978	-13777
CDs	747	301	446	747	944	-197
Audiobooks	1103	778	325	1103	988	115
Board Games	382	259	123	382	327	55
Seed Library	413	499	-86	413	1336	-923
Video Games	1471	873	598	1471	98	1373
Lendable Non-Traditional	37	35	2	37	0	37
Lendable Technology	27	7	20	27	0	27
Library of Things	271	86	185	271	0	271
Non-Cat (Puzzles, Mags, etc)	2780	338	2442	2780	0	2780
Microfilm	418	233	185	418	357	61
TOTAL CIRCULATION	72786	53285	19501	72786	82940	-10154
Materials Returned	66258	51430	14828	66258	74546	-8288
TOTAL TRANSACTIONS	139044	104715	34329	139044	157486	-18442
CIRCULATION (DIGITAL)			+/-			
Electronic Databases	3353	6520	-3167	3353	5505	-2152
Downloadable Audiobooks	6354	5881	473	6354	3312	3042
Downloadable eBooks	11359	12076	-717	11359	12577	-1218
Downloadable Music	13	26	-13	13	0	13
Downloadable Video	410	891	-481	410	13	397
Downloadable Magazines	3232	1502	1730	3232	19673	-16441
TOTAL CIRCULATION	24721	26896	-2175	24721	41080	-16359
ILLO & RECIP. BORROWING						
Interlibrary Loans --IN	135	73	62	135	631	-496
LINC Reciprocal IN	7465	6149	1316	7465	0	7465
TOTAL RECEIVED	7600	6222	1378	7600	631	6969
Interlibrary Loans --OUT	265	140	125	265	684	-419
LINC Reciprocal OUT	9054	8486	568	9054	0	9054
TOTAL SENT	9319	8626	693	9319	684	8635
REGISTRATIONS			+/-	2023	2019	+/-
Adults	506	406	100	506	420	86
Children	183	145	38	183	108	75
Non-Resident	113	96	17	113	134	-21
Teen	11	14	-3	11	2	9
TOTAL REGISTRATIONS	813	661	152	813	664	149

<u>RECEIPTS</u>	<u>2023</u>	<u>2022</u>	<u>+/-</u>	<u>2023</u>	<u>2019</u>	<u>+/-</u>
Library Receipts	1449.43	1008.85	440.58	1449.43	7337.11	-5887.68
Auditorium Rental	825	169.5	655.50	825.00	525	300.00
Donations	1000	1000	0.00	1000.00	1875	-875.00
Book Sales	3654.84	3077.41	577.43	3654.84	7263	-3608.16
Photocopy Revenue	1065.25	312.7	752.55	1065.25	942.7	122.55
Sign Rental	72.5	169.5	-97.00	72.50	880	-807.50
Print Server	2808.45	2477.55	330.90	2808.45	2402.32	406.13
Fax Revenue	0	4	-4.00	0.00	317.86	-317.86
Programme Revenue	3402.25	675	2727.25	3402.25	1655.38	1746.87
Fundraiser Items Revenue	137	16	121.00	137.00	212.4	-75.40
Capital Asset Disposal	113	0	113.00	113.00	360.64	-247.64
SUBTOTAL	14527.72	8910.51	5617.21	14527.72	23781.41	-9253.69
Capital Donations	<u>14464.53</u>	<u>1820</u>	12644.53	<u>14464.53</u>	<u>1164.6</u>	13299.93
TOTAL RECEIPTS	28992.25	10730.51	18261.74	28992.25	24946.01	4046.24

<u>MATERIAL PURCHASES</u>	<u>2023</u>	<u>2022</u>	<u>+/-</u>	<u>2023</u>	<u>2019</u>	<u>+/-</u>
Fiction Adult	509	514	-5	509	663	-154
Non-Fiction Adult	366	205	161	366	349	17
Juvenile Fiction	177	171	6	177	281	-104
Juvenile Non-Fiction	119	171	-52	119	150	-31
Teen Fiction	78	116	-38	78	106	-28
TOTAL BOOKS PURCHASED	1249	1177	72	1249	1549	-300

Donations added to Collection	546	63	483	546	365	181
DVDs Purchased	157	186	-29	157	338	-181
CDs Purchased	0	0	0	0	50	-50
Audiobooks Purchased	5	2	3	5	84	-79
Video Games Purchased	21	18	3	21	50	-29
No. of Books Repaired	405	378	27	405	312	93
Used Books Sold	3973	3314	659	3973	3917	56

<u>PROGRAMS AND EVENTS</u>	<u>2023</u>	<u>2022</u>	<u>+/-</u>	<u>2023</u>	<u>2019</u>	<u>+/-</u>
No. of Prog/Events						
Teen Programs	15	27	-12	15	24	-9
Pop-Up Library Visits	22	30	-8	22	36	-14
Community Events	693	320	373	693	222	471
Children's Programmes	232	48	184	232	145	87
Class Visits	15	2	13	15	19	-4
TOTAL	977	427	550	977	446	531

No. of Attendees						
Teen Programs	253	238	15	253	92	161
Pop-Up Library Visits	842	891	-49	842	1527	-685
Community Events	4678	1056	3622	4678	1883	2795
Children's Programmes	5648	3428	2220	5648	1924	3724
Class Visits	390	82	308	390	522	-132
TOTAL	11811	5695	6116	11811	5948	5863

<u>ALL COMPUTER USERS</u>	<u>2023</u>	<u>2022</u>	<u>+/-</u>	<u>2023</u>	<u>2019</u>	<u>+/-</u>
Wireless Computer Users	4703	2415	2288	4703	9091	-4388
Computer Workstation Users	3466	2346	1120	3466	8300	-4834
Lending Laptops/Chromebooks	0	0	0	0	595	-595
TOTAL	8169	4761	3408	8169	17986	-9817
<u>PATRON COUNT</u>	<u>2023</u>	<u>2022</u>	<u>+/-</u>	<u>2023</u>	<u>2019</u>	<u>+/-</u>
	42974	33884	9090	42974	63509	-20535
			0			
<u>LIBRARY HOMEPAGE HITS</u>	<u>2023</u>	<u>2022</u>	<u>+/-</u>	<u>2023</u>	<u>2019</u>	<u>+/-</u>
	19222	18682	540	19222	95646	-76424
			0			
<u>ONLINE CATALOGUE HITS</u>	<u>2023</u>	<u>2022</u>	<u>+/-</u>	<u>2023</u>	<u>2019</u>	<u>+/-</u>
	21544	18260	3284	21544	17443	4101
			0			
<u>SOCIAL MEDIA</u>	<u>2023</u>	<u>2022</u>	<u>+/-</u>	<u>2023</u>	<u>2019</u>	<u>+/-</u>
Facebook						
Page Likes/Followers	1608	1293	315	1608	792	816
Total Post Views	236702	112678	124024	236702	83576	153126
Total Post Interactions	20387	3254	17133	20387	6288	14099
Total Posts						
Instagram						
Page Likes/Followers	1207	1085	122	1207	702	505
Total Post Views	64254	21293	42961	64254	23969	40285
Total Post Interactions	4333	964	3369	4333	2514	1819
Total Posts						
Twitter / X						
Page Likes/Followers	559	552	7	559	377	182
Total Post Views	7774	44459	-36685	7774	114251	-106477
Total Post Interactions	163	1207	-1044	163	3226	-3063
Total Posts						
<u>eNEWSLETTER</u>	<u>2023</u>	<u>2022</u>	<u>+/-</u>	<u>2023</u>	<u>2019</u>	<u>+/-</u>
eNews New Contacts this year	137	188	-51	137	0	137
Total eNews Contacts to Date	386	249	137	386	0	386
eNewsletter Email Opens (Year)	2222	1171	1051	2222	0	2222
eNewsletter Clickthroughs (Year)	520	287	233	520	0	520
<u>LINKTR.EE</u>	<u>2023</u>	<u>2022</u>	<u>+/-</u>	<u>2023</u>	<u>2019</u>	<u>+/-</u>
Views	0	0	0	0	0	0
Clicks	0	0	0	0	0	0
<u>PRINTING</u>	<u>2023</u>	<u>2022</u>	<u>+/-</u>	<u>2023</u>	<u>2019</u>	<u>+/-</u>
Computer Printer Articles (Jobs)	3549	5226	-1677	3549	3908	-359
Mobile Print	98	0	98	98	0	98
Pages in Black and White	8999	6790	2209	8999	9609.28	-610
Pages in Colour	325	165	160	325	0	325
Total Jobs	3647	5226	-1579	3647	3908	-261
Total Number of Pages	9324	6955	2369	9324	9609.28	-285
<u>PHOTOCOPIER</u>	<u>2023</u>	<u>2022</u>	<u>+/-</u>	<u>2023</u>	<u>2019</u>	<u>+/-</u>
Est. pages based on revenue	4261	1251	3010	4261	3771	490

<u>CIRCULATION (PHYSICAL)</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
Books	3864	3570	294	7892	7386	3531	7%	124%
Periodicals	241	35	206	286	81	65	253%	340%
DVDs	1546	1306	240	3161	2391	840	32%	276%
CDs	40	36	4	52	69	10	-25%	420%
Audiobooks	62	60	2	126	147	79	-14%	59%
Board Games	36	26	10	68	70	15	-3%	353%
Seed Library	3	79	-76	17	156	69	-89%	-75%
Video Games	158	139	19	276	322	34	-14%	712%
Lendable Non-Traditional	0	1	-1	0	1	0	-100%	0%
Lendable Technology	3	2	1	5	4	0	25%	100%
Library of Things	47	10	37	58	34	8	71%	625%
Toys and Puzzles	211	128	83	490	229	14	114%	3400%
Microfilm	40	35	5	62	63	15	-2%	313%
TOTAL CIRCULATION	6251	5427	824	12493	10953	4680	14%	167%
Materials Returned	5350	4867	483	10938	9544	4858	15%	125%
TOTAL TRANSACTIONS	11601	10294	1307	23431	20497	9538	14%	146%
<u>CIRCULATION (DIGITAL)</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
Electronic Databases	159	354	-195	261	656	678	-60%	-62%
Downloadable Audiobooks	629	413	216	1246	959	772	30%	61%
Downloadable eBooks	1080	943	137	2297	1934	2048	19%	12%
Downloadable Music	1	1	0	5	3	5	67%	0%
Downloadable Video	41	52	-11	86	83	152	4%	-43%
Downloadable Magazines	534	152	382	1091	333	229	228%	376%
TOTAL CIRCULATION	2444	1915	529	4986	3968	3884	26%	28%
<u>ILLO & RECIP. BORROWING</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
Interlibrary Loans --IN	7	13	-6	19	23	0	-17%	100%
LINC Reciprocal IN	547	472	75	1154	1005	1057	15%	9%
TOTAL RECEIVED	554	485	69	1173	1028	1057	14%	11%
Interlibrary Loans --OUT	13	19	-6	34	60	0	-43%	100%
LINC Reciprocal OUT	815	747	68	1745	1534	1539	14%	13%
TOTAL SENT	828	766	62	1779	1594	1539	12%	16%
<u>REGISTRATIONS</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
Adults	48	38	10	74	82	25	-10%	196%
Children	11	12	-1	23	27	3	-15%	667%
Non-Resident	2	9	-7	2	18	3	-89%	-33%
Teen	0	0	0	0	1	0	-100%	0%
TOTAL REGISTRATIONS	61	59	2	99	128	31	-23%	219%
<u>RECEIPTS</u>	<u>2024</u>	<u>2023</u>	<u>+/-</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>2022 YTD</u>	<u>% Change</u> <u>2024/2023</u>	<u>% Change</u> <u>2024/2022</u>
Library Receipts	54.00	49.96	4.04	190.95	156.21	33.00	22%	479%
Auditorium Rental	101.70	79.10	22.60	101.70	135.60	0.00	-25%	100%
Donations	1000.00	1000.00	0.00	1000.00	1000.00	0.00	0%	100%
Book Sales	310.20	277.10	33.10	463.35	546.30	111.00	-15%	317%
Photocopy Revenue	109.20	45.05	64.15	252.20	109.90	0.00	129%	100%
Sign Rental	0.00	0.00	0.00	0.00	0.00	0.00	0%	0%
Print Server	250.00	288.25	-38.25	485.50	500.50	14.25	-3%	3307%
Programme Revenue	0.00	257.00	-257.00	0.00	257.00	0.00	-100%	0%
Fundraiser Items Revenue	10.00	16.00	-6.00	25.00	366.00	0.00	-93%	100%
Capital Asset Disposal	0.00	0.00	0.00	0.00	0.00	0.00	0%	0%
SUBTOTAL	1835.10	2012.46	-177.36	2518.70	3071.51	158.25	-18%	1492%
Capital Donations	<u>100.00</u>	<u>2088.63</u>	<u>-1988.63</u>	<u>650.00</u>	<u>2964.53</u>	<u>65.00</u>	<u>-78%</u>	<u>900%</u>
TOTAL RECEIPTS	1935.10	4101.09	-2165.99	3168.70	6036.04	223.25	-48%	1319%

MATERIALS	2024	2023	+/-	2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
No. of Books Repaired	18	34	-16	55	70	48	-21%	15%
Donations added to Collection	35	8	27	55	55	0	0%	100%
Used Books Sold	193	191	2	263	401	4	-34%	6475%
PROGRAMS AND EVENTS	2024	2023	+/-	2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
No. of Prog/Events							0%	0%
Teen Programs	0	1	-1	0	2	2	-100%	-100%
Pop-Up Library Visits	1	1	0	1	1	3	0%	-67%
Community Events	28	14	14	52	30	4	73%	1200%
Children's Programmes	19	10	9	28	14	5	100%	460%
Class Visits	3	1	2	3	1	0	200%	100%
* Tech	30	2	28	67	39	0	72%	100%
* Seniors	2	1	1	2	1	0	100%	100%
TOTAL	83	30	53	153	88	14	74%	993%
No. of Attendees								
Teen Programs	0	174	-174	0	181	18	-100%	-100%
Pop-Up Library Visits	4	13	-9	4	13	56	-69%	-93%
Community Events	370	120	250	686	222	140	209%	390%
Children's Programmes	477	198	279	522	252	167	107%	213%
Class Visits	77	27	50	77	27	0	185%	100%
* Tech	30	4	26	67	41	0	63%	100%
* Seniors	7	4	3	7	4	0	75%	100%
TOTAL	965	540	425	1363	740	381	84%	258%
* Tech and Seniors previously categorized under Community Events								
ALL COMPUTER USERS	2024	2023	+/-	2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
Wireless Computer Users	477	256	221	498	697	79	-29%	530%
Computer Workstation Users	307	249	58	559	548	1	2%	55800%
TOTAL	784	505	279	1057	1245	80	-15%	1221%
PATRON COUNT	2024	2023	+/-	2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
	3920	2964	956	7385	5998	1662	23%	344%
LIBRARY HOMEPAGE HITS	2024	2023	+/-	2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
	1604	1510	94	3119	3088	4880	1%	-36%
ONLINE CATALOGUE HITS	2024	2023	+/-	2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
	1963	1550	413	4201	3348	3362	25%	25%
SOCIAL MEDIA	2024	2023	+/-	2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
Facebook								
Page Likes/Followers	1634	1367	267	1634	1367	991	20%	65%
Total Post Views	6408	12027	-5619	35073	23605	26433	49%	33%
Total Post Interactions	129	259	-130	764	745	954	3%	-20%
Total Posts	21	30	-9	45	67	79	-33%	-43%
Instagram								
Page Likes/Followers	1229	1127	102	1229	1127	1045	9%	18%
Total Post Views	2579	3309	-730	6356	6885	4153	-8%	53%
Total Post Interactions	94	213	-119	252	404	185	-38%	36%
Total Posts	21	27	-6	43	57	29	-25%	48%
Twitter / X Discontinued Oct. 2023								

eNEWSLETTER	2024	2023	+/-		2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
New Contacts	0	6	-6		0	21	28	-100%	-100%
Total Contacts to Date	386	270	116		386	270	89	43%	334%
Email Opens	187	163	24		391	315	93	24%	320%
Clickthroughs	24	48	-24		68	68	29	0%	134%
LINKTR.EE	2024	2023	+/-		2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
Views	18	0	18		18	0	0	100%	100%
Clicks	3	0	3		3	0	0	100%	100%
PRINTING	2024	2023	+/-		2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
Public Computers	177	265	-88		290	518	629	-44%	-54%
Mobile Print	47	0	47		120	0	0	100%	100%
Pages in Black and White	1077	1081	-4		1915	1919	635	0%	202%
Pages in Colour	30	18	12		56	47	0	19%	100%
Total Jobs	224	265	-41		410	518	629	-21%	-35%
Total Number of Pages	1107	1099	8		1971	1966	635	0%	210%
PHOTOCOPIER	2024	2023	+/-		2024 YTD	2023 YTD	2022 YTD	% Change 2024/2023	% Change 2024/2022
Pages copied	437	180	257		1009	440	0	129%	100%

FEB 2024

MONTHLY REPORT

INTERACTIONS

NEW PATRONS

61

PATRON VISITS

3,920

CATALOGUE VISITS

1,963

WEB VISITS

1,604

PHYSICAL CIRC

6,244

DIGITAL CIRC

2,444

ITEMS BORROWED FROM LINC LIBRARIES

547

ITEMS LOANED TO LINC LIBRARIES

828

CIRCULATION

- Physical Circulation
 - Feb. 2023: 5,440
 - Feb. 2024: 6,244 
- Digital Circulation
 - Feb. 2023: 1,915
 - Feb. 2024: 2,444 

PROGRAMS

2023:
50 programs
558 attended

2024:
83 programs
965 attended



TOTAL PROGRAMS

83

PROGRAM ATTENDANCE

965

SOCIAL MEDIA POSTS

42

PAGES PRINTED & COPIED

1,544

COMPUTER USERS

307

WIRELESS USERS

477

LIBRARY TECH

- ePRINTit users sent 47 remote print jobs for a total of 213 pages.

TECH HELP SESSIONS

30

HIGHLIGHTS

Programs and Art Shows

- Chess Club
- Port Colborne Library Book Club
- Acrylic Paintings by Kyla



Congratulations to Noah!
February Bookmark Contest Winner

Date: April 3, 2024
To: Port Colborne Public Library Board
From: Hannah Madsen
Subject: Public Relations Report

Recommendation:

That the Port Colborne Public Library Board receives the Public Relations Report for information purposes.

Public Relations Report Items

1. Pop-Up Library and Outreach:

Pop-Up Library



- Northland Pointe – March 19, 2024 – 5 participants
- Class Visit – Steele St – March 20, 2024
- Class Visit – Dewitt Carter – March 20, 2024
- Class Visit – Steele St – March 27, 2024

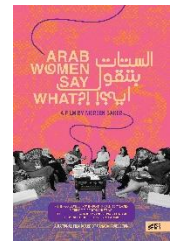
2. Programming

- Tot Time
Children enjoyed stories, activities, and colouring with a caregiver. Three Tot Time sessions were offered in March.
- Baby Time
The sessions included songs, stories, and discussions for families. Four Baby Time sessions were offered in March.



- Story Time with Shelly
On Saturdays in March, Story Time with Shelly ran in the Children’s Room from 10:30 – 11:30 a.m. Shelly read a variety of picture books to families.
- Adult Chess Club
Adult Chess Club started weekly sessions beginning Monday, January 15, 2024. The program included a series of chess workshops for beginner and experienced players, and was volunteer-run.

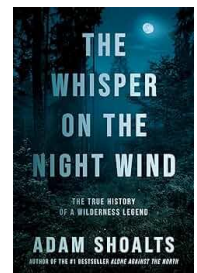
- Documentary Films
On Monday, March 25, 2024, there was a screening and discussion of the documentary film Arab Women Say What?! (2023, 82 min.). The documentary, which contemplates politics, identity, and home through the conversations of a group of Arab women, was part of our celebration of International Women’s Day.



In 2024, our Documentary Film Program is presented in partnership with the National Film Board of Canada.



- Painting with Kyla: The Tulip Fields
Kyla ran an adult painting workshop on March 21, 2024. Attendees explored blending and shading techniques and learned how to create perspective and depth. The program was full, with 10 participants.
- Port Colborne Public Library Book Club
In March, the library introduced the PCPL Book Club. Participants were invited to read the book The Whisper on the Night Wind by Adam Shoalts, and met on March 11 for a discussion of the book.



- Community Living: Button Making
On March 21, Community Living visited the library for a button making program. Two clients with three support workers attended the program.

3. Passive Programming

- Scavenger Hunts

Daily scavenger hunts were available daily in the Children's Room with a different theme each week. Children reported how many scavenger hunt items they found to receive a small prize. In March, there were 4 scavenger hunts with over 165 participants.



- Colouring Sheets

Every month, three colouring sheets are available for free in the Children's Room. In March, over 220 participated in the activity.

- Design Our Bookmark Contest

In February, the theme for the monthly bookmark contest was: "My Favourite Book." The winning bookmark submission for February was designed by Noah, who drew a picture of Pete the Cat from his favourite book, Pete the Cat and His Four Groovy Buttons. Noah received a small prize package and his bookmark was handed out to all patrons at checkout.

All bookmark submissions were on display in the Children's Room throughout the month. In March, the Bookmark Contest theme was "Earth Day."

4. March Break Programming

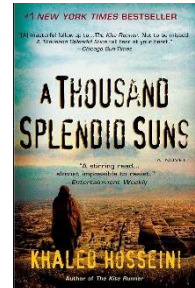
See March Break 2024 report.

5. CVITP Income Tax Clinics

On Saturdays in March, the library hosted volunteer-run income tax clinics to assist low-income individuals in filing their taxes. Upcoming income tax clinics are planned for the Saturdays in April.

6. Bill's Best Reads with William Thomas

Each month, we feature a different book hand-selected by local author William Thomas. Patrons are invited to participate by reading the month's selection. The March selection was A Thousand Splendid Suns by Khaled Hosseini.



7. Art in the Atrium Showcase: Port Colborne High School

During March 2024, the Art in the Atrium showcase featured artwork by students from Port Colborne High School.

8. International Women's Day

March 8 was International Women's Day. The 2024 theme was #InspireInclusion. The library celebrated International Women's Day with a physical and digital book display, social media posts, and a documentary film screening.

9. Top Hat Ceremony

On March 22, the library attended the City of Port Colborne's annual Top Hat Ceremony. The event celebrates the reopening of the canal after the winter shutdown. The mayor presented the captain of the first downbound ship with a ceremonial top hat. The library made commemorative buttons with informational pamphlets and handed out 96 at the ceremony.



10. Community Connect

On various dates in March, community partners booked a library table to promote their programs and services:

- Mar. 5, 2024 – PC Works – Resume Refresh
- Mar. 12, 2024 – PC Works – Resume Refresh
- Mar. 18, 2024 – Birchway Niagara – Programs and Services
- Mar. 19, 2024 – PC Works – Resume Refresh
- Mar. 20, 2024 – Service Canada – Programs and Services
- Mar. 20, 2024 – Canada Revenue Agency – Programs and Services
- Mar. 20, 2024 – Bridges – Ontario Seniors Dental Care Program
- Mar. 26, 2024 – PC Works – Resume Refresh
- Mar. 28, 2024 – Bridges – Programs and Services



March Break 2024

Port Colborne Public Library

PROGRAM	DELIVERY	ADMISSION FEE	TOTAL ATTENDANCE
Monday, March 11, 2024			
Take and Make Craft Kit: Monster Bookmarks	Patron pick-up	FREE	30
Library of Things	Drop-in	FREE	30
Chess and Checkers	Drop-in	FREE	15
Children's Room Assorted Toys	Drop-in	FREE	11
Tuesday, March 12, 2024			
Take and Make Craft Kit: Egg Carton Turtles	Patron pick-up	FREE	30
Library of Things	Drop-in	FREE	19
Chess and Checkers	Drop-in	FREE	21
Children's Room Assorted Toys	Drop-in	FREE	15
Baby Time	1 Library Staff	FREE	9
Teen Dungeons & Dragons	1 Library Staff	FREE	5
Wednesday, March 13, 2024			
Take and Make Craft Kit: Paper Fish	Patron pick-up	FREE	30
Library of Things	Drop-in	FREE	34
Chess and Checkers	Drop-in	FREE	27
Children's Room Assorted Toys	Drop-in	FREE	19
Perler Bead Dinosaur Craft	1 Library Staff	FREE	13
Thursday, March 14, 2024			
Take and Make Craft Kit: Clothespin Grasshopper	Patron pick-up	FREE	30
Library of Things	Drop-in	FREE	43
Chess and Checkers	Drop-in	FREE	44
Children's Room Assorted Toys	Drop-in	FREE	20
Tot Time	1 Library Staff	FREE	18
Teen Board Game Night	1 Library Staff	FREE	4
Friday, March 15, 2024			
Take and Make Craft Kit: Paper Bag Puppy	Patron pick-up	FREE	30
Library of Things	Drop-in	FREE	7
Chess and Checkers	Drop-in	FREE	6
Children's Room Assorted Toys	Drop-in	FREE	9
Saturday, March 16, 2024			
Take and Make Craft Kit: Popsicle Stick Shark	Patron pick-up	FREE	30
Library of Things	Drop-in	FREE	27
Chess and Checkers	Drop-in	FREE	10
Children's Room Assorted Toys	Drop-in	FREE	10
Story Time with Shelly	1 Volunteer	FREE	14
TOTAL			610

During March Break 2024, library staff set up 3 drop-in Library of Things stations throughout the library. Stations were switched out each day, and included activities such as Lego challenges, board games, Gravitrax, and more. Patrons were encouraged to use the stations in the library and to take home a Take and Make craft kit.

All March Break programming was offered free.



Each day of March Break, the library handed out a different Take & Make craft kit.



Teens enjoyed dropping in to play a variety of board games, including Catan.



PORT COLBORNE

CITY HALL NEWS

MARCH 2024

A new look
for the new
year.



A MESSAGE FROM

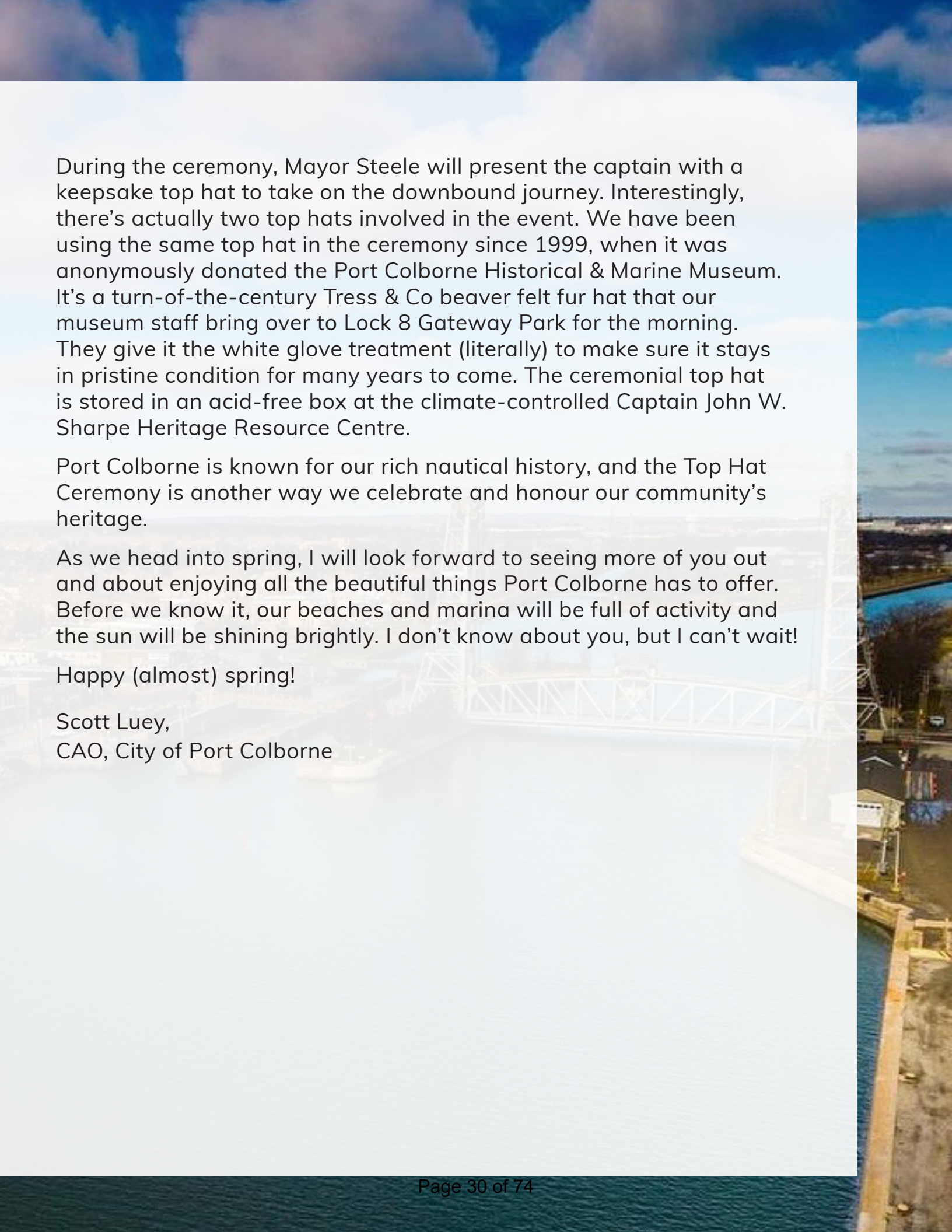
CAO SCOTT LUEY

Ahoy, residents and friends!

As we embrace the arrival of March, I'm thrilled to welcome you to this edition of City Hall News. As you may have seen, last month we launched a refresh of our online monthly newsletter to make it more relevant for you. The new design and format will better serve our community and help you easily find information about city services, programs, and events. City Hall News is your gateway to the latest updates and happenings in our vibrant community. You can even **subscribe** to receive it each month right in your inbox.

March is an exciting time in Port Colborne. It's when we celebrate the reopening of the Welland Canal and the start of the next shipping season. The Top Hat Ceremony – one of my favourite events of the year – will be held in Port Colborne on Friday, March 22 at Lock 8 Gateway Park.

If you haven't been before or haven't heard of the Top Hat Ceremony, it's a cool nautical tradition that was started in Port Colborne in the 1970s under Mayor John Buscarino. I will join Mayor Steele, special guests from other levels of government and the marine industry, and the captain of the first downbound vessel to celebrate the occasion.

The background of the page is a photograph of a harbor. In the foreground, there's a body of water with a white boat. In the middle ground, a large white truss bridge spans across the water. In the background, there are buildings and a blue sky with some clouds. The text is overlaid on a semi-transparent white box.

During the ceremony, Mayor Steele will present the captain with a keepsake top hat to take on the downbound journey. Interestingly, there's actually two top hats involved in the event. We have been using the same top hat in the ceremony since 1999, when it was anonymously donated to the Port Colborne Historical & Marine Museum. It's a turn-of-the-century Tress & Co beaver felt fur hat that our museum staff bring over to Lock 8 Gateway Park for the morning. They give it the white glove treatment (literally) to make sure it stays in pristine condition for many years to come. The ceremonial top hat is stored in an acid-free box at the climate-controlled Captain John W. Sharpe Heritage Resource Centre.

Port Colborne is known for our rich nautical history, and the Top Hat Ceremony is another way we celebrate and honour our community's heritage.

As we head into spring, I will look forward to seeing more of you out and about enjoying all the beautiful things Port Colborne has to offer. Before we know it, our beaches and marina will be full of activity and the sun will be shining brightly. I don't know about you, but I can't wait!

Happy (almost) spring!

Scott Luey,
CAO, City of Port Colborne

MARCH EVENTS



**Port Colborne
Public Library**



**Port Colborne
Historical & Marine
Museum**



**City of
Port Colborne**

March Break Activities



There's something fun going on every day during March Break at the Library. Come pick up a craft to enjoy at home, or stay awhile and play with our Library of Things. Pre-register for our dinosaur craft on Wednesday.

Date:
March 11-15

Time:
All day
(Library hours)

Location:
Port Colborne Public
Library

**Free
call us at
905-834-6512 to
register**

Drop-In Program: Nautical Knots



Calling all aspiring sailors, boatsmen, and captains. Join us for an afternoon of learning the classic ship knots of the seven seas.

Date:

March 11

Time:

10:30 a.m. – 12:30 p.m.

Location:

L.R Wilson Archives

RSVP: Sloane.mcdowell@portcolborne.ca or 905-651-2036

Teen Tabletop Games



Dungeons and Dragons is back by popular demand. Join us on Tues. Mar. 12 by pre-registering to save your spot. Join us on Thurs. Mar. 14 for a drop-in board game night. Don't forget to invite your friends.

Date:
March 12 & 14

Time:
5-7 p.m.

Location:
Port Colborne Public
Library

**Free
Pre-registration
required**

The Secret Garden Edwardian Tea Party



Join us in the secret garden for an afternoon of games, dress-up, and crafts followed by a traditional Edwardian afternoon tea. Ages 7-12yrs.

Date:
March 13

Time:
1 – 3 p.m.

Location:
L.R Wilson Archives

**\$5/per child
Pre-registration
required**

Free Public Skating



Join us for free Public Skating all March Break long.

Date:
March 11-15

Time:
Various times
Page 31 of 74

Location:
Vale Health & Wellness Centre

More details and scheduled times >



Digging In: Archaeology Program

Become an Archaeologist. Learn about archaeology in Canada through games and activities. Drop off program, Ages 8-12yrs.

Date:
March 14

Time:
1 – 3 p.m.

Location:
L.R Wilson Archives

\$5/per child
Pre-registration
required

Top Hat Ceremony

Port Colborne's Top Hat Ceremony occurs March 22 at Lock 8 Gateway Park to celebrate the opening of the Welland Canal and start of the shipping season by welcoming the Captain of the first downbound vessel.

Date:
March 22

Time:
7:30 a.m.

Location:
Lock 8 Gateway Park

[Learn more >](#)

Documentary Films

March 8 is International Women's Day. Celebrate by joining us for a screening and discussion of the documentary film Arab Women Say What?! (2023, 82 min). The film contemplates politics, identity, and home through the conversations, hospitality, and openness of a group of Arab women.

Date:
March 26

Time:
1:30 – 3 p.m.

Free
Pre-registration
required

Location:
Port Colborne Public
Library

Easter Closure

Municipal offices will be closed Friday, March 29 to observe Good Friday and Monday, April 1 to observe Easter Monday. Offices will re-open Tuesday, April 2 at 8:30 a.m. Public Works will be closed Friday, March 29 to observe Good Friday but will be open Monday, April 1. For after-hours emergencies during the holiday or weekend, call 905-228-8126.

Easter Egg Hunt and Tugboat Bunny

The Easter bunny will be hopping back into Port Colborne for the annual Easter Egg Hunt at the Vale Health & Wellness Centre.

Additional Easter activities include; colouring station, face painting, free skate, free swim, workshops and more.

Date:
March 30

Time:
10 a.m. – 4 p.m.

Location:
Vale Health & Wellness Centre



For all events hosted by the
Port Colborne Public Library >

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For more information on the Port
Colborne Historical & Marine Museum >

EASTER AT THE VALE

Saturday, March 30

The Easter bunny will be hopping back into Port Colborne for the annual Easter egg hunt at the Vale Health & Wellness Centre, 550 Elizabeth Street.

Additional Easter activities will be happening at the Vale Health & Wellness Centre from 10 a.m. to 4 p.m. for families to enjoy.

Learn more >



**FREE
SKATING**

**COLOURING
STATION**



Page 33 of 74





FACE PAINTING

FREE SWIM

EASTER WORKSHOPS



TUGBOAT ARRIVAL

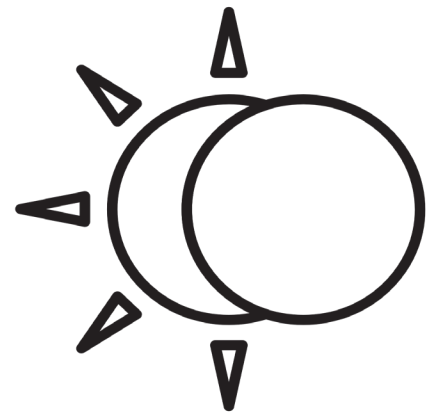


EASTER EGG HUNT

- 9 a.m. Easter Bunny arrives via tugboat along West Street
- 10 a.m. to 12 p.m. Eggciting Easter Workshop with Dena Gelentso
- 10 a.m. to 1 p.m. Face Painting
- 10 a.m. to 1 p.m. Colouring Station
- 10 a.m. to 12 p.m Easter Egg Hunt (while quantities last)
- 10 a.m. to 1 p.m Free Bouncer and Gym Activities
- 12 p.m. to 2 p.m. Free Community Skate Presented by Rankin Construction - Rink 1
- 12 p.m. to 3:30 p.m. Free Community Skate Presented by Rankin Construction - Rink 2
- 12:30 p.m to 4:30 p.m YMCA Free Swimming

Notes: Bring your own basket and meet City Staff at the fenced-in soccer field for some Easter fun.

APRIL 8 SOLAR ECLIPSE



Eclipse fever hits Port Colborne

Have you heard? On April 8, 2024, residents and visitors to Port Colborne will find themselves in the direct path of totality during an historic total eclipse of the sun. This spectacular event will last for almost four minutes, starting at 2:04 p.m. and ending at 4:33 p.m., with totality occurring at 3:18 p.m.

As the moon's shadow casts its dark veil over our community, Port Colborne invites residents and visitors alike to join in a series of family-friendly events, safely view the eclipse from designated viewing areas, and immerse themselves in an incredible day of celestial fun in Port Colborne.

Activities to Enjoy

As the skies above Port Colborne offer an opportunity to witness the grandeur of a total solar eclipse, the City will also offer a variety of fun family-friendly events for residents and visitors alike:

Ontario Planetarium Programming: Planetarium Show

Visitors will have the chance to immerse themselves in the wonders of the cosmos as planetarium staff will share constellation stories, northern light insights, and so much more inside an immersive inflatable 4K planetarium. Stay tuned for sign-up details.

Ontario Planetarium Programming: Solar Tours

Stargazing enthusiasts can enjoy a tour of the universe with a live presenter. Explore the powerful sun, learn about the eclipse, how the aurora works and so much more! Stay tuned for sign-up details.

Ontario Planetarium Programming: Telescope Tours

Have your chance to view the eclipse using a 10-inch Dobsonian Telescope. Astronomy guides will provide hands-on telescope experiences, a chance for attendees to view sunspots and solar flares using solar filters to ensure safety. Stay tuned for sign-up details.

"Let's Talk Science"

Join science experts from Brock University to spark curiosity and strengthen STEM connections. Learn about solar eclipse safety and create eclipse art that will project crescents during the eclipse. More details to come.

Port Colborne Public Library and Museum

Join city staff at their interactive station to learn about the solar eclipse through crafts and activities, plus take advantage of their mobile library and even sign up for your very own library card.

FREE Community Skate Presented by City of Port Colborne

Vale Health & Wellness Centre, 550 Elizabeth Street.

Rink 1 from 12 p.m. to 4 p.m.

Rink 2 from 12 p.m. to 4 p.m.

Port Colborne YMCA FREE Open Swim

Vale Health & Wellness Centre, 550 Elizabeth Street.

Swim times to be announced.

Where to watch the Solar Eclipse:

Residents are encouraged to gather with friends, family, and fellow sky gazers at prime viewing locations across Port Colborne to marvel at the breathtaking phenomenon. From the Vale Health & Wellness Centre to Sugarloaf Marina, numerous spots offer unobstructed views of the spectacular display in the sky.

- Vale Health & Wellness Centre
- H.H. Knoll Lakeview Park
- Sugarloaf Harbour Marina
- West Street / Downtown Port Colborne
- Lock 8 Gateway Park
- Nickel Beach
- Centennial Cedar Bay Beach
- Your own front or backyard



Get your Eclipse glasses starting March 8

The City will begin offering free solar eclipse glasses for residents with a PORTicipate pass or Port Colborne Public Library card.

To get your free glasses:

1. Visit City Hall and show your PORTicipate pass. If you don't have a PORTicipate pass, you can sign up for one while you're at City Hall.
2. Visit the Port Colborne Public Library and show you library card. If you don't have a library card, you can sign up for one while you're at the library.
 - Maximum 5 pairs of glasses per household
 - Glasses are only available while supplies last

Protect your peepers!

- Use only ISO-certified eclipse glasses meeting ISO 12312-2 standards from a reputable vendor, and be sure to read the instructions on the glasses
- Don't use scratched or damaged eclipse glasses, ordinary sunglasses or do-it-yourself filters
- Never look directly at the uncovered sun without proper eye protection, even though it may be tempting during an eclipse
- Make sure children keep their eclipse glasses on

Warning! Looking directly at the uncovered sun without protection can cause retinal burns, sight loss or blurred vision. There are no pain sensors in your retinas to tell you that your eyes are being damaged. Once symptoms begin, the damage is usually too late to reverse.

FEBRUARY RECAP

2024 SPORTSFEST

From February 9 to 11, 2024 the City of Port Colborne celebrated winter with our annual SportsFest. Thank you to all the participants and partners who helped make this such a successful event.



PORT COLBORNE POLAR PLUNGE

Thank you to everyone who joined us on Feb. 11 for the Port Colborne Polar Plunge. We're thrilled to announce that we shattered records this year, surpassing our initial goal of \$20,000.

Total raised funds: \$28,116



SPORTS WALL OF FAME

At the Vale Health & Wellness Centre Feb. 10, four new members were inducted into Port Colborne's Sports Wall of Fame:

- Diane Gannon
 - Derek Wills
 - Kevin Keith
- Novice Girls PWSU Champions 1973

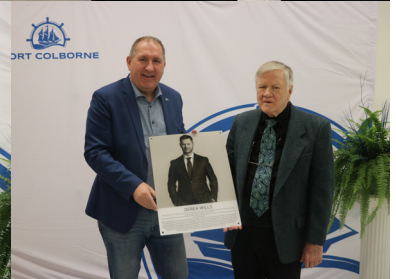
The Sports Wall of Fame was relocated in 2018 to the Vale Health & Wellness Centre, replacing the original Wall of Fame that was created in 1991 at the West Side Arena.

The decision of new inductees was made by the Sports Wall of Fame committee members: Mayor Bill Steele, Greg Zwiep, Manager of Recreation, and Tom Lannan.

PINK SHIRT DAY

Pink Shirt Day (also known as anti-bullying day) began in 2007 when a student in Nova Scotia was bullied for wearing a pink shirt to school. It has since been recognized annually worldwide as a day to wear a pink-coloured shirt to stand against bullying.

City of Port Colborne staff were proud to represent the colour pink on Feb. 28 in many different departments across the City to stand up against bullying in our community.



[Learn more about the Sports Wall of Fame, or to download the application to nominate an individual, team, organization, or volunteer >](#)





EXHIBITION CALL FOR ITEMS

LOOKING FOR:

SHOES, PHOTOS,
UNIFORMS, ETC. FROM
HUMBERSTONE SHOE CO.

ITEMS AND PHOTOS
FROM PORT COLBORNE
BUSINESSES/INDUSTRIES.

Deadline: April 5th, 2024

Submit to:
tami.nail@portcolborne.ca



The Museum is busy preparing for our 2024 exhibits, 'A Step in Time: Humberstone Shoe Factory' and 'Made in Poco'. Assistant Curator, Tami Nail, is putting out a call for items to be featured in either exhibition. If you have any of the following and are open to loaning them to the Museum please contact us by April 5, 2024.

(From left to right): Emma Laur, Sophia Seca,
Sierra Walsh-Fiore, Maria Gonzalez Garcia,
Jenna Kountouris.
Missing from photo: Eva Wachel



MAYOR'S YOUTH ADVISORY COMMITTEE

PURPOSE:

The Mayor's Youth Advisory Committee (MYAC) works to provide a voice for the youth of Port Colborne by offering advice and recommendations to City Council on various recreational and social issues. Since the committee's first meeting in November 2023, members have been focused on creating a healthier community and improving the quality of life for young people in Port Colborne.

The members of MYAC are dedicated to enriching the lives of the younger community. They organize exciting events, like the upcoming Spring Dance in April, to provide fun and engaging opportunities for youth.

In addition to their event planning, MYAC members actively volunteer in the community. They've lent a hand at the Friends of Roselawn Christmas Makers Market and participated in the Port Colborne Christmas Parade alongside the Mayor.

[Learn more >](#)

Members:

Chair: Sierra Walsh-Fiore

Vice Chair: Eva Wachel

Maria Gonzalez Garcia

Emma Laur

Jenna Kountouris

Sophia Seca

Council Representative: Tim Hoyle



COUNCIL CORNER



Council Meetings are scheduled for the second and fourth Tuesday of each month. The next Council meeting is scheduled for March 12, 2024.

[Committees, Boards and Council Calendar >](#)

Last months Council Meeting

V

March 6, 2024

Hon. Todd McCarthy
Minister of Public and Business Service Delivery
College Park 5th Flr,
777 Bay St, Toronto,
ON M7A 2J3

Sent via email: todd.mccarthy@ontario.ca

Dear Minister McCarthy,

Re: Delivering Easier and More Convenient Access to ServiceOntario Through Public Libraries

Local public libraries are Ontario's farthest-reaching, most cost-effective public resource and community hubs. Millions of Ontarians rely on local public libraries in their communities: to work, to learn, to develop in-demand skills, and connect to vital community and government services.

We share your conviction that Ontarians should have easier and more convenient access to government services through ServiceOntario. We were encouraged to learn in late January that the Ministry of Public and Business Service Delivery (MPBSD) is considering the role that public libraries could play as part of this solution. Across Ontario, we know that thousands of library customers already visit their local branch for assistance with ServiceOntario transactions.

Public libraries are uniquely suited to host ServiceOntario service delivery for two primary reasons:

- **Increased Accessibility and Convenience:** Integrating ServiceOntario within local public libraries can significantly improve access to essential government services, especially for hundreds of thousands of Ontarians residing in small, rural, and Northern communities, many of which are traditionally too small for a dedicated Service Ontario location. This helps eliminate barriers related to travel, transportation, online access, and costs, thereby offering a more convenient and accessible option for residents to renew licenses, health cards, and more.
- **Effective Use of Established Infrastructure:** Public libraries are already well-established, trusted community hubs across Ontario. Utilizing this existing network to deliver government services is both cost-effective while leveraging existing public infrastructure, thereby extending ServiceOntario's reach without the need for additional or specialized locations.

MPBSD and the public library sector have recognized this need and opportunity. Beginning in 2020, the Ministry initiated the design and delivery of a pilot project to provide select ServiceOntario offerings in Essa Public Library. Township of Essa residents could access services at the Angus branch of Essa PL without having to travel great distances to the larger neighbouring municipality of Barrie – reducing or removing impediments for people with limited mobility,

transportation options, or internet access at home. The Essa Public Library pilot represents how select government services can be delivered using existing infrastructure in municipalities without a standalone ServiceOntario location.

The data and feedback collected from this pilot provided important insights. However, given its timing during the COVID-19 pandemic, as well as lessons learned in the design and execution, there is both an opportunity and need to explore a refined pilot approach that more effectively targets communities of greatest need and better reconciles the unique balance between ServiceOntario requirements and public library capabilities. Additional pilots in partnership with libraries could help provide a blueprint on how Ontario government services can be better delivered through the trusted, established presence of local public libraries and staff.

We are eager to initiate discussions with the appropriate Ministry officials to discuss how we can build upon recent experience to explore a refreshed and expanded pilot approach on how public libraries can play a pivotal role in ensuring Ontarians have easier, more convenient access to government services in municipalities across the province.

Thank you,



Dina Stevens
Executive Director,
Federation of Ontario Public Libraries
dinastevens@fopl.ca
416-873-8139



Michelle Arbuckle
Executive Director,
Ontario Library Association
marbuckle@accessola.com
438-601-1557

Statement of Authority, Powers, and Duties of the Board

By-law Number: **BL-01**

Initial Policy Approval Date: **Mar. 2006**

Last Review/Revision Dates: **May 2021, Feb. 2023, 2024**

Year of Next Review: **2026**

The library board bears legal responsibility for the library by ensuring that it operates in accordance with the Public Libraries Act, R.S.O. 1990, chapter P.44. The purpose of this by-law is to define the legal authority of the board.

The library shall be known as the Port Colborne Public Library. Where the term “Board” is used, it is understood to mean “Port Colborne Public Library Board of Trustees.” Where the term “Act” is used, it is understood to mean the Public Libraries Act, R.S.O. 1990, chapter P.44.

1. In accordance with the Public Libraries Act, section 3 (1), the Council of the Corporation of the City of Port Colborne (the City) established the Port Colborne Public Library (the Library) by the adoption of Municipal By-law #1709/134/85. **This document is the Establishing By-law for the Port Colborne Public Library.**
2. In accordance with the Public Libraries Act, section 3 (3), the library “shall be under the management and control of the Port Colborne Public Library Board which is a corporation...” **Together with the Establishing By-law (above), this section of the PLA provides evidence of incorporation under Canada Review Agency (CRA) rules for charitable organizations.**
3. The Port Colborne Public Library will operate under the authority of the Public Libraries Act, R.S.O. 1990, chapter P44 and, **as a charitable organization within the CRA framework, will be operated without purpose of gain for its members, and any profits or other assets of the organization will be used solely to promote its objectives. Should the library board dissolve, the directions provided under Section 42 of PLA will be followed, with assets distributed to other charitable organizations, including, for example, the municipality.**
4. The powers and duties of the library board are prescribed in the Public Libraries Act, R.S.O. 1990, chapter P44, to which this by-law adheres. The role of the board is to

govern the affairs of the library. In accordance with the PLA, section 20, the library board:

- a) shall seek to provide, in co-operation with other boards, a comprehensive and efficient public library service that reflects the community's unique needs
- b) shall provide library services in the French language, where appropriate
- c) shall operate one or more libraries and ensure that they are conducted in accordance with this Act and the regulations
- d) may operate special services in connection with a library as it considers necessary
- e) shall fix the times and places for board meetings and the mode of calling and conducting them, and ensure that full and correct minutes are kept
- f) shall make an annual report to the Minister and make any other reports required by this Act and the regulations or requested by the Minister from time to time
- g) shall make provision for insuring the board's real and personal property
- h) shall take proper security for the treasurer
- i) may appoint such committees as it considers expedient

5. Under the Public Libraries Act, (Section 15(2)), the library board must appoint a Library Chief Executive Officer, and it is that person to whom the library board shall delegate authority for management of library operations.

Related Documents:

- Public Libraries Act, R.S.O. 1990, Chapter P44, Sections 3(1) and 3(3)
- Council of the City of Port Colborne. By-law #1709/134/85.
- Port Colborne Public Library. BL-02: Composition of the Board and Terms of Reference of Officers.
- Port Colborne Public Library. BL-03: Meetings of the Board.
- Port Colborne Public Library. BL-04: Amendments of By-laws.
- Port Colborne Public Library. GOV-01: Purpose of the Board.
- Port Colborne Public Library. GOV-08: Board-CEO Relationship.

Composition of the Board and Terms of Reference for Officers

By-law Number: **BL-02**

Initial Policy Approval Date: **2006**

Last Review/Revision Dates: **Dec. 2021, Feb. 2023, 2024**

Year of Next Review: **2026**

Unless exempt through special legislation, the library board adheres to the Public Libraries Act, R.S.O. 1990, c. P44 as it relates to the composition of the board and the election and appointment of officers. The purpose of this bylaw is twofold: to guide the council's appointment process for board members. In addition, this by-law outlines the responsibilities of each of these officers.

Where the term "Board" is used, it is understood to mean "Port Colborne Public Library Board of Trustees." Where the term "Act" is used, it is understood to mean the Public Libraries Act, R.S.O. 1990, chapter P.44.

Section 1: Composition of the Library Board

1. While the Act, section 9(1) prescribes a board of no fewer than five members, and gives the municipal council the power to make appointments, the library board endorses a board that consist of at least five, and no more than nine members.
2. In accordance with the Act section 10(4), municipal council will appoint all board members at the first regular meeting of council in each term.
3. In accordance with the Act, section 10 (2a), municipal council shall not appoint more of its own members to the board than the number that is one less than a majority of the board.
4. In accordance with the Act, section 10 (3), a board member shall hold office for a term concurrent with the term of the appointing municipal council, or until a successor is appointed.
5. A board member may be re-appointed for one or more terms.
6. A member seeking re-appointment must follow the same process of application for consideration as for new candidates to the board.

7. In accordance with the Act, section 13, if any member of the board is disqualified from holding office, the members will forthwith declare the seat vacant and notify the municipal council accordingly.
8. In accordance with the Act, section 12, when a vacancy arises in the membership of the board, the municipal council will promptly appoint a person to fill the vacancy and to hold the office for the unexpired term, except where the unexpired term is less than forty-five days.
9. Resignations should be presented in writing to council with a copy to the chair of the Port Colborne Public Library Board.

Section 2: Duties and Responsibilities of Library Board Trustees

1. The library board is established to provide progressive, collective leadership and direction to the library and to set the framework for the operating context. All appointed trustees are entrusted to direct the activities of the organization as a whole rather than in their own interest or that of any specific group.
2. Library board trustees will:
 - a) attend board meetings prepared to conduct the business at hand
 - b) determine the library's mission, vision and values
 - c) develop, implement and monitor a strategic plan
 - d) determine policy of the library
 - e) review and revise board policies
 - f) operate the board effectively
 - g) orient and engage board members
 - h) prepare the budget estimates with the assistance of the chief executive officer
 - i) monitor expenditures
 - j) identify risk
 - k) determine the future needs of the library
 - l) advocate and promote the interest of the library in the community
 - m) become familiar with the Public Libraries Act governing the Board, as well as the by-laws and policies of the library board
 - n) review the collective agreement and establish policies for union negotiation in collaboration with council and the negotiating team

Section 3: Officers of the Library Board

1. In accordance with the Act, section 14, at the first meeting of the new term, members of the library board will elect a chair from among the members.
2. At the first meeting of the new term, members of the library board will elect a vice-chair from among the members.
3. In accordance with the Act, section 15, the library board will appoint a Chief Executive Officer (CEO), who shall also be **secretary and treasurer** of the library board, as allowed by the Public Libraries Act, section 15(5).
4. If any of the officers retire, step down or are dismissed during the officer's term, the library board must immediately elect or appoint a new officer.

Section 4: Terms of Reference for the Board Chair

1. In accordance with the Act, section 14 (3), a board will elect one of its members as chair at its first meeting in a new term.
2. The term of office for the chair will be for the term of the library board.
3. The chair leads the library board, acts as an official representative of the library, ensures the proper functioning of the board and the proper conduct of board business, in accordance with appropriate legislation and prescribed rules of procedure adopted by the board.
4. The chair will:
 - a) preside at regular and special meetings of the library board, preserve order and decorum, and decide all questions of order
 - b) set the agenda with the assistance of the board secretary and approve the agenda for distribution to the board
 - c) ensure that business is dealt with expeditiously and help the library board work as a team
 - d) in accordance with the Act, section 16(6), vote on all questions
 - e) act as an authorized signing officer of all documents pertaining to board business
 - f) appoint committees and serve as ex-officio member of all board committees
 - g) coordinate the CEO evaluation process

- h) share with the CEO the responsibility for conducting board orientation;
- i) coordinate the library board's evaluation process
- j) represent the library board, alone or with other members of the library board, at any public or private meetings for the purpose of conducting, promoting or completing the business of the library board
- k) not commit the library board to any course of action in the absence of the specific authority of the library board.

Section 5: Terms of Reference of the Vice-Chair

1. The election of vice-chair will take place at the first meeting for the term of the library board.
2. The vice-chair will hold a term concurrent with the term of the appointing council.
3. In the absence of the board chair, the vice-chair will be vested with all the powers and will perform all the duties of the chair. The vice-chair will possess and may exercise such other powers and duties as may, from time to time, be assigned by the library board.
4. As permitted by the Act, section 14(4), in the absence of the chair and the vice-chair, the board may appoint one of its members as acting chair.

Section 6: Terms of Reference of the Secretary

1. As permitted by the Public Libraries Act, section 15(5), the Chief Executive Officer of the Port Colborne Public Library shall serve as the secretary of the library board.
2. The secretary acts as the record-keeper to the library board and will attend all meetings of the board.
3. As a non-voting member of the board, the secretary may not vote on board business.
4. The secretary acts as the record-keeper to the library board. In the absence of the secretary, the library board may appoint one of its members as the acting secretary.
5. In accordance with the Act, section 5(3), the secretary will:
 - a) conduct the board's official correspondence

- b) keep minutes of every meeting of the board
6. In addition, the secretary will:
- a) prepare the agenda prior to each board meeting, in cooperation with the chair
 - b) distribute the agenda, with all reports and enclosures, to all board members prior to the relevant board meeting
 - c) distribute the minutes to all board members not less than three days prior to the next board meeting

Section 7: Terms of Reference of the Treasurer

1. As permitted by the Public Libraries Act, section 15(5), **the Chief Executive Officer of the Port Colborne Public Library shall serve as the treasurer of the library board.**
2. The treasurer will monitor the financial activities of the library and will ensure that complete and accurate records are kept in accordance with generally accepted accounting practices.
3. In accordance with the Act, section 14(4), the treasurer will:
 - a) receive and account for all the library board's money
 - b) open an account or accounts in the name of the library board in a chartered bank, trust company, or credit union approved by the board
 - c) deposit all money received on the library board's behalf to the credit of that account or accounts
 - d) disburse the money as the library board directs
4. The treasurer will act as an authorized signing officer of all documents pertaining to the financial business of the library board.
5. The treasurer will provide the library board with a report of all financial transactions and of the financial position of the library, monthly or as otherwise required.

Section 8: Terms of Reference of the Chief Executive Officer (CEO)

1. In accordance with the Public Libraries Act, section 15(2), the library board appoints the chief executive officer who shall attend all board meetings.
2. The library board delegates the authority for management and operations of services to the chief executive officer.

3. The **CEO acts as secretary and treasurer** to the library board and will attend all meetings of the board and assist in the general conduct and management of all library operations and services.
4. As a non-voting officer of the library board, the CEO will:
 - a) sit ex-officio on all the committees of the library board
 - b) act as a resource person
 - c) ensure that board decisions are communicated to library staff
 - d) make recommendations as necessary
 - e) interpret and communicate the board's decisions to the staff

Related Documents:

- Public Libraries Act, R.S.O. 1990, chapter P44
- Port Colborne Public Library. BL-01: Statement of Authority of the Board
- Port Colborne Public Library. BL-03: Meetings of the Board
- Port Colborne Public Library. BL-04: Amendments of By-laws

Meetings of the Board

By-law Number: **BL-03**

Initial Policy Approval Date: **Apr. 2005**

Last Review/Revision Dates: **May 2021, Feb. 2023, Mar. 2023, 2024**

Year of Next Review: **2026**

Board members must meet regularly to ensure the proper governance of the library and to conduct the business of the board. Since the library board “as a whole” has the authority to act, and not individual members, the board meeting is the major opportunity for the library board to do its work to make decisions, solve problems, educate board members, plan for the future, and review monitoring or evaluation material submitted by employees. This policy sets procedures to follow for meetings and ensures compliance with the Public Libraries Act, R.S.O. chapter P.44 (the Act).

Section 1: Board Meeting Ground Rule

1. The library board values a diversity of opinions and strives to set an environment conducive to exploring ideas. The board members will, at the start of the term, set, and agree upon, ground rules to guide their deliberations

Section 2: Types of Meetings

1. In accordance with the Public Libraries Act, section 16.1 (2), board meetings will be open to the public unless the subject matter being considered falls within the parameters of the Public Libraries Act, section 16.1(4) as stated in point 6 of this section of this by-law.
2. In accordance with the Public Libraries Act. section 16(1), the library board shall at least seven regular meeting in a year and at such other times as it considers necessary. While a library board may have standing committees, the Port Colborne Public Library will meet “as a whole” and only use ad hoc committees, as necessary, for special purposes.
3. In accordance with the Public Libraries Act, section 14(1), the first meeting shall be called by the Chief Executive Officer (CEO) of the library board, in each new term, upon receipt of the confirmation of appointments from the municipal clerk. This inaugural meeting shall held as soon as possible after the appointments are made by

municipal council. At this first meeting, the CEO oversees the elections of the officers. The elections begin with the position of chair.

4. In accordance with the Public Libraries Act, section 16(2), the chair or any two members of the library board may summon a special meeting by giving each member reasonable notice in writing, specifying the purpose for which the meeting is called, which shall be the sole business transacted at the meeting.
5. In accordance with the Public Libraries Act, section 6.1(4), a meeting or part of a meeting may be closed to the public if the subject matter being considered is:
 - a) the security of the property of the board
 - b) personal matters about an identifiable individual
 - c) a proposed or pending acquisition or disposition of land by the board
 - d) labour relations or employee negotiations
 - e) litigation or potential litigation, including matters before administrative tribunals, affecting the board
 - f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose
 - g) a matter in respect of which a board or committee of a board may hold a closed meeting under another Act
6. In accordance with the Public Libraries Act, section 16.1 (5) and (6), a meeting will be closed to the public if the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, chapter M56, if the board or committee of the board is the head of an institution for the purposes of that Act. Before holding a meeting or part of a meeting that is to be closed to the public, the library board or committee of the board will state by resolution:
 - a) the fact of the holding of the closed meeting
 - b) the general nature of the matter to be considered at the closed meeting

Section 3: Meeting Location and Times

Regular board meetings will normally be held at the Port Colborne Public Library on the first Wednesday of each month from January to June, September to December, or at the call of the chair. Meetings will normally commence at 6:00 pm.

A schedule of all regular board meetings will be distributed to the board at the first regular meeting of each new year, in print or electronically.

Section 4: Time Limit for Meetings

When at any meeting of the Board, the hour of 8:00 p.m. will be reached, the chair will declare the meeting adjourned and leave the chair, unless the board by resolution unanimously determines otherwise.

Section 5: Inaugural Meeting Procedure

1. In accordance with the Act, section 14(1), the first meeting will be called by the Chief Executive Officer (CEO) of the library board, in each new term, upon receipt of the confirmation of appointments from the City Clerk. The inaugural meeting will be held as soon as possible after the appointments are made by Council. At this first meeting, the CEO oversees the elections of the officers.
2. The elections begin with the election of chair as follows:
 - a) Temporary chair – The CEO will chair the meeting pending the election of a chair.
 - b) The order of business at an inaugural meeting following a municipal election will be as follows:
 - i. CEO's remarks
 - ii. formal receipt of the names of the persons appointed to the board for that term
 - iii. election of a chair of the board
 - iv. election of a vice-chair of the board
 - v. regular meeting of the board
 - c) Election of chair – The CEO will conduct the election for the office of chair of the board, as follows:
 - i. The CEO will call for nominations, which will be made orally by being duly moved and seconded.
 - ii. The CEO will ask if there are any further nominations. If there are none, the CEO declare nominations closed.
 - iii. After nominations are closed, the CEO will ask each nominee whether the nominee consents or declines to stand for election.
 - iv. Where only one person is nominated and consents to stand for election, the CEO will declare that member duly elected by acclamation.

- v. Where more than one person is nominated and consents to stand for elections, a vote will be taken by ballot and the member receiving a simple majority of the votes cast by the members present will be deemed elected.
 - vi. In the event that more than two members stand for election to the position and none of the candidates receives a majority on the first ballot, the candidate (or candidates in the case of a tie) receiving the least number of votes will be dropped from the ballot and a second vote will be held for the remaining candidates. This procedure will be repeated, dropping the candidate receiving the least number of votes on each ballot, until one candidate receives a majority.
 - vii. In the case of an equality of votes on the final ballot, a second vote will be cast in an attempt to break the tie. If this second ballot is also a tie, the candidates will draw lots for the position.
- d) Election of vice-chair – The chair will then take the chair and will conduct the election for the office of vice-chair of the board, following the same order of procedure as that laid out for the election of chair.

Section 6: Closed Meeting Procedure

1. In accordance with the Public Libraries Act, section 16.1(6), when the Board determines that matters should be dealt with in the absence of the public, the request will be in the form of a motion “that the Board move into closed session to discuss [state the general nature of the matter to be discussed].”
2. In accordance with the Act, section 16.1(7)(8), a closed session will be ended by a resolution that the regular meeting be resumed and that the board rise with (or without) report. A motion to ratify any motion approved during closed session will then be made without further debate in the open meeting.
3. The proceedings of a closed session should not be entered in the minutes but the fact that the Board went into closed session and the general nature of the business discussed should be noted.
4. The rules governing the procedure of the board and conduct of members will be observed for closed sessions so far as they are applicable.

Section 7: Attending Meetings Remotely

1. Under the Public Libraries Act, board members may attend library board meetings remotely via teleconference or Internet video conferencing calls or software. **Ontario public library boards operate under their own legislation, the Public Libraries Act administered by the Ministry of Sport, Culture and Tourism, and within this framework are allowed remote participation with participating board members counting for quorum and having a vote on any issue. Section 238(1) of the Municipal Act states that “local boards does not include police service boards or public library boards” as these local boards have their own legislation and different rules about their meetings.**
2. As all board meetings are open to the public, these meetings must be conducted in such a way that all members participating can hear each other at the same time and that the public can also hear the deliberations.
3. A member of the library board or a committee may attend, participate and vote at an open or closed meeting remotely, if the member is prevented from physically attending because of:
 - a) personal illness or disability
 - b) employment purposes or the business of the public good
 - c) a family or other emergency
4. Members who wish to attend a meeting remotely must give notice two hours before the commencement of the meeting to the secretary so that the equipment can be made ready.
5. Meeting minutes will reflect that a member is participating remotely.
6. If the chair of the library board attends the meeting remotely, then the vice-chair chairs the in-person meeting.
7. Quorum applies to the members attending in person and remotely.
8. Technology used for a remote meeting must enable verification of the identity of each participating board member and allow for live, real-time board meeting participation.

9. The meeting must be advertised to the public ahead of time and provide instructions for the public how to join the meeting.
10. The public must be enabled to interact with board members and to ask questions in real-time, even in a moderated fashion such as through comments or chat function.
11. Closed session items should be left to the end of the meeting, giving public attendees notice at the outset that this will be occurring. Alternatively, the board may hold two meetings: one regular (with the public) and one closed (without the public).

Section 8: Order of Proceedings

1. Rules of Order/Parliamentary Authority

The rules of order to be observed at meetings of the board and its committees will be in accordance with Section 8 of this by-law. In all cases for which a by-law or policy statement does not exist, Bourinot's Rules of Order will be the authority. Matters not governed by this policy or dealt with in Bourinot will be decided by a majority vote of the Board.

2. Call to Order

Meetings will be called to order by the chair on the hour fixed for the meeting. In the absence of the chair, the vice-chair will preside over the meeting.

3. Quorum

1. In accordance with the Public Libraries Act, section 16(5), the presence of a majority of the board is necessary for the transaction of business at a meeting.
2. The chair is included in the quorum.
3. When the number of voting members is disabled by conflict of interest from participating in the meeting such that the remaining members are not of sufficient numbers to constitute a quorum, the remaining number of members will be deemed to constitute a quorum providing they are not fewer than two. (Municipal Conflict of Interest Act, R.S.O. 1990, c. M. 50, s. 7(1))

4. If a quorum is not present within 15 minutes after the time appointed for the meeting to convene, or at any other time during a meeting, the secretary will record the names of the members then present, the meeting will be adjourned, and the chair will set a date for the meeting to reconvene.
5. Nothing in the foregoing will prohibit the members in attendance for a regular meeting, when no quorum is present, from constituting themselves as a committee dealing with such agenda items as they see fit. However, no decisions taken at such meeting may be executed until ratified by motion of a regular meeting of the board or by an electronic poll of all missing board members needed to obtain the necessary quorum.
6. If notified by a majority of board members of their anticipated absence from a meeting, the secretary will notify all members of the library board that the meeting is cancelled.

4. Attendance at Meetings

1. The names of the members in attendance at each meeting of the board will be recorded by the secretary.
2. The secretary will be notified by any board members in the event of any anticipated absence from a meeting as far in advance of the meeting as is possible. If so notified by a majority of the members, the secretary will notify all members that the meeting is cancelled.
3. In accordance with the Public Libraries Act, section 13, should a member be absent for three consecutive meetings, the board will consider the circumstances of the absence and either:
 - a) consider the member disqualified from the board and notify the appointing council that the seat is vacant; or,
 - b) consider the circumstances of the absence and pass a resolution authorizing that person to continue as a board member

5. Agenda

1. The agenda focuses the discussion in order to make good use of the library board's time. Meetings of the library board "as a whole" do not re-do the work of the employees or of the committees.

2. The chair prepares the meeting agenda with the assistance of the secretary of the board and approves the agenda for distribution to the board
3. Agendas will be delivered to board members electronically where possible and practical, together with the minutes of the previous meeting prior to the meeting.
4. The order of business for all regular meetings of the library board will be as follows:
 1. Call to order
 2. Land Acknowledgement
 3. Disclosures of Interest
 4. Approval of the agenda
 5. Minutes of the preceding meeting
 6. Business arising from the minutes
 7. Tabling of the board information package which shall include: Consent Items, correspondence, financial reports, Chief Executive Officer's report, Committee reports, monitoring of the library's strategic plan, policy review
 8. Motions
 9. Notice of Motions
 10. Roundtable Board Members' Items: report on advocacy activities
 11. Other business
 12. Confidential Items
 13. Date of the next meeting
 14. Adjournment

6. Minutes

1. Minutes will be recorded by the secretary of the board.
2. Once approved, minutes of meetings are the official record of decisions and provide direction for officers and employees in their subsequent actions.
3. Minutes are approved at the next meeting of the library board and signed by the chair.
4. Minutes (excluding closed session minutes) are public documents and will be made available to the public.

5. A copy of the approved minutes will be distributed to the municipal clerk and also posted on the library's website.
6. Minutes of closed meetings are kept separately and held to be confidential.

7. Voting

1. All motions at board meetings, except those approving or amending the by-laws, are decided by a majority of votes cast.
2. A motion to add, amend or remove a by-law shall require a majority vote of at least two thirds of the members to be carried.
3. In accordance with the Public Libraries Act, s. 16(6), the chair or acting chair of the board may vote with the other members of the board upon all questions. Any question on which there is an equality of votes shall be deemed to be negative.
4. Any member may require the question or motion under discussion to be read at any time during the debate.
5. In accordance with the Public Libraries Act, section 16.1 (6), any motion on which there is a tie vote will be deemed to be lost.
6. A member may request that a separate vote be taken upon each proposal contained in a question divided.
7. Voting will normally be by a show of hands.
8. Voting for elections will be by secret ballot.
9. Members refusing to vote are deemed to vote in the negative.
10. The yeas and nays will not be recorded upon any question except upon the request by any member, made before the matter is put to the vote.
11. Vote is taken when the chair decides.
12. In accordance with the Public Libraries Act, section 16.1(8), meetings will not be closed to the public during the taking of a vote.

8. Rules of Debate

1. Members should address the chair, not each other.
2. In accordance with the Public Libraries Act, section 16(1)(3), in directing the course of debate, the chair will:
 - a) preserve order and decide questions of order and procedure essential to calm deliberation and effective use of the available time
 - b) designate the member who has the floor when two or more members wish to speak
 - c) state all motions presented or require the Secretary to read the motion before permitting debate the questions
 - d) put the question to vote when all members wishing to speak to it have spoken once or when further debate will not serve to advance the business before the board
 - e) exclude any person from a meeting for improper conduct
3. In addressing the Board, no member will:
 - a) speak on any subject other than the subject in debate
 - b) use offensive language in or against the Board or against any member
 - c) criticize any decision of the Board except for the purpose of moving the question to be reconsidered
 - d) interrupt the member who has the floor except to raise a point of order
 - e) speak more than once to the same question except in explanation of a statement which may have been interpreted incorrectly, or with permission of the chair after all other members so desiring have spoken
 - f) speak to the same question, motion, or matter for a longer period than ten minutes except at the discretion of the chair

9. Motions

1. A motion must be seconded before it can be debated, put to vote, or recorded in the minutes.
2. After a motion has been properly moved and seconded, it can only be withdrawn by resolution approved by the board.
3. A motion properly before the board must receive disposition before any other motion can be made.

4. Only one motion to amend the main motion will be allowed.
5. Motions that do not carry are recorded.
6. Motion to Amend: An amendment is an effort to improve the wording of a motion without materially altering the basic intent of the same motion.
7. Motion to Refer: To direct a matter under discussion by the board to committee or staff to study and make a report before the board makes its decision.
8. Motion to Defer: To postpone all discussion on the matter until a future date which is established as part of the motion.
9. Motion to Table: To postpone without setting a definite date as to when the matter will be considered.

10. Notice of Motion

1. The purpose of giving notice is to permit the members of the board to prepare for the issue that will be placed before them for consideration.
2. A notice of motion may be introduced by any member at a regular meeting of the board for consideration at the next or a subsequent meeting and the same will then be placed on the agenda of the meeting at which it is to be considered at the discretion of the chair.
3. The notice is a statement of intention. It requires no seconder and is not at that time debatable.
4. Any business may be introduced and dealt with at a meeting of the board provided that it does not involve the appropriation of any money, substantive policy or procedural changes or the introduction of any new matter unless such matter appears in the agenda, or arises out of reports presented, except at the discretion of the chair or with the consent of the majority of the members present.

Section 9: Delegations

1. Delegations Wishing to Speak Regarding an Item Listed on the Agenda

1. The library board meeting is open to the public. Individuals or groups may attend board meetings as observers without prior notification to the board chair.
2. Individuals or groups who wish to speak at a library board meeting must first register as a delegation.
3. Providing the delegation concerns a matter that is within the jurisdiction of the board, the chair may grant an appointment and include it on the meeting agenda.
4. Any person or group wishing to speak regarding a matter listed on the library board agenda is required to submit a written request to the chair prior to 12:00 pm on the day of the meeting, clearly stating the subject matter of their delegation. The following information must be delivered to the chair:
 - a) A form will be available at the library and on the library's website. The complete form may be mailed, faxed, or hand-delivered to the Port Colborne Public Library addressed to the attention of the Library Board Chair.

2. Delegations Wishing to Speak Regarding an Item Not Listed on the Agenda

1. All items considered at the library board meeting must be listed on the agenda. Delegations wishing to speak on items not listed on the current or upcoming agenda, must provide written correspondence to the library chair outlining the delegation's request ten days prior to the scheduled meeting. The following information must be delivered to the chair:
 - a) the name and contact information of the individual and/or organization
 - b) the agenda item as outlined on the agenda
2. A form will be available at the library and on the library's website. The completed form may be mailed, faxed, or hand-delivered to the Port Colborne Public Library addressed to the attention of the Chair.

3. Protocol

1. Presentations will be limited to five minutes each with five more minutes for questions from the board members. Extension of time limits may be granted at the discretion of the chair.

2. The matter addressed by the delegations may be discussed by the board as a regular part of the agenda under “New Business” or may be scheduled for discussion at a subsequent meeting.
3. Delegations may be added to the agenda at the meeting by amending the agenda at the pleasure of the chair.
4. A delegation will not be heard twice on the same matter unless the board specifically resolves otherwise.
5. Except in cases of extreme urgency, as determined by the chair, unionized library staff will be required to demonstrate that they have observed internal procedures for addressing concerns before being granted an appointment to address the board.
6. Any person present at a meeting who wishes to speak to an item on the agenda but who has not been previously granted an appointment may be allowed to do so at the discretion of the chair or by resolution of the board. The time limits for delegations will apply.

Section 10: Chairing the Meeting

1. The function of the chair is to act in a leadership role to the library board, ensuring that business is dealt with expeditiously, and also to help the library board work as a team. It is the duty of the chair to:
 - a) open meetings of the library board by calling the members to order
 - b) announce the business before the library board in the order in which it is to be acted upon
 - c) receive and submit, in the proper manner, all motions presented by the members of the library board
 - d) put to vote all motions which are moved and seconded in the course of proceedings, and announce the results
 - e) decline to put to vote motions which infringe the rules of procedure
 - f) restrain the members, when engaged in debate, within the rules of order
 - g) exclude any person from a meeting for improper conduct
 - h) enforce the observance of order and decorum among the members
 - i) authenticate by signing, all by-laws, resolutions, and minutes of the library board
 - j) instruct the library board on the rules of order

- k) represent and support the library board, declaring its will, and implicitly obeying its decisions in all things
- l) receive all messages and communications on behalf of, and announce them to, the library board
- m) ensure that the decisions of the library board are in conformity with the laws and by-laws governing the activities of the library board

Related Documents:

- Public Libraries Act, R.S.O. 1990, chapter P44, sections 3(1), 3(3), 14, 15(2), 16.1 and 20
- Council of the Corporation of the City of Port Colborne, By-law 1709/134/85
- Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M56
- Port Colborne Public Library. BL-01: Statement of Authority of the Board
- Port Colborne Public Library. BL-02: Composition of the Board and Terms of Reference of Officers
- Port Colborne Public Library. BL-04: Amendments of By-laws
- Port Colborne Public Library. GOV-01: Purpose and Duties of the Board
- Port Colborne Public Library. GOV-08: Board-CEO Partnership
- Bourinot's Rules of Order
- Robert's Rules of Order New Revised (RONR)

Amendments of By-laws

By-law Number: **BL-04**

Initial Policy Approval Date: **May 2019**

Last Review/Revision Dates: **May 2021, Feb. 2023, 2024**

Year of Next Review: **2026**

By-laws are the fundamental governing rules of the library board. The purpose of this by-law policy is to state the conditions under which by-laws are amended.

1. By-laws may be amended in response to legislation or when circumstances change.
2. Any member of the board can propose a review or an amendment of a by-law at a board meeting.
3. All members of the library board will receive notice and draft of proposed changes prior to the next board meeting at which a motion for amendment may be tabled.
4. A motion to add, amend, or remove a by-law will require a majority vote of at least two thirds of the members in order to be carried.
5. **As the Port Colborne Public Library has charitable status under the Canada Revenue Agency (CRA), the Chief Executive Officer will ensure that the CRA receives a copy of the amended board by-laws.**

Related Documents:

- Public Libraries Act, R.S.O. 1990, chapter P44
- Port Colborne Public Library. BL-01: Statement of Authority of the Board
- Port Colborne Public Library. BL-02: Composition of the Board and Terms of Reference of Officers
- Port Colborne Public Library. BL-03: Meetings of the Board

Purpose and Duties of the Board

Policy Number: **GOV-01**

Initial Policy Approval Date: **Mar. 2006**

Last Review/Revision Date: **June 2019, Feb. 2023, 2024**

Year of Next Review: **2027**

Section 1: Purpose of the Board

The purpose of the library board is to govern the affairs of the public library in service to the community. This policy sets out the work of the library board and the ways in which the board achieves its purpose.

1. The library board oversees the development of a comprehensive and efficient public library service by:
 - a) developing and expressing the library board's values
 - b) articulating mission, service priorities, and long-term strategy
 - c) setting policies on governance and service
 - d) planning for further library development
 - e) delegating authority to the Chief Executive Officer (CEO) for management of library operations
 - f) **providing direction to the CEO through board motions, policies, and plans**
 - g) securing the **financial** resources to achieve the intended results
 - h) exercising financial control
 - i) advocating for library service
 - j) evaluating results and assessing outcomes and impact

Section 2: Duties of the Entire Board

1. The library board governs effectively by:
 - a) setting an annual board agenda that reflects current goals and strategic issues
 - b) working proactively and making decisions that focus on the library's future and place in the community representing the interests of the community
 - c) providing opportunities for board development and training
 - d) working effectively as a team
 - e) working collaboratively with the Library CEO and Council
 - f) evaluating the board's performance

- g) engaging the community in determining responsive and dynamic library service
- h) behaving with integrity
- i) **holding all meetings in public unless closed for a special purpose within the framework of section 16.1 of the Public Libraries Act**

Section 3: Duties of Individual Board Members

The Board expects its members to understand the extent of their authority and to use it appropriately. This policy sets out the obligations of individual board members. While individual board members have several responsibilities, outside of a meeting of the board, they have no authority to make decisions.

1. Each board member is expected to become a productive participant in exercising the duties of the board as a whole.
2. Individual members of the board are responsible for exercising a **Duty of Diligence** as follows:
 - a) be informed of legislation under which the library exists, board by-laws, mission, vision, and values
 - b) be informed about the activities of the library and the community and issues that affect the library
 - c) be prepared for all board meetings, and
 - d) attend board meetings regularly, contribute from personal and professional experience, and use meeting time productively
3. Individual members of the library board are responsible for exercising a **Duty of Loyalty**, as follows:
 - a) adhere to the regulations of the Municipal Conflict of Interest Act. R.S.O. 1990, c. M50
 - b) act in the interest of the library members and community over and above other interest group involvement, membership on other boards, council, or personal interest
 - c) speak with “one voice” once a decision is reached and a resolution is passed by the library board
 - d) represent the Library positively to the community
4. Individual members of the library board are responsible for exercising a **Duty of Care**, as follows:

- a) promote a high level of library service
 - b) consider information gathered in preparation for decision making
 - c) offer personal perspective and opinions on issues that are subject to library board discussion and decisions
 - e) show respect for the opinions of others
 - f) assume no authority to make decisions outside of board meetings
 - g) know and respect the distinction in the roles of the board with regard to governance and the employees, management, and operations
 - h) refrain from individually directing the Chief Executive Officer (CEO) and other employees
 - i) respect the confidential nature of library service to users while being aware of, and in compliance with, applicable laws governing freedom of information
 - j) resist censorship of library materials by groups or individuals
5. Board members will review and follow the Port Colborne Public Library Board Code of Conduct. See Appendix A.

Section 4: Duties of Committees

The library may use committees to further its work. These committees may be a standing committee or an ad hoc committee that is set for a specific time.

1. The library board shall establish written terms of reference and specific duties for each board committee, so that each committee member understands the work of said committee.
2. Committees report directly to the library board and have no authority other than to research a topic, draft recommendations or prepare alternatives for the library board's consideration and possible adoption.
3. Under the Public Libraries Act (Section 16.1), all meetings including regular, special, committee or other meetings of the library board must be open to the public. By definition, a committee means any advisory or other committee, sub-committee, or similar entity of which at least 50 per cent of the members are also members of the library board. This point applies to both standing or ad hoc committees.
4. Meetings of committees may be called by the chair of the committee or by a majority of the members of a committee.



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5. Committees shall not supervise or direct employees.

Board Code of Conduct: See attached Appendix A

Related Documents:

- Port Colborne Public Library. BL-01: Statement of Authority and Powers of the Board
- Port Colborne Public Library. GOV-04: Policy Development
- Port Colborne Public Library. GOV-05: Planning
- Port Colborne Public Library. GOV-06: Financial Control and Oversight
- Port Colborne Public Library. GOV-07: Board Advocacy
- Port Colborne Public Library. GOV-08: Board-CEO Partnership
- Municipal Conflict of Interest Act, R.S.O. 1990, c. M50

Appendix A: Board Code of Conduct

The Port Colborne Public Library (the Library) exists to develop, promote, and monitor library services as a public trust. Within the framework of GOV-01: Purpose and Duties of the Board, it is the duty of library board members to maintain high ethical standards. This commitment includes the proper use of authority, appropriate decorum in group and individual behaviour, and respect for others and their contributions to the Library.

1) Code of Ethics

The library exists to develop, promote, and monitor library services as a public trust. To this end, library board members should be committed to the library's code of ethics:

- a) The primary goal of library board members is to ensure that the public has access to the highest quality library services possible.
- b) Library board members should distinguish between their personal views and those of the institution by respecting the position of the board, even though they may disagree. Once the board speaks, it speaks with one voice.
- c) Library board members should respect the established structure of the library.
- d) Library board members should limit their trusteeship role to policy governance and advocacy.
- e) Library board members should attempt to work harmoniously with the board and ultimately accept its will.
- f) Library board members should support intellectual freedom in the selection of library materials.
- g) Library board members should respect the confidential nature of library records within the framework which allows monitoring of material usage and the need for public accounting.
- h) The board acts only as a unit. The individual board member does not act alone or on behalf of the board unless specifically given the authority by the whole board to do so.

2) Respect

Within the framework of the legislative and policy requirements of the Ontario Human Rights Code, and the Workplace Harassment and Discrimination and the Prevention of Workplace Violence Policies, library board members will fulfill their responsibilities in ensuring that the library is free from discrimination and harassment. No board member shall:

- a) speak disrespectfully of any member of the board, staff, or volunteers
- b) use offensive words in meetings of the board or against any member
- c) speak in a manner that is discriminatory in nature based on an individual's age, colour, ancestry, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity/expression, sex, or sexual orientation

3) Board Meetings

With the understanding that Board meetings are public and that their behaviour affects the image of the library, library board members shall not:

- a) speak on any subject other than the subject in debate
- b) disobey the decision of the chair or of the board on questions of order or procedure or upon the interpretation of the rules of the board

4) Relationship to Staff

The board and staff shall work cooperatively to carry out the objectives of the library. The board relies upon the ability, training, expertise, and experience of staff to plan for and provide services within the library's mandate. Board and committee meetings are the generally recognized avenues for board and staff to think and plan together.

The attendance of the CEO at all board and committee meetings as a resource and staff support is essential to the effective work of the board. The Board does not exercise authority over staff, and will ordinarily have no direct dealing with staff operations.

Communications between board and (unionized) staff, outside of meetings shall be through the CEO with regard to:

- a) any assignments or directives
- b) requests for organizational resources or staff time
- c) staff performance, concerns, or policy infractions
- d) concerns regarding any aspect of administration or of library services and programs

5) Use of Library Property and Resources

Library board members will only use library facilities, equipment, supplies, services, or other resources for the business of the library.

6) Privacy and Confidential Information

Library board members owe positive loyalty to the board which is responsible for governing the library. Board members will respect the privacy of others and will not disclose or release by any means to any member of the public, any confidential information acquired by virtue of their position within the library. Board members will maintain this obligation even after leaving the board.

Decisions are made on a majority basis after due deliberation and it is the obligation of board members to abide by and support, rather than undermine them. Equally, board members may not publicly criticize other board members or library staff.

7) Conflict of Interest

Within the legislative framework of the Municipal Conflict of Interest Act, board members will act in the public interest and not engage in conflicts of interest, either apparent or real. The duties and responsibilities to the library should not compete with private interests, financial or otherwise, and the interests of family, friends, or associated organizations.

Where any member of the board has a direct or indirect pecuniary interest in any contract, staff position, or other matter, or whose spouse, son, daughter, or any relative who has the same home as the member has such interest, the member shall disclose his/her interest and shall not take part in the consideration or discussion of, or vote on, any question with respect to the contract, proposed contract or other matter, or attempt in any way to influence the voting on any such question.

Board members will not accept payments to make referrals or to act as a paid agent before the board or board committee.

8) Political Neutrality

Board members will not use library facilities, equipment, supplies, services (including staff services) or any other resources for election campaign or campaign-related activities.

Board members will not use a position of authority at the library to compel staff or volunteers to engage in partisan political activities. (See OP-16: The Library and Political Elections).

9) Gifts

Board members will not accept or provide any gift or benefit where it may be, or perceived to be, in exchange for favour or influence. Exceptions include:

- a) small gifts (cards or edibles, such as chocolates or cookies)
- b) advertising material (calendars, scratch pads, pens, t-shirts)
- c) any hospitality or gift that has a monetary value under \$100