

Clarington Public Library Regular Board Meeting Agenda

Date: March 27, 2025

Time: 6:30 p.m.

Location: MAC Meeting Room 1C or Electronic Participation for Board Members
163 Church Street

1. Call to Order

2. Land Acknowledgement (Board Chair or Designate)

The Municipality of Clarington is situated within the traditional and treaty territory of the Mississaugas and Chippewas (chip-uh-WUHS) of the Anishinabeg (uh-NISH-in-NAH-bek), known today as the Williams Treaties First Nations. Our work on these lands acknowledges their resilience and their longstanding contributions to the area now known as the Municipality of Clarington.

3. Approval of Agenda

THAT the Clarington Public Library Board approve the agenda of the March 27, 2025 Regular Board Meeting.

4. Disclosure of Conflict of Interest

5. Presentation – CLMA Customer Service Excellence Model

H. Taghati, Manager, Public Services and J. Gardner, Director of Neighborhood Services, will provide Board members with a presentation on the CLMA Customer Service Excellence Model.

6. Consent Items

THAT the Clarington Public Library Board receive and approve the items in Consent.

6.1 Adoption of Minutes

6.1.1	Adoption of the Minutes of the February 27, 2025 Regular Board Meeting	5
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6.2 Correspondence, Media, Memoranda for Information

6.2.1	Library Board Chair Letter dated March 13, 2025 to Clarington Heritage Committee re: Heritage Speaker Series	8
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6.2.2	Second Quarter (Q2) Community Events	9
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6.2.3	Ontario Power Generation - Thank You Letter for Donation dated March 17, 2025	10
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6.2.4	Golden Tales Preserving Clarington's Community Stories	11
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6.2.5	2024 Strategic Plan Update	15
6.2.6	Memorandum: Tariffs on Printed Materials	22
6.2.7	Saskatoon Public Library - Temporary Closures	23
6.3	Staff Reports	
6.3.1	Administrative Report No. A15-25: December 31, 2024 Financial Report	
6.3.2	Administrative Report No. A16-25: February 28, 2025 Financial Report	
7.	Discussion Period	
7.1	Administrative Report No. A17-25: March 2025 Chief Executive Officer Report	25
	THAT the Clarington Public Library Board receive Administrative Report No. A17-25: March Chief Executive Officer Report as information.	
7.2	Administrative Report No. A18-25: March 2025 Curator & Manager Heritage Services Report	29
	THAT the Clarington Public Library Board receive Administrative Report No. A18-25: March 2025 Curator & Manager Heritage Services Report as information.	
7.3	Administrative Report No. A19-25: Welcoming Spaces 2025 Report	35
	THAT the Clarington Public Library Board receive Administrative Report No. A19-25: 2025 Welcoming Spaces Report.	
7.4	Administrative Report No. A20-25: Corporate Sponsorship Strategy Report	41
	THAT the Clarington Public Library Board receive Administrative Report No. A20-25: Corporate Sponsorship Strategy Report as information.	
7.5	Administrative Report No. A21-25: 2025 Q1 Incidents Report	55
	THAT the Clarington Public Library Board receive Administrative Report No. A21-25: 2025 Q1 Incidents Report as information.	
8.	New Business / Updates	
9.	Adjournment	

THAT the Clarington Public Library Board meeting be adjourned at p.m.

Regular Library Board Meeting Minutes

Date: February 27, 2025
Time: 6:30 p.m.
Location: Room 1C (Municipal Administration Centre) or Electronic Participation

Members Present: N. Brandon, A. Hamdic, C. Hinbest, R. Hooper, D. McKenzie, T. Shomar, K. Warren

Members Regrets: Councillor Rang, M. Ross

Staff Present: M. Machacek, M. Elliott, J. Gardner, H. Ridge

1. Call to Order

2. Land Acknowledgement Statement

Board Chair T. Shomar recited the Land Acknowledgement Statement.

3. Approval of Agenda

Motion #LB014-25

Moved by N. Brandon
Seconded by K. Warren
Carried

THAT the Clarington Public Library Board approve the agenda of the February 27, 2025 Regular Library Board Meeting.

4. Disclosure of Conflict of Interest

There were no conflicts of interest.

5. Introduction of New Library Board Member

Board Members welcomed newly appointed Library Board Member A. Hamdic, introduced by CEO M. Machacek.

6. Consent Items

Motion #LB015-25

Moved by K. Warren
Seconded by C. Hinbest

Carried

THAT the Clarington Public Library Board receive and approve the items in Consent.

7. Discussion Period

7.1. Administrative Report No. A09-25: February 2025 Chief Executive Officer Report

Motion #LB016-25

Moved by R. Hooper

Seconded by N. Brandon

Carried

THAT the Clarington Public Library Board receive Administrative Report No. A09-25: February 2025 Chief Executive Officer Report as information.

7.2. Administrative Report No. A10-25 February 2025 Curator & Manager Heritage Services Report

Motion #LB017-25

Moved by N. Brandon

Seconded by D. McKenzie

Carried

THAT the Clarington Public Library Board receive Administrative Report No. A10-25: February 2025 Curator & Manager Heritage Services Report; and

THAT the Clarington Public Library Board endorse the Heritage Speaker Series Collective and elect trustees Katharine Warren and Ron Hooper to represent the Board in the Collective; and

THAT the Clarington Public Library Board approve the items listed in the Deaccession List 2025-02 (Appendix A) be approved for removal from the Museums & Archives collections.

Board Member R. Hooper thanked staff for the work and improvements that have been made at the Waverley Place.

7.3. Administrative Report No. A11-25: Strategic Plan Deliverables Update

Motion #LB018-25

Moved by D. McKenzie

Seconded by N. Brandon

Carried

THAT the Clarington Public Library Board receive Administrative Report No. A11-25: 2025 Strategic Plan Deliverables Update as information.

7.4. Administrative Report No. A12-25: Buy Canadian Report

Motion #LB019-25

Moved by R. Hooper
Seconded by D. McKenzie
Carried

THAT the Clarington Public Library Board receive Administrative Report No. A12-25: Buy Canadian Report.

7.5 Administrative Report No. A13-25: 2024 Fourth Quarter (Q4) Operations Report

Motion #LB020-25

Moved by D. McKenzie
Seconded by C. Hinbest
Carried

THAT the Clarington Public Library Board receive Administrative Report No. A 13-25: 2024 Fourth Quarter Operations Report as information.

7.6 Administrative Report No. A14-25: Service Level Agreement Draft

Motion #LB021-25

Moved by C. Hinbest
Seconded by K. Warren
Carried

THAT the Clarington Public Library Board receive Administrative Report No. A14-25 and authorize the Chief Executive Officer to finalize the terms of the Service Level Agreement as it pertains to Finance, Facilities and Human Resources.

8. New Business

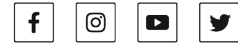
- **OLA Super Conference Library Board Trustee Boot Camp Highlights – T. Shomar** (verbal) shared highlights regarding his recent attendance on March 15th at the OLA Super Conference.

9. Adjournment

Motion #LB022-25

Moved by D. McKenzie
Seconded by A. Hamdic
Carried

THAT the Clarington Public Library Board meeting be adjourned at 7:30 p.m.



March 13, 2025

Clarington Heritage Committee
Municipality of Clarington
40 Temperance Street
Bowmanville, ON

Dear Committee Members,

On behalf of the Clarington Library, Museums & Archives, I am reaching out to update you on our plans for a Heritage Speaker Series at Waverley Place.

The Heritage Speaker Series Collective will plan a series of heritage talks to tell the stories of our veterans and war in Clarington in honour of their legacy. Dedication plaques are a desired outcome of this collective. The series will run bi-weekly on Thursdays from July 3, 2025, until September 25, 2025, at the Waverley Place Museum. The Collective will be chaired by Heather Ridge, Curator and Heritage Services Manager, with Library Board representation from Ron Hooper and Katharine Warren.

We are seeking volunteers to join the Collective—individuals who share our passion for local history and can contribute ideas, assist in speaker outreach, and help shape the program. We welcome a representative from the Clarington Heritage Committee to bring valuable insight to this initiative.

Volunteer Commitment

- Term: One year, with the possibility of renewal.
- Meetings: Twice per month (up to 2 hours) until November 30, 2025, at which time the meeting frequency will be reassessed for future programming needs. Meeting times will be set based on member availability.
- Locations: Waverley Place Museum (37 Silver Street, Bowmanville) and Sarah Jane Williams Heritage Centre (62 Temperance Street, Bowmanville).

If you are interested in joining, please contact hridge@cplma.ca for further information.

We appreciate your dedication to preserving Clarington's heritage and look forward to working together to bring this vision to life.

Respectfully,

Tenzin Shomar, Board Chair
Clarington Library, Museums & Archives
chair@cplma.ca

Date of Meeting: March 27, 2025

Memo Subject: **Second Quarter (Q2) Community Events**

Memorandum Overview

The purpose of this memorandum is to provide the Clarington Public Library Board with upcoming events and advocacy opportunities at the CLMA:

April:

- Sunday April 6th, 2:00-3:00pm: Passover Storytime at the Bowmanville Library, in partnership with the Chabad Jewish Centre
- Sunday April 6th, 1:00-2:30 pm: Eid Celebration at the Newcastle Library, in partnership with the Al Ikram Foundation
- Wednesday April 16th, 6:30-7:45pm: An Evening of Mystery with Robert Rotenberg at the Bowmanville Library. Robert Rotenberg is a lawyer and acclaimed author of legal thrillers. The conversation will be moderated by Councillor Lloyd Rang.
- Tuesday, April 22nd, 2:00 pm: Book Locker Ribbon Cutting/Grand Opening at Darlington Sports Centre.

May:

- Saturday May 31st, 1:30-3:30pm: LEGO Contest at Newcastle Library.

June:

- Tuesday June 3rd, 10:30-11:15am: Indigenous Family Storytime: Dibaajimowin Maadaajim at Bowmanville Library, in partnership with Dnaagdawenmag Binnoojiyyag Child & Family Services.
- Saturday June 7th, 3:30-4:30pm: Drag Queen Storytime at Bowmanville Library.
- Thursday June 12th, 6:00-7:15pm: Indigenous Heritage: Strawberry Teachings at Sarah Jane Williams HC, in partnership with Bawaajigewin Aboriginal Community Circle

Memo Submitted by:
Monika Machacek, Chief Executive Officer
March 27, 2025



Clarington Library Museums & Archives

cplma.ca

905.623.7322 ext. 2701

163 Church St., Bowmanville, L1C 1T7



March 17, 2025

Lucas Curran
Communications Officer
Ontario Power Generation (OPG)
Community Investment Team

Dear Lucas,

On behalf of the Clarington Library, Museum, & Archives, thank you to you and your team at Ontario Power Generation for your generous donation of \$5,000 in support of STEM learning initiatives in our community. Your contribution places you as a CLMA Innovative Investor and this donation will have a meaningful impact on the Maker's Space located inside of the Courtice Library.

STEM education is critical to building a skilled workforce of tomorrow. This investment helps the CLMA enrich the lives of young learners to inspire them to pursue careers in engineering, technology, and energy—fields that are critical to OPG's future success and innovation.

We look forward to sharing the positive outcomes of your contribution and welcoming you to experience firsthand the impact of your generosity.

Sincerely,

Monika Machacek
Chief Executive Officer
Clarington Library, Museums & Archives
mmachacek@cplma.ca

cc: Clarington Public Library Board

https://www.durhamregion.com/news/the-pieces-of-our-history-that-get-lost-golden-tales-preserving-clarington-s-community-stories/article_dba32fea-8315-59d9-987f-ca6ab3667012.html

NEWS

‘The pieces of our history that get lost’: Golden Tales preserving Clarington’s community stories

Oral history project will result in digital archive

The Golden Tales oral history project is preserving local stories with the help of area seniors.



By **Moya Dillon** Clarington This Week

Mar 6, 2025

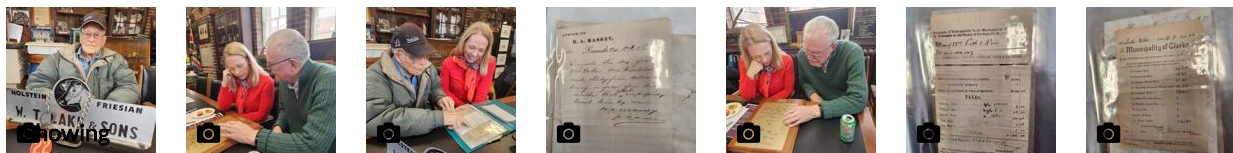


Next
Stay



Moya Dillon Metroland

Newcastle resident Bill Lake with his family farm sign during a Golden Tales social that invited area seniors to share their stories for the oral history project.



From family histories to the ever changing landscape, the Golden Tales oral history project is preserving local stories.

The Clarington Library, Museums and Archives is nearing completion on the project, which has been collecting the personal histories of area seniors, thanks to funding from the Ontario seniors community grant program.

“Seniors bring enormous wealth to our communities that no one else can,” said Lee Higginson, project lead for Golden Tales. “People don’t think their histories are important or worthy of being written down, but that’s our history. Those are our local truths and once they’re gone, there’s nothing you can do to get it back.”

Next
Stay

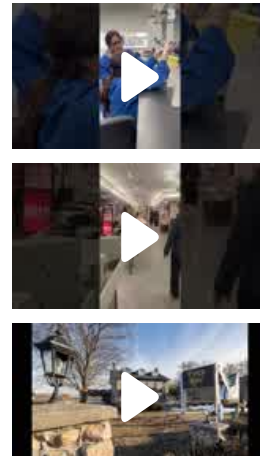
To that end, Higginson has been hard at work collecting stories from Clarington residents. At a recent social at the Newcastle Community Hall, she heard from resident Bill Lake, whose family has been farming in the community since 1852.

“I’m still farming,” said the 89-year-old, whose land is two doors down from his family’s original farm.

ARTICLE CONTINUES BELOW



NOW
PLAYING



Lake brought along a sampling of historic receipts kept by his grandfather and father — going back to the 1800s — and said he has a wealth of artifacts at home, from more bills and documentation to historic farm tools.

“I just like old things, I like history,” Lake said, praising the project for helping to preserve the community’s history. “It’s keeping our heritage alive for sure.”

Higginson said residents, such as Lake, are the reason the project exists.

“He is the keeper of the history for his family,” she said. “I wish projects like this were taken really seriously and were really well funded everywhere, because losing one person like Bill Lake or losing that person in the community that has that bank of knowledge and who people rely on to remember stuff, you’re losing all that history.”

Ric Pearce made the trip to Newcastle for the event from his home in Port Perry, bringing along his family tree to illustrate his family’s long history in Newcastle, where he grew up.



“My dad was a milkman here for 54 years,” Pearce said. “He started his own route when he was 12, at that time, the family farm was just south of the Hole in the Wall, going down Mill Street.”
That family farm is now a housing development, but its history will remain preserved thanks to Pearce’s stories and the Golden Tales project.

Next
Stay

“There are so many stories nobody knows about, so I think it’s really good,” Pearce said of Golden Tales, noting he’s hoping to start a similar initiative in his home community in Scugog. “We’re really involved in the historical society in Scugog and we’d love to do something like this. We’re really trying to get those stories people forget about.”

Heather Ridge, curator and heritage services manager for CLMA, said the project will result in a digital archive that can be accessed online.

“What we are trying to achieve is the preservation of these stories for future generations and we’ll do that by creating a digital record,” Ridge said. “These are the pieces of our history that get lost, so to capture them and preserve them is really important.”

While the value of a digital archive is undeniable, Higginson also notes that the conversations and stories shared during the project had their own unquantifiable value for all involved.

“There’s a huge value in allowing people to tell their stories and feel heard, especially having that face-to-face time with a population that isn’t always seen as valuable, that’s really important,” Higginson said. “Giving people a stage to share their life has been equally important as anything that comes out of the project.”

That being said, Higginson said she hopes the archive is visited by all members of the community in the years to come and that it provides comfort to families in being able to access their own histories.

“I think every single person, regardless of age, has the same regret where they think, ‘I wish I had asked that person before they were gone,’ or ‘I wish I could hear my grandmother’s voice one more time,’ or ‘I wish I had asked my grandpa how to make that,’” she explained.

“I hope the people who participated can see it and enjoy it and I hope their families can see it and think it’s great. I hope that it will become the basis of a Grade 4 class project where they say, ‘Find a story in your community.’ Down the road, after a century has passed, I hope someone can use it to solve a mystery they were wondering about in the community. There is value from all angles.”

You are invited to celebrate the culmination of the Golden Tales project with a [celebration](#) on March 22 from 1:30 to 3:30 p.m. at the Sarah Jane Williams heritage Centre in Bowmanville.

For more information or to participate, visit www.cplma.ca/goldentales.



Moya Dillon is a reporter with durhamregion.com. She can be reached at mdillon@durhamregion.com.





Clarington Library
Museums & Archives



Strategic Plan Update 2024

Message from the CEO & Board Chair

2024 marked the first year of our new strategic plan and we have accomplished so much! From community development to employee satisfaction and engagement strategies and preservation of Clarington's history to expanding services for the future, CLMA had a busy and rewarding year.

This year we strengthened partnerships with local organizations and our Municipal services, introduced new programs across the organization, and enhanced access to collections and resources. As we look ahead, we are excited to build on this momentum, continuously improving and adapting to better serve Clarington.

On behalf of the entire Clarington Library, Museums & Archives team, thank you for being a critical part of the success of our strategic plan. We look forward to what we will accomplish in 2025!

Kind regards,



Tenzin Shomar
Chair, Clarington
Public Library Board



Monika Machacek
Chief Executive Officer

CLMA Strategic Pillars, 2024 - 2027

**Knowledge-Rich
Organization**

**Community Destination
of Choice**

**Organizational
Excellence**

**Resource Utilization &
Sustainability**

2024 Strategic Deliverables by the Numbers

33



33 of 49 strategic deliverables completed
12 ongoing deliverables
4 deliverables carried forward

92%

Strategic deliverables fully or partially completed



6



New collections launched



2



Public art displays installed



10



Additional museum public service hours

\$6,000

Book sale donations

\$1,400

Branded merchandise sales



20



Large community events attended



13



Grade 2 classes visited

58%

Increase in program attendance, 2023 - 2024

550%

Increase in newcomer programs, 2023 - 2024



79%



Overall employee satisfaction

Knowledge-Rich Organization

Highlights

- Telescopes, Kobos, Vinyl Records for borrowing
- Growing language collections
- Expanded Museum hours
- Archival collections sent for remediation



Satisfying Your Curiosity

Treasure trove of books & materials

4 new collections launched
Turnover rate analysis
New Library of Things storage
Creation of Display Committee

Uncover your past

Expanded Museum hours
Harmonization training for staff

Engaging and Supporting Newcomers

Expanding newcomer programs

Newcomer services introduced
550% increase in programs from
2023 to 2024

Multi-year program & events plan

Implementation of plan
58% increase in program
attendance from 2023 to 2024

Growing our language collection

Spanish Wonderbooks
French storytime kits

Expanding Digital Literacy

School & senior outreach

13 Grade 2 classes visited
New community outreach
partners established

Expand digital literacy and STEM programming

2 workshop programs a month
offered
Core programming established

Digitizing archival collections

Boys Training School/Camp 30
materials sent for remediation

Community Destination of Choice

Highlights

- Expanded community services
- Customer Satisfaction Survey
- Courtice History Day
- Increased community presence and partnerships



Supportive & Welcoming Spaces

Expanding community services

Welcoming Spaces report presented

Social services outreach expanded

Reflecting rainbow of cultures, identities, and beliefs

Operational DEI plan

Participation in 90% of Durham/York library collaborations

Customer service strategy & standards

Customer Satisfaction Survey launched

Service excellence model to launch Q1 2025

Preserve & Exhibit Cultural Heritage

Engaging and interpretive displays

Display cases at 3/4 library locations

Community use procedure developed

Develop and preserve local history materials

Launch of Courtice History Day

Development of strategy to highlight Courtice history

Expanding responsibility in Reconciliation

DEI training offered to all employees

Expansion to continue in 2025

Highly Valued Community Partner

Building relationships with local groups & committees

2 public art displays

20 large community events attended

7 "Meet Your Councillor" events held

Partnering with EcDev, CBOT & BIAS

Regular attendance at EcDev, CBOT, and BIA events

Corporate sponsorships increased by 2

Active participation on community round tables

Ongoing participation at round tables

4 new round tables joined

Organizational Excellence

Highlights

- Employee Engagement Survey
- Employee Recognition Program
- Quarterly staff newsletter
- Standard Operating Procedures



Employer of Choice

Embracing diversity of opinions & thoughts

Survey delivered

79% overall positive or neutral employee satisfaction

Improving Communication

Senior leadership attendance at 12 large community events

Quarterly staff newsletter launched

Customer service strategy & standards

Employee Recognition Program launched

Wellness Committee to launch Q1 2025

Bold Leaders in Service Design

Creating a destination of choice

Bowmanville renovation & centralization moved forward to 2025

Continuous improvement

Policy review schedule established

Standard operating procedures launched

Establishing a system of evaluation & feedback

System of program evaluations launched

Resource Utilization & Sustainability

Highlights

- New volunteer opportunities
- Parks, Recreation & Culture Master Plan
- Cost recovery strategies
- Sponsorship programs



Align with Municipal Strategies

Establishing key performance indicators

KPI tracking form established

Creating volunteer opportunities

Volunteer program launched, with volunteering opportunities available weekly

Environmental Soundness & Disaster Response

Promoting our role in the circular economy

eWaste bins to launch Q1 2025

Building partnerships

Resources available at CLMA locations by Region of Durham

Quarterly visits from community services

Sustainable Revenue Generation

Cost recovery strategies

Cost recovery for some fee-based programs

Implementation of meeting room rental rates

Multi-year sponsorship program

\$6,000 in book sales

Introduction of branded merchandise, \$1,400 in sales

Date of Meeting: March 27, 2025

Memo Subject: Tariffs on Printed Materials

Memorandum Overview

The purpose of this memorandum is to provide the Clarington Public Library Board with information regarding the impact of tariffs on printed materials.

It has been reported by the Canadian Urban Library Association (CULC) that books and children's books are included in Canada's response to the tariffs from the United States. CULC will be sending collective feedback from member systems to the Department of Finance at the federal level. The CLMA is currently calculating the financial impact this will have on material spending and will inform the Board.

Table 1: Tariffs on Printed Materials:

Table 1 List of goods		
Tariff Item	Harmonized System (HS) Heading	Indicative Description
4901.10.00	Printed books, brochures, leaflets and similar printed matter, whether or not in single sheets.	<ul style="list-style-type: none"> In single sheets, whether or not folded
4901.91.00	Printed books, brochures, leaflets and similar printed matter, whether or not in single sheets.	<ul style="list-style-type: none"> Other: Dictionaries, encyclopaedias and serial instalments thereof
4901.99.00	Printed books, brochures, leaflets and similar printed matter, whether or not in single sheets.	<ul style="list-style-type: none"> Other: Other

Memo Submitted by:
Monika Machacek, Chief Executive Officer
March 27, 2025

FOR IMMEDIATE RELEASE**March 21, 2025****Frances Morrison Central Library & Dr. Freda Ahenakew
Libraries to Temporarily Close**

Today, Saskatoon Public Library (SPL) announced temporary closures of the Frances Morrison Central and Dr. Freda Ahenakew libraries. Effective Saturday, March 22, these libraries will remain closed until Sunday, April 13, 2025. Starting Monday, April 14, we will reopen for holds pickups, with plans to resume regular service on Monday, April 21, 2025.

After SPL reduced hours at four locations last spring due to a lack of available community support services and the increases in the need for these supports, the erosion of services for our most vulnerable residents has continued. This has coincided with a dramatic increase in our city's population who are experiencing homelessness and a rapid worsening of our community's opioid poisoning crisis, making it difficult for SPL to continue providing safe and effective library services at these locations. So far in 2025, we have responded to at least 48 overdoses or drug poisonings—nearly double the number from the same period in 2024. We have also seen a significant rise in challenging public behaviour and the escalation of violent patron behaviour.

Public libraries are vital community resources, but they cannot fill the void left by the deterioration and lack of critical social and health services. We rely on healthcare and social service professionals, as well as first responders, to effectively support individuals in crisis.

Our Safe Use & Conduct Bylaw, prohibits, among other things, the use of drugs and alcohol, sleeping, weapons and harassment. With the increasing volume of prohibited items and behaviours in the community, these issues are increasingly coming into libraries, and SPL is struggling to ensure the Bylaw is enforced. Addressing the increasing number of medical emergencies and violent incidents in the library is beyond our capacity. Our employees face the challenging task of referring people to community services that are often unavailable or overcapacity due to a lack of resources. Currently, all the community supports we rely on are stretched beyond their capabilities.

"The decision to pause library services is painful, as our commitment to serving the community and meeting their needs is at the heart of what we do. We aim to create an inclusive environment for all residents of Saskatoon. However, we cannot serve as a refuge for people with nowhere else to go, who need support with addictions and who are experiencing medical emergencies," said Carol Shepstone, Director of Libraries & CEO at SPL. "We deeply value the support from our community and our many dedicated partners, who we know are struggling as well, as we collectively navigate through this difficult time for our community," she added.

During this closure, SPL will make plans to refocus on library services and continue working diligently to enhance safety measures and provide additional training and wellness support to employees who have continued to serve the community to the best of their abilities during these challenging times.

– 30 –

For more information, contact:

Kirk Sibbald, Marketing & Communications
Saskatoon Public Library
e. k.sibbald@saskatoonlibrary.ca
p. 306.986.1751

Date of Meeting: March 27, 2025

Report Number: A17-25

Report Subject: March 2025 Chief Executive Officer Report

Recommendation:

1. THAT the Clarington Public Library Board receive Administrative Report No. A17-25: March 2025 Chief Executive Officer Report.

Report Overview:

To provide the Board with information about operational highlights and key activities in March 2025.

Highlights

After 181 Library Board meetings and almost twenty (20) years of employment, Megan Elliott, Manager of Business Administration, has submitted her retirement notice, effective later this year. Megan's contributions to the CLMA and Library Board are beyond measure. With nearly 20 years of service, Megan has been the rock of our organization through staff changes, renovations, museum and library merger, financial migrations, COVID-19 to name a few. Staff, municipal partners and Library Board trustees will miss her sense of humour, her compassion and her depth of knowledge.

As reported in the October 2024 CEO Report, CLMA received approval for a \$35,000 provincial grant to create an accessible outdoor space at the Newcastle Library. Earlier in the week, the Ministry approved CLMA's request for an extension to the project completion date to July 31st, 2025 and Municipal staff in Public Works have been notified.

Ontario Power Generation (OPG) has generously donated \$5,000 to STEM programming to support the development of these skills that are needed in the future workforce. This donation positions OPG as an Innovative Investor in the CLMA and we are grateful for their continued investment in their host communities.

Human Resources



On February 28th, H. Wright and J. Gardner represented CLMA at Trent University's Social Work Agency Fair, connecting with students about field placements and career opportunities. CLMA hosted two Social Work students during the 2024/25 placement year and looks forward to welcoming new students in the fall.

At left: Social Work students and CLMA staff J. Gardner and H. Wright

Collections

Book Locker

On February 27th, the CLMA's first book locker opened for use at the Darlington Sports Centre. The locker features materials for borrowing for all ages and can be accessed anytime the Sports Centre is open. Since its opening, 47 items have been borrowed from the locker.

An official ribbon cutting ceremony will take place on April 22nd at 2pm.



Programs and Outreach



Boston Pizza's LEGO Lunch

On Tuesday March 11th, CLMA hosted a LEGO Lunch outreach program at Boston Pizza Bowmanville as part of the March Break Mania events at the restaurant. Over 75 participants created LEGO builds while spending time with family and enjoying lunch. CLMA staff members discussed CLMA programs and services with family members and registered new library cards throughout the program.

During the months of February and March (to date), many CLMA hosted programs were well attended with 1,719 participants at 138 programs. Highlights include:

- African Drum Experience Program (191 attendees)
- A Ramadan Storytime in celebration of Ramadan and Eid (100 attendees)
- An Indigenous Beading program in partnership with the Bawaajiigewin Aboriginal Community Circle (full capacity attendance)
- Author visit with Clarington-based authors Cynthia Reyes and Lauren Reyes-Grange, authors of the "Myrtle the Purple Turtle" series (40 attendees)
- Marla Brennan - The Juggling Chef's dynamic performances – 355 attendees
- Junior Einstein Science Club (sponsored by OPG) – 284 attendees

At right:
Community Instructor, Negus Medhin
leads a large group in African Drumming
at the Bowmanville Library



During the months of February and March (to date), CLMA hosted many outreach classroom events and interacting with 468 students including:

- Dr. Emily Stowe Public School
- Dr. MacGillivray Public School
- Edna Thomson Early Learning Centre
- Bowmanville Heights Housing Complex

During the months of February and March (to date), CLMA visited many facilities through our Good Neighbours program delivering 356 items to 97 members including:

- Parkview Seniors Lodge
- Community Care Durham
- Seasons Retirement Community
- White Cliffe Terrace Retirement

In the Know Program Guide, Spring

On March 7th, the Spring 2025 edition of the In the Know program guide was launched, including information on upcoming programs and events in April, May and June. The guide can be viewed online at cplma.ca/guide and picked-up at any CLMA location or Clarington recreation facility.



Digital Promotions

On February 5th, the February eNewsletter was sent to 5,042 recipients and reported a 50.8% open rate (1,919 total opens) with 290 clicks. On February 19th, the mid-February eNewsletter was sent to 5,040 recipients and reported a 53% open rate (2,023 total opens) with 210 clicks. On March 5th, the March eNewsletter was sent to 5,057 recipients, with a reported a 49.7% open rate (1,846 total opens) with 338 clicks.

In February, CLMA published 39 posts on Facebook, reaching 25,177 accounts, and published 94 posts to Instagram reaching 17,025 accounts. The top post on [Instagram](https://www.instagram.com/) in February was viewed 4,020 times, and the top post on [Facebook](https://www.facebook.com/) was viewed 4,292 times.

Customers and Staff Comments

- (March 11) “A frequent member came to the Bowmanville library several months ago to share that her mother had passed away. Her mother was a faithful and regular member at the library for many years. She borrowed many books and magazines, until her deteriorating health presented the need for her daughter to borrow the magazines and books for her. With every check out, she would pass on greetings from her Mum.

Several months ago, the daughter returned to the library to share that her mother had passed away and expressed her grief briefly with staff. At a recent visit to the library, the daughter returned with her sister to show her where her Mum loved to come to borrow books and magazines. The daughter pulled her Mum's

library card out of her pocket and handed it to me. She said she knew her Mum would be pleased to know that I had it. We hugged, shed a few tears and she left.

This experience has reinforced the fact that CLMA is more than a place to come and get a book...it can also be a place to come and be supported, encouraged and renew hope."

- (February 24) A customer shared their appreciation for the children's programs as it helped her niece transition in JK. She and her niece attended the French Storytime programs and thanked staff for their efforts.
- (February 23) A customer felt very thankful for the food pantry and thanked me and the library in general for all the services and resources we offer to the community. He said it really made a difference helping him through to the end of the month.
- (February 14) A customer posted a five-star review of the Bowmanville Library on Google, writing: "Love coming here with my son. Lots of books and games to borrow. You can borrow up to 50 items. We even got 4 passes to Reptilia in Whitby to use for a week! You can borrow many things too like go pros and other equipment. I also utilize the online hold option. Once my turn to borrow the item comes, I go in and it's held for me."

Report Submitted by:
M. Machacek, Chief Executive Officer
March 27, 2025

Date of Meeting: March 27, 2025

Report Number: A18-25

Report Subject: March 2025 Curator & Heritage Services Manager Report

Recommendation:

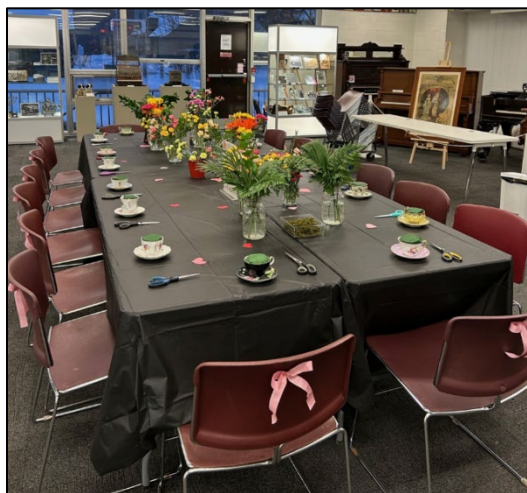
1. THAT the Clarington Public Library Board receive Administrative Report No. A18-25: March 2025 Curator & Heritage Services Manager Report; and
2. THAT the Clarington Public Library Board approve the items listed in the Deaccession List 2025-03 (Appendix A) for removal from the Museums & Archives collections.

Report Overview:

To provide the Board with information about operational highlights from the museums and archives and key activities in March 2025.

Programs

Galentine's Evening



On February 13th, the popular “Galentine’s Evening” event returned to the delight of a sold out crowd. Participants created their own teacup floral arrangements and enjoyed charcuterie refreshments catered by the Pound and Pestle a local culinary business located in Orono.



Attendees finished their evening with a guided tour of Waverley Place.

Images: Galentine’s Evening event recently held at the Sarah Jane Williams Heritage Centre

Golden Tales: Chronicles of our Community



The final culminating event of Golden Tales will be held on March 22nd from 1:30-3:30pm at the Sarah Jane Williams Heritage Centre. Attendees are invited to hear the stories that have been shared and to enjoy socializing with other local seniors.

The project, funded by the Seniors Community Grant, was featured in *Durham Region News*.

On March 4th, CLMA hosted a drop-in event in partnership with the Newcastle Village and



District Historical Society. Twelve (12) seniors attended to socialize with other older adults and reminisce about their



memories of Newcastle. On February 22nd, a pop-up event was held at the Orono Library to gather stories from

the community of Orono. Participants were encouraged to bring photos or share memories with our staff. Six (6) people attended, and one person brought her personal family photo albums to share with staff.

Above left: Golden Tales participant B. Lake shares his family's historical collection with the Project Lead at a recent social event for the oral history project.

Above right: Attendees at the Newcastle Village and District Historical Society

Programs

Group Visits and Tours

On February 18th, staff presented an outreach program to a group of 15 people at the Bowmanville Older Adult Association (BOAA), called "A Seated Walking Tour of Historic Bowmanville." This unique presentation guided participants on a virtual walking tour of Historic Bowmanville. With stops along the way at Waverley Place, local churches, the Town Hall, and more, participants learned about the people and architecture of this vibrant community. Participants were encouraged to play along with the "Adult Bingo" card that compliments the presentation.

Tours of Waverley Place have continued to be offered to the public on Thursdays this month with tours leaving the Sarah Jane at 2pm and 6pm. This provides an extra opportunity for visitors to have a guided tour of the historic home.

Exhibits

Community Call-out for Enniskillen material



For the winter months, the pop-up exhibit in the Sarah Jane Williams Heritage Centre will be focused on the community of Enniskillen.

This is part of an initiative aimed at locating artifacts and archival materials relating to the history of the community of Enniskillen. We are looking for any photographs, objects or archival materials related to an individual, business or place in Enniskillen for an upcoming community history celebration project.

Deaccessioning

Deaccessioning refers to the removal of an artifact or artifacts from the permanent collection. To maintain a growing and relevant collection that is aligned with community needs and current professional standards, it is necessary to deaccession artifacts. Deaccessioning must be undertaken in accordance with the Collections Management Policy. Appendix A outlines the items that are recommended for deaccessioning. Staff have conducted an evaluation and based on these factors; the artifacts are considered to no longer be relevant to the Museum's collection.

Approval to deaccession is required by the governing body of the museum, the Clarington Public Library Board. With this approval, the items will be formally deaccessioned from the collection and disposed following The Methods of Disposition, outlined in sections 19, 20 and 20 of the Collections Management Policy.

Staff have submitted the Deaccession List 2025-03 (Appendix A) to the Board seeking approval for the artifacts listed to be removed from the Museums & Archives collections.

Research

Requests for family history information, property research and special research topics continue to be received on a regular basis. There were 11 research requests in

February. The physical archival collections are currently unavailable to researchers; however, research requests are being answered by Museum staff with information and resources that are available in a digital format.

The most interesting request received recently was in relation to a bank robbery in Orono!

Facilities

Waverley Place Renovations and Restoration

Construction work on the porch columns, interior plaster work, and removal of the old eavestroughs began the week of February 24th. The magnolia tree and a few other select trees were also trimmed around the property in advance of the eavestrough replacement. Plaster work inside the building is on-going during March, as well as the porch column and railing replacement. New eavestroughs and downspouts are being installed.

Report Submitted by:
Heather Ridge, Curator and Manager of Heritage Services
Monika Machacek, Chief Executive Officer
March 27, 2025



Deaccession List 2025.03

Appendix A

Accession number	Object Name	Provenance	Description	Condition Rating	Relevant to Collection	Reason	Recommendation
Unknown	Photo	Unknown	"Trick Betsy" Photograph, Brock Street Whitby	Fair	N	Not Relevant	Disposal
Unknown	Ephemera	Unknown	folder: centennial pamphlets. Varios expo 67 materials. Not from Clarington . Some maps	Fair	N	Not Relevant	Disposal
982.14.25b CLARKE	paper decoration	donor from Clarke	paper decoration, cat in basket	Fair	Y	Over Representation	Deaccession
982.14.25e CLARKE	paper decoration	donor from Clarke	paper decoration, hands	Fair	Y	Over Representation	Deaccession
982.14.25d CLARKE	paper decoration	donor from Clarke	paper decoration, hands and flowers	Fair	Y	Over Representation	Deaccession
982.14.25c CLARKE	paper decoration	donor from Clarke	paper decoration cat in basket	Fair	Y	Over Representation	Deaccession
Unknown	Phamphlet	Unknown	Phamphlet, durham County Club of Toronto 1967 centennial phamphlet	Fair	N	Not Relevant	Disposal
Unknown	Newspaper clippings	Unknown	file folder: Bowmanville Historical. Random newsclippings of bowmanville events	Fair	Y	Over Representation	Disposal
Unknown	Fuse	Unknown	125 volt fuse "Can Gen. Elec. Co. Ltd"	F	N	Not Relevant	Disposal
Unknown	Drumstick	Unknown	wooden drumstick, short.	F	N	Not Relevant	Disposal
009.05.01	Glass Basket	Donor from Bowmanville, object from Bowmanville family	white with thorns on handle.	Poor	Y	Poor Condition	Deaccession
980.48.22	vase	n/a	small round blue vase with scalloped edge.	Fair	N	Not Relevant	Deaccession
980.48.19	vase	n/a	pink vase, scalloped edge.	Fair	N	Not Relevant	Deaccession
979.20.47	Toy	donor from Bowmanville	small turkey figurine.	Poor	Y	Poor Condition	Deaccession
982.80.5	Doll	N/A	Doll. Cloth body with plastic head. White dress with red stripes.	Fair	N	Not Relevant	Deaccession
009.45.06	Book	donor from newcaslte. No oter info known	Book, Picture The Way We Were Book, Hardcover. The Golden Horseshoe. The Wartime Career of Otto Kretschmer.	Good	Y	Keep in Reference Materials	Research Collection
010.38.01	Book	n/a		Good	Y	Keep in Reference Materials	Research Collection
005.28.01-0.17 missing .16 (incorrectly numbered as .17) and also .3a	Christmas Ornaments	donor from courtice, no other information known.	Various Christmas ornaments, mostly glass, some metal. Mostly baubles, some birs, some candycanes. Decorations seem to be C. 1960's	Fair	N	Not Relevant	Deaccession
000.21.01b	Book	donor from Newcastle. No oter inf	Book, Camp X Paperback. By David Stafford.	Fair	Y	Keep in Reference Materials	Research Collection
993.16.1	Book	n/a	Bowmanville Break by Sidney Shelley. A Novel. Hardcover	Fair	Y	Keep in Reference Materials	Research Collection
000.21.10d	Book	donor from Newcastle	Book, paperback, A Man Called Intrepid: The Secret War by William Stevenson. About Spy's in WW2	Fair	Y	Keep in Reference Materials	Research Collection
004.07.28	Book	donor from bowmanville	Book, Hardcover. Raveenstein: Portrait of a German General. By Rowland Ryder. Biography.	Good	Y	Keep in Reference Materials	Research Collection
011.8.2	Book	Donor from Newcastle	Book, Lynn Philip Hodgson Word of Honor Camp 30.	Good	Y	Over Representation	Deaccession
Unknown	Dress	Unknown	Dress, sheer pink with light pink tirm. 1920's style. Stained.	Fair	N	Not Relevant	Disposal
Unknown	Coat	Unknown	Coat, wool, black with tails. For men.	Good	N	Not Relevant	Disposal
Unknown	Blanket	Unknown	Blanket, cream coloured wool. Frayed edges. Coverd in what appears to be dog hair. Stained.	Poor	N	Not Relevant	Disposal

Accession number	Object Name	Provenance	Description	Condition Rating	Relevant to Collection	Reason	Recommendation
Unknown	Photo	Unknown	"Trick Betsy" Photograph, brock street whitby folder: centennial pamphlets.	Fair	N	Not Relevant	Disposal
Unknown	Ephemera	Unknown	Varios expo 67 materials. Not from Clarington . Some maps	Fair	N	Not Relevant	Disposal
982.14.25b CLARKE	paper decoration	donor from Clarke	paper decoration, cat in basket	Fair	yes	Over Representation	deaccession, over representation
982.14.25e CLARKE	paper decoration	donor from Clarke	paper decoration, hands	fair	yes	Over Representation	deaccession, over representation
982.14.25d CLARKE	paper decoration	donor from Clarke	paper decoration, hands and flowers	fair	yes	Over Representation	deaccession, over representation
982.14.25c CLARKE	paper decoration	donor from Clarke	paper decoration cat in basket	fair	yes	Over Representation	deaccession, over representation
No #	Phamphlet	n/a	Phamphlet, durham County Club of Toronto 1967 centennial	fair	no	Not Relevant	dispose, no relavant
No #	file folder	n/a	phamphlet file folder: Bowmanville Historical. Random newsclippings of bowmanville events	fair	yes	Over Representation	dispose, items are available online
No #	Fuse	n/a	125 volt fuse "Can Gen. Elec. Co. Ltd"	fair	no	Not Relevant	dispose, not relavant
No #	drumstick	n/a	wooden drumstick, short.	fair	no	Not Relevant	dispose, not relavant

Date of Meeting: March 27, 2025

Report Number: A19-25

Report Subject: Welcoming Spaces Library Consultation Project Report – 2025 Update

Recommendation:

1. THAT the Clarington Public Library Board receive Administrative Report No. A19-25: Welcoming Spaces Library Consultation Project Report 2025 Update as information.

Background

In Fall 2023, the five “Lakeshore Libraries” of Durham Region—Pickering, Ajax, Whitby, Oshawa, and Clarington—commissioned Hume McKenna Associates (HMA) to conduct a needs assessment examining library services, resources, policies, and spaces, alongside insights from focus group discussions with patrons, to develop recommendations that balance the needs of all library users, including those experiencing homelessness.

In January 2024, HMA released the *Welcoming Spaces Report*, outlining actionable recommendations with timelines for implementation. Throughout 2024, the CLMA took measured steps to advance these recommendations—fostering inclusive and welcoming spaces, enhancing public and staff safety, strengthening risk management practices, and reinforcing CLMA’s role as a vital community hub where meaningful connections are made.

Following Administrative Report No. A23-24, presented to the Board on October 25, 2024, this report provides an update on CLMA’s efforts to support vulnerable populations.

Report Overview

Throughout 2024, the CLMA implemented several recommendations for added safety and comfort from the Action Plan from Welcoming Spaces Report including:










- Review and implementation of policies and procedures related to public/staff safety, risk mitigation, and supporting vulnerable populations. New or revised policies and Standardized Operating Procedures include:
 - User Expectations Policy

- Service Excellence Policy
- Children in the CLMA Policy
- Accessibility Policy
- Food Pantry Procedure
- Items or Suspected Illegal Substances Found in CLMA locations Procedure and Tracking Tool
- Opening and Closing Procedures
- Refusal to Leave Location at Closing Procedure
- Suspected Overdose in CLMA Locations Procedure
- Unattended Children Procedure
- Workplace Harassment and Workplace Violence Procedures
- Staff Safety with Emergency Response Procedure
- Refreshed Incident Reporting forms and tracking
- Established non-incident protocol and tracking tool for staff to capture behaviours/patron concerns that are disruptive but not a violation of the User Expectations Policy
- Strengthened and expanded Community Partnerships in the CLMA to create wrap-around services and outreach in our spaces related to Housing, Newcomers and Settlement Services, Income Support through ODSP, Employment Supports and Harm Reduction services.
- Expanded Food Pantry Services with Feed the Need at Bowmanville to include female hygiene products, toiletries, and more cultural food selections.
- Collaborated with Seeds of Hope for care packages to be distributed at Bowmanville, Newcastle, and Courtice libraries in support of individuals in need.
- Continued attendance at the ICONIC Clarington Helps group through St. Paul's United Church to support persons experiencing poverty and homelessness.
- Created new partnership with post-secondary institutions and welcomed two (2) fourth-year Social Work students from Trent University for a field placement from September to mid-March. The SW students assisted customers with accessing vital social services including housing, food and income supports.
- Established stronger ties to Durham Regional Police Services, The Region of Durham Social Services Outreach Team including focused visits to the library locations from the outreach workers when CLMA staff were concerned about individuals.
- Established a multi-year training plan for staff that includes navigating challenging customers and having select staff trained in crisis intervention and de-escalation, mental health training.











Action Plan from Welcoming Spaces Report

This Action Plan presented comprehensive actions, and suggested priorities and timeframes to assist libraries with their implementation processes. The timeline below reflects CLMA's initial assessment of priorities. All 2024 objectives have been completed. Digital strategies such as staff headsets for Bowmanville and electronic monitoring devices for public washrooms will continue to be explored as the budget permits. The next update to the Library Board will be in Q3 2025.















Action Plan for Implementation of Recommendations

Implementation Action	Suggested Timeframe			
	Q1 2024	Q3 2024	2025	2026 +
Enabling Strategies				
The Project Team will map out a more detailed Implementation Plan that spans the next 6 months and present to the CEOs in time for their scheduled March meeting.				
In reviewing the recommendations, leadership will: <ul style="list-style-type: none"> Identify which recommendations they wish to adopt, Which are best suited for individual implementation and where efficiencies can be gained through collaboration Develop a resource allocation and/or funding plan to support implementation of the selected recommendations. 				
Develop individual system Action Plans aimed at implementing recommendations from the report.				
Implement Collaborative Pilot Project Approach so that changes can be tested before scaling up at all organizations.				
Form Co-Design planning teams at each organization for ongoing evaluation and planning.				
Engage with or enhance engagement with multi-service community tables at municipal and regional levels to participate in planning & discussions about homelessness issues.				
Communication Strategy				
Communication Plan, to communicate the work of the 'Welcoming Spaces' report, will be developed for: <ul style="list-style-type: none"> Staff Public Boards 				
Develop a Collaboration Plan to guide a continued collaboration and inter-library communication process.				
Initiate and/or continue collaborative conversations with other library partners and with community				





Action Plan for Implementation of Recommendations

Implementation Action	Suggested Timeframe			
	Q1 2024	Q3 2024	2025	2026 +
partners to facilitate information sharing and problem solving.				
Ongoing Learning and Development Strategies				
Identify opportunities for learning and initiate collaborative conversations with community partners that will expand library knowledge of community resources related to homelessness services e.g./ By-Name List.				
Develop shared staff training plans and begin implementation				
Develop working group mechanisms for front-line staff from collaborating library systems to communicate, support, and problem-solve together e.g./ Slack Channel				
Schedule field trips for leadership to visit collaborating library sites to identify Best Practices that can be shared.				
High Priority and Quick Wins				
Establish priority relationships with: <ul style="list-style-type: none"> • Durham Region Police Services • Region of Durham Outreach Teams • Homelessness Specialist for staff training and support, including safety guard training. 				
Provide Resource List for staff to use (Appendix One). Consider making this available as a community resource in libraries also and designating resources to update with season changes.				
Implement 'one-pager' for situation management				
Implement visible clocks and calendars. And simple supports for basic needs – hot or cold drinks, socks, and feminine hygiene products.				
Implement Safety and Accessibility Recommendations including: <ul style="list-style-type: none"> • Signage (or other available messaging) with Overdose Prevention number • Ensure positive library expectations for behavior are clearly visible. 				

Action Plan for Implementation of Recommendations

Implementation Action	Suggested Timeframe			
	Q1 2024	Q3 2024	2025	2026 +
Implement Safety and Accessibility Recommendations (quick wins) including: <ul style="list-style-type: none"> • Bedbug monitoring process • Remove or reduce use of plexiglass 				
Implement Safety and Accessibility Recommendations including: <ul style="list-style-type: none"> • Electronic washroom monitoring in all locations • Develop an Accommodation Plan process with patrons and key service partners. • Enhance security guard training 				
Implement Enhanced Support options for staff including: <ul style="list-style-type: none"> • Enhanced process for staff debriefing including space and time considerations 				
Implementing Enhanced Support options for staff including: <ul style="list-style-type: none"> • WRAP training • Management Support for debriefing and support skills 				
Higher Complexity				
Begin developing programming related to: <ul style="list-style-type: none"> • All-patron understanding, empathy and 'stigma busting' • Offering or enhancing mainstream library use and resources by people who are experiencing challenges related to homelessness 				
Develop Survey Tool to measure and address user and staff perceptions of safety				
IHI Continuous Improvement training for selected managers through IHI				
Co-Design/Co-production training and mentoring for managers.				
Develop and Pilot (at limited locations): <ul style="list-style-type: none"> • Peer navigators • Changes to exclusion practices 				

Action Plan for Implementation of Recommendations

Implementation Action	Suggested Timeframe			
	Q1 2024	Q3 2024	2025	2026 +
Develop and pilot, as a collaboration between libraries, a social worker or community health specialist to work with the CLMA.				
Research storage solutions and develop related facility adaptations in co-design process.				
Establish a dialogue with education institutions and community partners to pilot use of Social Service worker students for focused library locations support.				

Report Submitted by:
 Jennifer Gardner, Director of Neighborhood Services
 Monika Machacek, Chief Executive Officer
 March 27, 2025

Date of Meeting: March 27, 2025

Report Number: A20-25

Report Subject: Corporate Sponsorship Strategy

Recommendation:

1. THAT the Clarington Public Library Board receive Administrative Report No. A20-25 Corporate Sponsorship Strategy as information.

Report Overview:

The Clarington Library, Museums & Archives (CLMA) has developed a Corporate Sponsorship Strategy to solicit sponsorship and corporate support for CLMA programs and support. The Corporate Sponsorship Strategy will be a 3-tiered system, as follows:

- Prize Donations
 - Tangible, typically non-monetary, one-time donations
 - Targeted towards larger, franchised corporations, such as fast food and department stores
 - Used for prizes for special events and initiatives, such as Summer Reading Club or Customer Appreciation Day
 - Letter for sponsorship requests will be issued, with recognition delivered via social media and/or a letter of thanks
- Monetary Sponsorships
 - Monetary donations for large scale projects
 - Corporate Sponsorship Package issued
 - Distributed to large companies within Clarington, including construction, insurance, real estate, and finance sectors
 - Recognition delivered via established means in sponsorship package
- Community Development
 - CLMA will engage with local small businesses via a multi-channel approach, including:
 - Library Card Discount Day
 - Tourism Engagement
 - Special programming (i.e. Lego & Lagers with Chronicle, History Events with Brewer's Pantry, etc.)
 - The intent is to build relationships with these businesses, showing how we can support their businesses through a targeted and strategic approach, and in turn establishing a mutually beneficial relationship.

Summary

The Sponsorship Package is attached as Appendix A to this memo.

Report Submitted by:
A. Dee, Director, Strategy & Innovation
M. Machacek, Chief Executive Officer
March 27, 2025

Sponsorship Opportunities



Clarington Library
Museums & Archives

Page 43

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163 CHURCH ST. BOWMANVILLE L1C 1T7
cplma.ca





Our Vision

Clarington Library, Museums & Archives **inspires curiosity** and is a destination where our community can **relax, connect, learn, and thrive.**

Our Mission

We will be the cornerstone of our community by offering a treasure trove of books, artifacts, and resources that reflect the richness of our evolving culture and our shared knowledge. We inspire connections, empower minds, and create a vibrant tapestry of understanding.

A message from our CEO, *Monika Machacek*

At Clarington Library, Museums & Archives, we believe in the power of stories, creativity, and connection to bring our community closer together.

We're inviting you to join us as a sponsor to help us expand the reach of our programs and services that make a difference in the lives of so many.

Together, we can create opportunities for discovery, celebration, and growth while highlighting your business as a vital partner in building a stronger, more connected Clarington.

Kind regards,



Your Support

Why it's important...

Clarington Library, Museums & Archives takes great pride in our role as a community destination.

Sponsoring your local public library, museums & archives is a powerful way to support community education, technology access, cultural preservation, and social inclusion. Libraries and museums provide vital resources and programs for all ages, fostering lifelong learning and bridging digital and social divides.

Sponsors benefit from enhanced brand visibility and positive public relations, while also demonstrating a commitment to corporate responsibility. Sponsorship of the Clarington Library, Museums & Archives creates opportunities for engagement and leaves a lasting, positive impact on the community, making it a meaningful investment for businesses and individuals alike.



Join Us in Building a Brighter Future

Become a sponsor today!

WHAT CLMA HAS TO OFFER



Core Values

- Curiosity & Ideas
- Preservation
- Innovation
- Intellectual Freedom
- Community
- Respect
- Accountability

DID YOU KNOW



1,000,116

*Items Circulated
in 2024*



37,155

*Active Library
Card Users*



857

*Daily
Visitors*



5,660

*Daily Virtual
Visitors*

Explore something new...

- Sports Equipment
- GoPros
- Board & Card Games
- Community Passes
- Light Therapy Lamps
- Home Theatre Kits
- Hiking Backpacks
- Sensory Support Kits
- Storytime Kits
- Chromebooks
- Mobile Hotspots
- Knitting Needles

Sponsorship

LEVELS & BENEFITS

Community Champion

\$500 and up

- Name and logo listed on donor recognition page
- Logo & recognition featured on promotional materials for program



Sponsorship opportunities include:

- Literacy programs (family storytimes, March Break programming, book clubs)
- Cultural events (author readings, film screenings)
- Health and wellness initiatives (mental health resources, wellness events)
- Technology workshops (learn to code, 3D printing)

Discovery Advocate

\$1,000 and up

- All Community Champion Level benefits, **plus**
- Recognition on Corporate Sponsor Wall
- Recognition in Annual Report



Sponsorship opportunities include:

- Community celebrations (appreciation events, seasonal celebrations)
- Special exhibits (travelling exhibits, local art displays)
- Youth engagement (teen leadership programs, volunteer opportunities)
- Early literacy initiatives (picture books, levelled readers, storytime kits)

Sponsorship

LEVELS & BENEFITS



Curiosity Ambassador *\$2,500 and up*

- All Discovery Advocate Level benefits, **plus**
- Logo included in quarterly program guide
- Invitation to special events



Sponsorship opportunities include:

- Sustainability initiatives (recycling or seed library programs and initiatives)
- Accessibility initiatives (accessible reading materials, accessible spaces or programs)
- Special collections (musical instruments, bicycles, loanable technology)



Innovative Investor *\$5,000 and up*

- All Curiosity Ambassador Level benefits, **plus**
- Naming rights for specific programs or collections



Sponsorship opportunities include:

- Mobile library services (bookmobiles, book lockers)
- Facilities sponsorship (children's interactive play areas, outdoor spaces, media spaces)
- Technology and equipment (Maker's Space equipment, children's computers)
- Business development (entrepreneur hubs, startup resources, co-working spaces)



Discover endless possibilities...

- Community programming
- Computers, wi-fi & printing
- ▲ Study spaces
- ▼ Meeting rooms
- eBooks & eAudiobooks
- Food pantries
- ▲ Seed libraries
- ▼ Local history
- Children's play areas
- Maker's Space
- ▲ Library of Things
- ▼ Digital resources
- Outreach opportunities



Every **\$1.00** invested in Library & Museum services results in **\$6.57** in economic benefit in Clarington.



Something for everyone...

Visit our **Maker's Space** to design, create, and imagine with 3D printers, Cricuts, sewing machines, and more!

Travel back in time to **ClaringTOWN**, an immersive children's museum exhibit, and discover the fun of shopping at the General Store, harvesting crops, and conducting business at the bank.

Set sail on the **Courtice Literacy Ship**, Clarington's own interactive children's play area, complete with games and playful sea creatures.

Strategic Pillars



Knowledge-Rich Organization

1. Satisfying curiosity
2. Engaging and supporting newcomers
3. Expanding access to digital literacy



Organizational Excellence

1. We want to be an employer of choice
2. We will be bold leaders in service design and delivery
3. We will commit to continuous improvement



Community Destination of Choice

1. We are a safe space that is supportive, compassionate, and welcomes diversity and inclusivity
2. We are the place to preserve and exhibit Clarington's cultural heritage
3. We want to be a highly valued community partner



Resource Utilization & Sustainability

1. We will align with Municipal Strategies
2. We will be environmentally sound
3. We will develop sustainable revenue generation strategies
4. We will build business models to sustain pandemics and recovery efforts



Clarington Library
Museums & Archives

Corporate Volunteering

Engage your team in meaningful community service by volunteering at Clarington Library, Museums & Archives—whether it's assisting with events, preserving local history, or help with facility beautification projects. Partner with us to make a lasting impact while fostering teamwork and corporate social responsibility!

Get Involved Today

Let's discuss how your business can partner with CLMA to enrich the lives of Clarington residents. We're here to answer any questions and explore the sponsorship opportunities that best align with your business goals.



Clarington Library
Museums & Archives

Date of Meeting: March 27, 2025

Report Number: A21-25

Report Subject: 2025 Q1 Incidents

Recommendation:

1. THAT the Clarington Public Library Board receive Administrative Report No. A21-25 2025 Q1 Incidents as information.

Report Overview:

To provide the Library Board with an updated overview of incidents in the CLMA in Q1 2025 in comparison with the increase in incidents in Q1 2024.

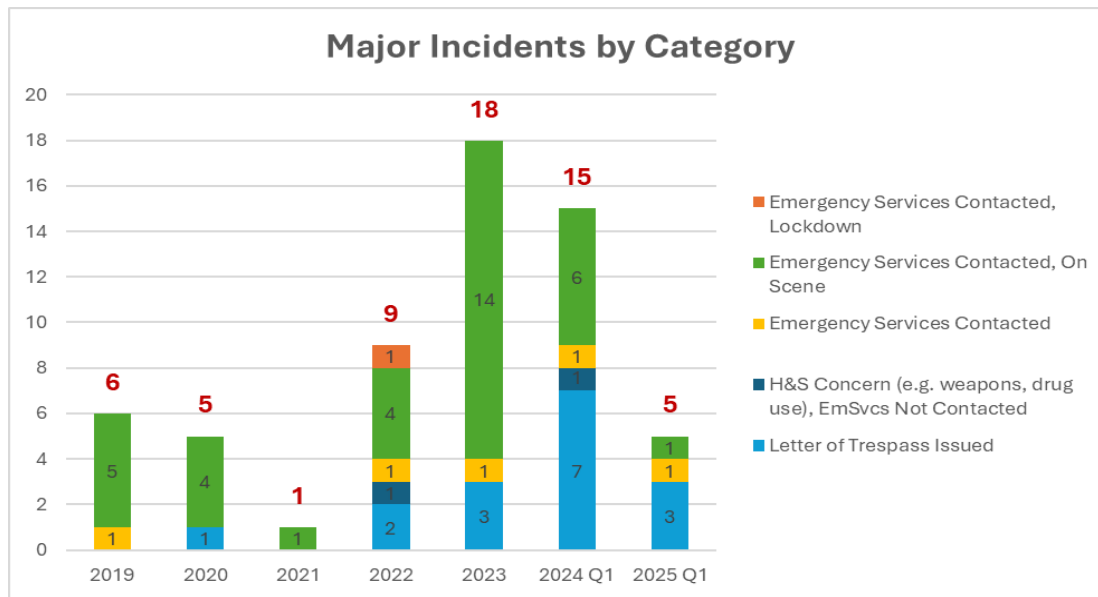
Background:

In Q1 2024, CLMA experienced a 50% increase in major incidents compared to 2023, with most incidents occurring at the Bowmanville Library with the Courtice Library closely behind. This increase, particularly in Bowmanville, was in part due to the warming centre that opened at St. Paul's, across the road from the Bowmanville Library.

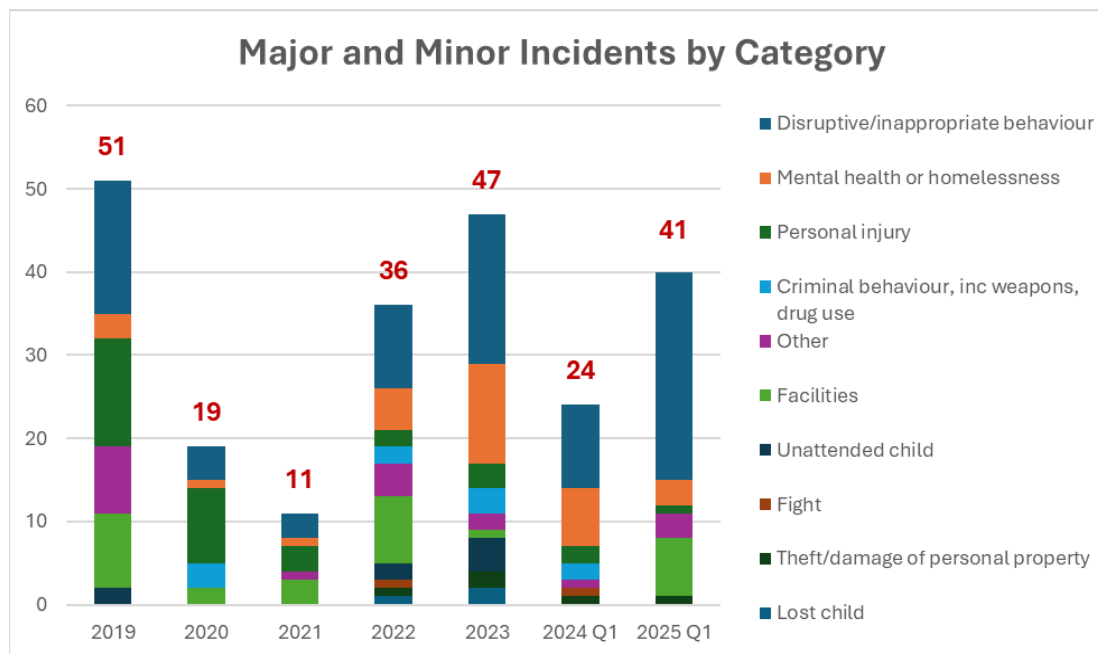
As noted in the Welcoming Spaces updated report, the CLMA took many steps throughout the year to address the rise in incidents, including:

- Review and implementation of policies and procedures
- Strengthened and expanded community partnerships
- Enhanced training, resources, and decision-making tools for staff

The mitigation strategies that the CLMA employed, in addition to the procurement of a security guard by the Municipality of Clarington for the Bowmanville Library, proved to be successful, and the number of major incidents declined significantly in Q1 2025, from 15 in Q1 2024 to 5 in Q1 2025. It is observed that the presence of a security guard reinforces compliance to user expectations and deters illicit behaviour in the Bowmanville Library.



The CLMA saw an increase in minor incidents in Q1 2025 resulting from a management directive to complete incident reports regardless of scope, ensuring comprehensive documentation is available for tracking purposes. Emergency services are not called during minor incidents.



Report Submitted by:
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