

Clarington Public Library Regular Board Meeting Agenda

Date: May 22, 2025

Time: 6:30 p.m.

Location: Bowmanville Mezzanine Room or Electronic Participation for Board Members

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 May 22, 2025, Regular Board Meeting.

4. Disclosure of Conflict of Interest

5. Closed Session

In accordance with the Public Libraries Act, R.S.O 1990, Section 16.4 the meeting will move into closed session to discuss: (a) the security of the property of the Board; and (b), discuss personal matters about an identifiable individual.

THAT the Clarington Public Library Board move into closed session.

THAT the Clarington Public Library Board approve the motions made in closed session.

6. Consent Items

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

6.1 Adoption of the Minutes

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| 6.1.1 | Adoption of the Minutes of the April 24, 2025 Regular Board Meeting | 4 |
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6.2 Correspondence, Media, Memoranda for Information

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| 6.2.1 | Correspondence from J. Newman, Deputy Clerk, Municipality of Clarington regarding the Sarah Jane Williams Heritage Centre (SJWHC) | 7 |
| 6.2.2 | Durham Region News Article dated May 12, 2025 "Targeting more rural areas: Clarington launches new book locker service" | 8 |

in Hampton”

6.2.3	Memo: 2025 CLMA April Financial Report	10
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6.3 Staff Reports

7. Discussion Period

7.1	Administrative Report No. A29-25: May 2025 Chief Executive Officer Report	11
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THAT the Clarington Public Library Board receive Administrative Report No. A29-25: May Chief Executive Officer Report as information.

7.2	Administrative Report No. A30-25: May 2025 Curator & Manager Heritage Services Report	15
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THAT the Clarington Public Library Board receive Administrative Report No. A30-25: May 2025 Curator & Manager Heritage Services Report as information; and

THAT the Clarington Public Library Board approve the items listed in the Deaccession List 2025-05 (Appendix A) for removal from the Museums & Archives collections.

7.3	Administrative Report No. A31-25: 2025 Q1 Operations Report	23
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THAT the Clarington Public Library Board receive Administrative Report No. A31-25: 2025 Q1 Operations Report as information.

8. New Business

9. Adjournment

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

Regular Library Board Meeting Minutes

Date: April 24, 2025
Time: 6:30 p.m.
Location: Mezzanine Meeting Room or Electronic Participation

Members Present: N. Brandon, C. Hinbest, D. McKenzie, T. Shomar

Members Regrets: A. Hamdic, R. Hooper, Councillor L. Rang, K. Warren

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

1. Call to Order

2. Land Acknowledgement Statement

Acting Board Chair N. Brandon recited the Land Acknowledgement Statement.

3. Approval of Agenda

Motion #LB031-25

Moved by D. McKenzie
Seconded by C. Hinbest
Carried

THAT the Clarington Public Library Board approve the agenda of the April 24, 2025 Regular Library Board Meeting, as amended.

The amendment was: the removal of the Executive Committee Meeting closed session minutes in Consent to Closed Session (Item 8).

4. Disclosure of Conflict of Interest

There were no conflicts of interest.

5. Consent Items

Motion #LB032-25

Moved by C. Hinbest
Seconded by M. Ross
Carried

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

6. Discussion Period

6.1 Administrative Report No. A23-25: April 2025 Chief Executive Officer Report

Motion #LB033-25

Moved by D. McKenzie

Seconded by M. Ross

Carried

THAT the Clarington Public Library Board receive Administrative Report No. A23-25: April 2025 Chief Executive Officer Report as information.

Acting Board Chair N. Brandon commended staff for the impressive listing of programs and outreach activities provided in the CEO Report.

CEO M. Machacek reminded Board members that the Orono Library Historical Plaque Designation event will be held on Saturday, May 24, 2025 at the Orono Library.

6.2 Administrative Report No. A24-25 April 2025 Curator & Manager Heritage Services Report

Motion #LB034-25

Moved by T. Shomar

Seconded by C. Hinbest

Carried

THAT the Clarington Public Library Board receive Administrative Report No. A24-25: April 2025 Curator & Manager Heritage Services Report; and

THAT the Clarington Public Library Board approve the items listed in the Deaccession List 2025-04 (Appendix A) be approved for removal from the Museums & Archives collections.

6.3 Administrative Report No. A25-25: 2026 Operating and Capital Budgets

Motion #LB035-25

Moved by D. McKenzie

Seconded by M. Ross

Carried

THAT the Clarington Public Library Board receive Administrative Report No. A25-25: 2026 Operating and Capital Budgets.

6.4 Administrative Report No. A26-25: Letter of Support for OPG License Renewal

Motion #LB036-25

Moved by T. Shomar
Seconded by C. Hinbest

Carried

THAT the Clarington Public Library Board receive Administrative Report No. A26-25 and issue a letter of support from the Library Board for Ontario Power Generation's license renewal in Clarington.

7. New Business – None

8. Closed Session – Confidential Administrative Report No. A27-25

In accordance with the Public Libraries Act, R.S.O 1990, Section 16.4 (b), the meeting will move into closed session to discuss personal matters about an identifiable individual.

Staff members M. Machacek and H. Ridge left the meeting before it moved into closed session.

Motion #LB037-25

Moved by D. McKenzie
Seconded by C. Hinbest

Carried

THAT the Clarington Public Library Board move into closed session.

Motion #LB041-25

Moved by C. Hinbest
Seconded by T. Shomar

Carried

THAT the Clarington Public Library Board approve the motions made in closed session.

9. Adjournment

Motion #LB042-25

Moved by D. McKenzie
Seconded by M. Ross

Carried

THAT the Clarington Public Library Board meeting be adjourned at 7:00 p.m.

Clarington

If this information is required in an alternate format, please contact the Accessibility Co-ordinator at 905-623-3379 ext. 2131

April 29, 2025

Jennifer Stycuk, Acting Manager of Facilities
Via Email: jstycuk@clarington.net

To Jennifer Stycuk:

Re: PUB-004-25 - Elevator Modernization

File Number: PG.25.06

At a meeting held on April 28, 2025, the Council of the Municipality of Clarington approved the following Resolution #GG-087-25:

That Report [PUB-004-25](#), and any related delegations or communication items, be received;

That Council approve additional funding of up to \$300,000 to complete the required modernization of the Municipal Administrative Centre (MAC) and Sarah Jane Williams Heritage Centre (SJWHC) elevators; and

That all interested parties listed in Report PUB-004-25, be advised of Council's decision.

Yours truly,



John Paul Newman
Deputy Clerk

JPN/lh

c: Clarington Library, Museum and Archives
J. Mitchell, Director, Community Services

'Targeting more rural areas': Clarington launches new book locker service in Hampton

Automated book locker brings library services to rural residents

Rural Clarington residents can now access library services easier with a new book locker at the Darlington Sports Centre.



Monika Machacek, CEO of the Clarington Public Library, unveils the organization's first book locker. An automated library service now available at the Darlington Sports Centre in Hampton.

Darlington Sports Centre isn't just a sports hub anymore.

The Hampton arena is now home to Clarington's first book locker, an automated book vending machine offering a variety of top book picks from the Clarington Public Library.

"This is a natural place for us to be," said Monika Machacek, CEO of Clarington Library, Museums and Archives (CLMA), of the location of the book locker at Darlington.

"Families gather here, sometimes spending hours watching their kids compete," she said, noting families can grab a kids book from the locker to entertain children while waiting or watching siblings play, or choose books to take home for later.

"Families are only getting busier and the cost of living is getting higher — families are looking for ways to save and putting a book locker here creates a hub that's in line of sight for community members," she said. "Equitable access to literary materials is essential."

Residents can use the locker by swiping their library card and entering their pin, which is the last four digits of their phone number, which will allow the locker to open. From there, they just pick out the materials they want and close the door. The machine will automatically record what has been taken from the shelves using RFID technology and record the loan on the library card.

The book locker hub also includes a book return so residents can bring their books back at the same location.

“We don’t have a lot of services in rural areas and there isn’t a lot of areas to put those services,” Machacek said of the locker. “Clarington is so large and, outside of our urban areas, the population is dispersed in more rural and northern hamlets, so we really want to be targeting more rural areas.”

Clarington Mayor Adrian Foster praised the new book locker during an unveiling event on May 7.

“You constantly pull off amazing things and amazing new ways to provide services,” Foster said of the library. “You do more with less funding than any other library in Durham.”

Plans are already underway to add more book lockers, including one already approved for the future South Bowmanville Recreation Centre, and library staff say they will continue to look at ways to reach more rural communities.

“Over the past year, we’ve been doing community mapping, looking at hot zones in terms of library users,” said Alison Dee, director of strategy and innovation for CLMA.

“There are so many different pockets of community that aren’t able to be served with brick and mortar,” she said. “We’re still looking at how we can provide moving or targeted services.”

The book locker is available at the Darlington Sports Centre during regular business hours. For more information on library services and hours, visit www.cplma.ca.



Monika Machacek, CEO, unveils the organization's first book locker. An automated library service now available at the Darlington Sports Centre in Hampton.



Officials and library staff joined Clarington Mayor Adrian Foster, centre left, and Clarington Public Library CEO Monika Machacek, centre right, celebrate the opening of the organization's first book locker, an automated library service now available at the Darlington Sports Centre in Hampton.

Date of Meeting: May 22, 2025

Memo Subject: 2025 CLMA April Financial Report

Memorandum Overview

The purpose of this memorandum is to provide the Clarington Public Library Board with information regarding the 2025 CLMA Consolidated April Financial Report.

As originally reported at the October 26, 2023 Regular Library Board Meeting, in 2024 CLMA migrated accounts payable/receivable and bank reconciliations to the Municipality's Financial Services department to streamline CLMA's accounting and present an efficiency in the provision of financial functions.

Due to the ongoing status of the financial migration, the April Financial Report is under development and not available for review. The April Financial Report will be submitted for Board approval at the June 26, 2025 Regular Library Board Meeting.

Memo Submitted by:
M. Elliott, Manager, Business Administration
May 22, 2025

Date of Meeting: May 22, 2025

Report Number: A29-25

Report Subject: May 2025 Chief Executive Officer Report

Recommendation:

1. THAT the Clarington Public Library Board receive Administrative Report No. A29-25: May 2025 Chief Executive Officer Report.

Report Overview:

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

Highlights

Orono Library Heritage Designation Ceremony

On May 24th, Board members are invited to enjoy refreshments and cake from 10:00 am to 11:30 am at the Orono Library Heritage Designation Plaque recognition event. Additional information will be included in the June CEO Report.



Curious Communities: Library Card Discount Program

On June 1st, CLMA will launch the *Curious Communities: CLMA Card Discount Program* where local businesses offer a small discount when customers present their library card, demonstrating the value of having a library card and supporting small and business in the community. Businesses that have confirmed participation include:

- | | | |
|-------------------------|-----------------------|----------------------|
| • Apple Blossom Flowers | • Beauty Paramedic | • Chanterelle Bistro |
| • Chronicle Brewery | • Coffin Creek Coffee | • Joey's World |
| • Roam Markets | • Bella Vida Head Spa | • Goodfella's Pizza |

At the April 28th, 2025 meeting, the Council of the Municipality of Clarington approved additional funding to complete the required modernization of the Sarah Jane Williams Heritage Centre (SJWHC) elevators. (See letter provided in Item 5 Correspondence under Consent).

On April 24, 2025, Directors A. Dee and J. Gardner attended the Clarington Board of Trade (CBOT) Annual General Meeting & Business Awards event and received a certificate in recognition of CLMA's five-year membership.

Human Resources

Safety & Health Week – May 5-10, 2025

The annual Safety and Health Week was celebrated from May 5th to 10th at CLMA. The primary goal for the week is to focus employers, employees, partners and the public on the importance of preventing injury and illness in the workplace, at home and in the community.

During the week, staff were invited to participate in daily activities including “Spot the Hazards” quizzes and the “15 x 7 Challenge” to spend 15 minutes outdoors daily and record their activity. Staff submitted their responses for a chance to win prize packs from the CLMA Joint Health & Safety Committee. In addition, staff enjoyed a healthy snack distributed to all CLMA locations during the week.

On May 7th, the annual Branch Inspectors meeting was held to discuss topics including creating and maintaining an engaged workforce with health & safety, and a refresher training on health & safety.

*At right: CLMA Branch Inspectors
Back row: Michelle, Helen, Alison, Lisa, Sarah
Front row: Andrea, Debra and Nikki*



Collections

Book Locker Grand Opening



On May 7th, the grand opening of the Book Locker at the Darlington Sports Complex in Hampton was held. Mayor Foster, Councillors Elhajje and Zwartz, Board member R. Hooper along with Municipal and CLMA staff attended the event.

(Pictured at left: Board member R. Hooper, Councillors M. Zwartz and S. Elhajje, Mayor Foster, CEO M. Machacek, Manager, Collections and Resources A.

Brydon and Director, Strategy & Innovation A. Dee)

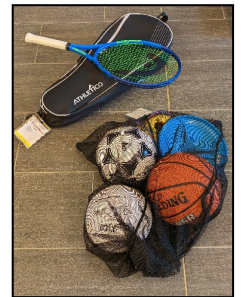
The book locker features high interest adult fiction and non-fiction materials and a small collection of high interest children's picture books and graphic novels. CLMA members can retrieve items by scanning their library card to open the door, select their book(s) and close the door. After the door has been closed, the items will be checked out to the library card used. All items have a RFID tag that is registered by the locker when it is removed from the shelf.

For additional information please see the Durham Region news article included in this Agenda under Consent Items or visit [Clarington launches new library locker service in Hampton](#).

Sports Equipment and Lawn Games

On May 12th, the Sports Equipment and Lawn Games Collection was relaunched for the Spring/Summer season!

Members can borrow pickleball, tennis, Bocce ball sets, and more for up to one (1) week! This collection encourages customers to get outside and try new activities, be active, reduce stress, and build social connections.



Programs and Outreach

The April programs were very well-attended with 145 programs offered and 2,219 in attendance.

Other programs well attended in April include:

- Easter Storytime– 67 participants (Courtice)
- Paint a Pot, Plant a Seed – 27 participants (Orono) and 50 (Courtice)
- Fairy Garden Evening Storytime – 32 participants (Bowmanville)
- Garden Programs for Adults (in partnership with Newcastle Gardening Club) - 34 participants (2 sessions)
- Free Tax Clinics - 57 participants (2 – Bowmanville/1 – Newcastle)
- Adult Author Visit with Robert Rotenberg, Criminal Lawyer – Councillor and Library Board Member L. Rang moderated the program – 28 attendees (Bowmanville)

MapleFest



CLMA's second annual MapleFest Book Sale took place at the Bowmanville Library on May 3rd from 10am-3pm. Prior to the event, community members were encouraged to donate books, DVDs, magazines and video games for the sale. During the festival, CLMA staff hosted an outdoor booth to provide family activities while promoting library card registrations, CLMA programs and services, and the Book Sale. The event featured the popular "Fill a Bag for \$10"

deal, which generated over \$900 in revenue, supported literacy by selling good quality books to families, and helped to promote a circular economy.

Outreach ambassadors from the Royal Ontario Museum (ROM) also joined the MapleFest activities in Bowmanville and provided giveaway prizes and take-home activity sheets. Their visit was a great opportunity to promote the ROM Community Pass

that CLMA offers, and to let the community know about the exciting exhibits ROM has on display.

During the months of April and mid-May, CLMA hosted many outreach classroom events and interacted with 877 students including:

- Clarke High School Wellness Fair
- Welcome to School Kindergarten Nights (St. Elizabeth Catholic and Dr. Emily Stowe Public)
- Edna Thomson Early Learning and Child Care Centre
- Lego Lunch at Boston Pizza in Bowmanville

At right: CLMA staff member Michelle engages with an attendee at Boston Pizza Lego Lunch



CLMA visited many facilities through our Good Neighbours program delivering 123 items to 15 members including Bowmanville Creek Retirement Residence and Community Care Durham.

Customers and Staff Comments

- (April 23) A card of thanks was mailed to CLMA from a family in the community:

“Just a quick note to thank you for hosting Ramadan storytime last month! It is truly wonderful to see our community spaces hold space for events like these and foster a sense of inclusion and belonging especially for our children! Truly – thank you from the bottom of our heart for making us feel seen, celebrated and included.”

Report Submitted by:
M. Machacek, Chief Executive Officer
May 22, 2025

Date of Meeting: May 22, 2025

Report Number: A30-25

Report Subject: May 2025 Curator & Heritage Services Manager Report

Recommendation:

1. THAT the Clarington Public Library Board receive Administrative Report No. A30-25: May 2025 Curator & Heritage Services Manager Report; and

THAT the Clarington Public Library Board approve the items listed in the Deaccession List 2025-05 (Appendix A) be approved 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 April and May 2025.

Highlights

Archival Materials Returned

On May 2nd, selected archival materials that received conservation treatment by MuseumPros were returned to CLMA. The materials were remediated and digitized to provide long-term preservation and access. The selected materials include items related to Camp 30 and the Boys Training School, as well as other historic businesses and persons. This summer, a Master of Museum Studies Student will be assisting with the cataloguing of the returned materials as part of an internship.

MuseumPros removed the next Phase of archival materials selected for treatment. These materials include oversized paper documents, framed photographs and diaries.

Image: Returned archival materials in temporary storage, ready for cataloguing



Waverley Place Renovations and Restoration

Restoration work on the Waverley Place veranda has continued during the month of April. The upper balcony railings and posts were removed, and the new posts have been installed.

The new railings have been replicated to match the former railings, posts and decorative post finials to preserve the culture and historical significance of the building.



Local History Research Computer

On April 28th, a new local history research public use computer station was installed at the Sarah Jane Williams Heritage Centre. The computer will be available for drop-in research use to access online resources such as the Digitized newspaper Collection, Ancestry Library edition, online census data, ONLand Property searches, and other historical research resources.

Image: New Local History Research Computer Station at the SJWHC

Human Resources

Harmonization Training

In April, five (5) staff members completed Harmonization Training on heritage services at the Sarah Jane Williams Heritage Centre. Training includes learning about Museum and archives collections, research services, exhibitions and heritage programming as well as guided tours and group visits. More harmonization training will continue for other CLMA staff through May.

Programs

Local History Research - Property

On April 3rd, CLMA staff presented a drop-in program on how to conduct property research. A slide deck with visuals was presented to the attendees as they were guided through various online resources as well as live demonstrations of the websites. Attendees were

guided by staff through the on-site resources at our locations, shown how to complete a research request and provided with a tip sheet to take home.

Celebrate Earth Day

On April 22nd, the museum sites hosted an Earth Day program promoting enjoying nature and protecting the environment. Participants toured Waverley Place, planted seeds to take home and walking the grounds for the historic Garden Walk

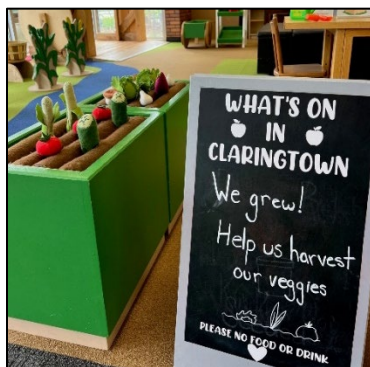
Image: Celebrate Earth Day, Garden Walk signs on the museum grounds



Waverley Place Tours

Tours of Waverley Place have continued to be offered to the public on select Thursdays in April with tours leaving the Sarah Jane at 6:30pm. This will continue through May and June and will provide an extra opportunity for visitors to have a guided tour of the historic home.

ClaringTown Highlights



A total of 284 guests visited including attendees at the Stay and Play programs and the weekly Saturdays at Sarah Jane programs.

In May, felt vegetables were added to the garden boxes in ClaringTown. Our ClaringTown friends that had 'planted' their seeds in the garden boxes in March were so excited to return soon to see what had grown! During staff chats with the children and caregivers about the garden boxes, staff use the opportunity to promote the seed library available

through CLMA.

Above image: Garden veggies 'growing' in ClaringTown

Exhibits

Local History Mini Exhibits

Heritage services staff continue to refresh the Local History mini exhibits at the Library locations. The Newcastle Library case now features a display on the history of the dairy industry in Clarington including notable dairies like Glen Rae Dairy and Cedar Dale Dairy. We are grateful for the support from the Newcastle Village District Historical Society for loaning us items related to the Newcastle Dairy for inclusion in the exhibit.



The Orono Library has a newly installed case which features a history of the library building and the Waddell family as well as a few notable Orono businesses and buildings.

*Image (left):
Orono Library exhibit case with a history of the Waddell home and other Orono stories*

*Image (right):
Newcastle Library case featuring objects from local dairies*



QR codes

Each case will also soon have a QR code installed that links to further information regarding the topic within the case. For the Orono case, there are links to articles from the Digitized Newspaper Collection featuring interesting news clippings about century homes and a bank robbery story!

Image (left): QR code inside the Goodyear case in the Bowmanville Library

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 2025-05 (Appendix A) to the Board seeking approval for the artifacts listed to be removed from the Museums & Archives collections.

Following the formal approval for deaccession, items are first offered to other public institutions to keep the items within the public realm. A fashion history museum has shown interest in transferring some of the deaccessioned fashion-related items to their collection.

Research

Requests for family history information, property research and special research topics continue to be received on a regular basis. There were 7 research requests in April. 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 home on Lowe Street. This request was interesting, as the home at one point was owned by the Cawker family, who were longstanding business owners in Bowmanville having a family butcher/grocery business. The individual who lived in the home that was the topic of the request had worked at the Dominion Organ and Piano factory and was also involved with the ports. CLMA staff were able to provide the interested party with maps showing the lot on which the home was built, as well as fire insurance maps showing the home. We were also able to provide information regarding the individual who lived in the home via the newspaper database and an ancestry search. This request was submitted by someone who attended the property research resources night, demonstrating the usefulness of that program!

Customers and Staff Comments

- (April 28) The following comment was received through the Member Feedback Form on the CLMA website:

“Hello! Just wanted to send a note. My daughter and I attended a free tour of Waverly Place a few weeks ago and had such an enjoyable time. We learned a lot and thought you might be interested: afterward, we looked up the 2 families who used to own the home and found them both to have stones at our Bowmanville Cemetery. We made it an extra excursion and found both family gravesites! It took some hunting but they were both there. Very interesting piecing this together- the home, the families and their legacies to our town. Thank you for putting on the tour and for all your hard work keeping the history alive.”

Report Submitted by:
Heather Ridge, Curator and Manager of Heritage Services
Monika Machacek, Chief Executive Officer
May 22, 2025

Deaccession List 2025.05

Appendix A

Accession number	Object Name	Provenance	Description	Condition Rating	Relevant to Collection	Reason	Recommendation
2018.0.55	Map	Unknown	Road map of Northumberland, Durham, Peterborough, and Victoria. 1954. This item is a duplicate.	Good	yes, but duplicate	Duplicate	Deaccession
2018.0.52	Map	Unknown	Map, Lake Superior, by the Bureau of Engineers of the War Department. "Preliminary chart of Copper Harbour" 1864. Surveyed by Henry Gillman, presented to John Ariadne of Newcastle, F. Gibson	Fair	No	Not Relevant	Deaccession
2018.0.43	Map	Unknown	Map, Newcastle Village, 1983, Land Use Structure Plan schedule 8-1. copy.	Good	yes, but duplicate	Duplicate	Deaccession
2018.0.10	Family Tree	Unknown	Family Tree, but there is no title or mention of significance. Has some member of the Evans family, as well as other family names, places listed are not in Clarington.	Good	No	Not Relevant	Deaccession
2018.0.39	Map/Plan	Unknown	Map/Plan, June 2009. Concept Plan for Camp 30 lands. Veteran Memorial Park, Housing development, use of land. Reproduction Map from the Belden Atlas page for Bowmanville with a write up. Mounted on poster board.	Good	Yes, but duplicate	Duplicate	Deaccession
2018.0.20	Map	Unknown	Map, "Follow the War news with RCA victor radio" lists Canadian standard wave stations. No Clarington connection is evident. Map shows Europe.	Fair	Yes, but reproduction	Duplicate	Deaccession
008.101.17	Map	donor from Bowmanville, local family	Map, Kawartha Lakes, major road map. No Date	Fair	No	Not Relevant	Deaccession
987.7.24	Map	Donor from Bowmanville. Donor was former Goodyear employee	Map (ripped/missing) Map King and Scugog north to Frederick Ave. hand drawn and marked "division No. 14" is recorded on tracing paper or vellum. Roads are marked but no additional information	poor	yes, but map does not actually show any truly important information, roads are mapped, but nothing else. Possibly a piece of a larger map	Poor condition	Deaccession
987.7.20	Map	Donor from Bowmanville, donor was former Goodyear employee	Map, European Theatre of War 1939-45. map of Europe with Germany at the centre.	Goog	No	Not Relevant	Deaccession
008.101.15a	Map	donor from Bowmanville, local family	Map/Poster, The Royal Bank of Canada. Lists Bowmanville as a branch. Shows the head office in Montreal. Has map of southern Ontario. On reverse there is a map of the dominion of Canada. Some small rips	Fair	No	Not Relevant	Deaccession
978.25.2	Map/Poster	donor from Newcastle	Poster, Royal Canadian Sea Cadets 1942-92 limited edition print. 50yr anniversary. People ID'd but not local. All from Nova Scotia.	Good	No	Not Relevant	Deaccession
009.29.04	Poster	Donor from Bowmanville	6 pages of enlarged reproduced copies of Canadian Statesman Nov 29 1894.	Good	Yes, but reproduction	Duplicate	Deaccession
Unknown	Newspaper reproductions	Unknown	Paper flour sack "choice Manitoba flour" F.C Vanstone Bowmanville. Item is covered in flour and also mold.	Poor	Yes	Poor condition	Deaccession
Unknown	Flour Sack	Item is the product of a Bowmanville business	Paper flour sac, "Green Seal Brand Pastry Flour" milled for T.Eaton, Toronto"	Good	No	Not Relevant	Deaccession
Unknown	Flour Sack	Unknown	Map. 1931? Shows a piece of Bowmanville. Nothing is noted but the roads. Is on what appears to be a sort of tracing paper (vellum?) there are several pieces making up other parts of Bowmanville, but there is noting of note relayed on these maps other than street names. many are in very poor shape due to paper quality	Poor	No	Poor condition	Deaccession
987.7.19	Map	Donor from Bowmanville, donor is former Goodyear employee	Piece of a map. Shows Barber's Creek. Has been torn off a larger piece. Matches the style of the above	Poor	No	Poor condition	Deaccession
Unknown	Map	Unknown					

Accession number	Object Name	Provenance	Description	Condition Rating	Relevant to Collection	Reason	Recommendation
987.7.09	Map	Donor from Bowmanville, donor is former Goodyear employee	Map. 1931? Shows a piece of Bowmanville. Nothing is noted but the roads. Is on what appears to be a sort of tracing paper (vellum?) there are several pieces making up other parts of Bowmanville, but there is noting of note relayed on these maps other than street names. Many are in very poor shape due to paper quality	Poor	No	Poor condition	Deaccession
987.7.11	Map	Donor from Bowmanville, donor is former Goodyear employee	Map. 1931? Shows a piece of Bowmanville. Nothing is noted but the roads. Is on what appears to be a sort of tracing paper (vellum?) there are several pieces making up other parts of Bowmanville, but there is noting of note relayed on these maps other than street names. many are in very poor shape due to paper quality	Poor	No	Poor condition	Deaccession
987.7.18	Map	Donor from Bowmanville, donor is former Goodyear employee	Map. 1931? Shows a piece of Bowmanville. Nothing is noted but the roads. Is on what appears to be a sort of tracing paper (vellum/.) there are several pieces making up other parts of Bowmanville, but there is noting of note relayed on these maps other than street names. many are in very poor shape due to paper quality	Poor	No	Poor condition	Deaccession
987.7.12	Map	Donor from Bowmanville, donor is former Goodyear employee	Map. 1931? Shows a piece of Bowmanville. Nothing is noted but the roads. Is on what appears to be a sort of tracing paper (vellum?) there are several pieces making up other parts of Bowmanville, but there is noting of note relayed on these maps other than street names. many are in very poor shape due to paper quality	Poor	No	Poor condition	Deaccession
987.7.10	Map	Donor from Bowmanville, donor is former Goodyear employee	Map. 1931? Shows a piece of Bowmanville. Nothing is noted but the roads. Is on what appears to be a sort of tracing paper (vellum?) there are several pieces making up other parts of Bowmanville, but there is noting of note relayed on these maps other than street names. many are in very poor shape due to paper quality	Poor	No	Poor condition	Deaccession
987.7.08	Map	Donor from Bowmanville, donor is former Goodyear employee	Map. 1931? Shows a piece of Bowmanville. Nothing is noted but the roads. Is on what appears to be a sort of tracing paper (vellum?) there are several pieces making up other parts of Bowmanville, but there is noting of note relayed on these maps other than street names. many are in very poor shape due to paper quality	Poor	No	Poor condition	Deaccession
987.7.07	Map	Donor from Bowmanville, donor is former Goodyear employee	Map. 1931? Shows a piece of Bowmanville. Nothing is noted but the roads. Is on what appears to be a sort of tracing paper (vellum?) there are several pieces making up other parts of Bowmanville, but there is noting of note relayed on these maps other than street names. many are in very poor shape due to paper quality	Poor	No	Poor condition	Deaccession
008.101.15b	Map	donor from Bowmanville, Vice family	Map, "Far Eastern Theatre of War 1941-45" Shows China and the Pacific area	Good	No	Not Relevant	Deaccession
008.101.16	Map	donor from Bowmanville, Vice family	Map, general map of Canada. 1951.	Fair	No	Not Relevant	Deaccession
987.7.3	Chart?	donor from Bowmanville, former Goodyear Employee	Chart? Score card for an unknown sport or competition. Is not filled out, just blank.	Good	No	Not Relevant	Deaccession
Unknown	Photo	Unknown	"Trick Betsy" Photograph, brock street whitby	Fair	N	Not Relevant	Disposal
Unknown	Ephemera	Unknown	folder: centennial phamphlets. 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

Accession number	Object Name	Provenance	Description	Condition Rating	Relevant to Collection	Reason	Recommendation
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 phamphlet	fair	no	Not Relevant	dispose, no relavant
No #	file folder	n/a	file folder: Bowmanville Historical. Random newscippings 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: May 22, 2025

Report Number: A31-25

Report Subject: First Quarter (Q1) Operations Report 2025

Recommendation:

1. THAT the Clarington Public Library Board receive Administrative Report No. A31-25: 2025 Q1 Operations Report as information.

Report Overview:

The purpose of this report is to update the Library Board on service transactions for the first quarter (Q1) from January 1, 2025 – March 31, 2025, from a system-wide perspective. Location based information and an infographic are included in Appendices A & B for information only.

Summary

CLMA continues to relative stability across all service offerings throughout the system. There are some variations in service levels, but generally, they are attributed to exceptionalities in services and are not indicative of overall usage trends.

Circulation

- Physical materials: Print usage and multimedia usage have increased 4% and 6%, respectively, over Q1 2024.
- Electronic materials (eMaterials): includes eBooks, eAudiobooks, eMagazines, and video streaming eMaterials, increased 8% in Q1 2025 over Q1 2024.
- Special collections: Usage of these collections continue to increase, by 116% over Q1 2024. This significant increase can be attributed, in part, to the installation of the Library of Things storage units, creating more visibility and ease of access to the collections.

Visits

- Visits to CLMA locations in Q1 2025 have decreased marginally with 1%, or 806 less visitors, over Q1 2024.

- a. The Bowmanville Library's gates were disconnected erroneously in January 2025, due to the timing of the removal of the security gates and the installation of new footfall traffic counters. In January 2024, Bowmanville Library saw 9,717 visitors, and with the disconnecting of the gates, no foot traffic was counted in January 2025.
- b. Newcastle Library also saw a slight decrease in Q1 over 2024. This is likely a natural fluctuation and not indicative of overall trends.

Digital Usages (Computers & Wi-Fi)

- Computer use: Computer use decreased marginally, by 4% or 192 uses, over Q1 2024.
 - a. Newcastle and Orono Library computer usage decreased significantly in Q1 2025. With the decrease in usage and the increased demand for computers at the Courtice Library, staff will be redistributing some public access stations to Courtice to optimize usage and availability.
- Wi-Fi use: Wi-Fi usage has increased by 13%.
 - a. Newcastle and Orono Library WiFi usage have also decreased substantially from Q1 2024. After investigation and examination of Wifi reach, staff have determined the likely cause of the decrease in Wifi use is due to the lack of signal from the building to the parking lot or other outdoor space surrounding the branches, where members of the public will also use the Wifi. Management is investigating solutions for the signal reach.

Website Visits & Social Media

- Website visits & app: The CLMA launched our new website in Q3 2023 and have seen an increase of 13% over Q1 2024 with the new website and a 620% increase usage of the app, after restoration of the app in February 2024.
- LiveChat, an instant messaging service, was introduced to the CLMA's new website in Q3 2023. This service was used 527 times in Q1 2025, a 19% increase or an additional 83 conversations, over Q1 2024.
- Social media impressions have increased by 38% in comparison with Q1 2024. Additionally, using the strategy of creating higher quality posts and leveraging knowledge of social media algorithms and trends, rather than strictly information sharing, social media engagement, or the number of times that posts are interacted with from shares, likes, and comments, has increased by 24% over Q1 2024.

Membership

- Registration for new cards continues to rise, with a 24% increase, comparatively to Q1 2024.
- Active membership has seen a slight decrease of 11% comparative to Q1 2024. Similar to other fluctuations, this appears to be a natural fluctuation rather than indicative of an overall trend.

Program & Outreach Attendance

- Program attendance saw minimal change over Q1 2024. Management will be looking to target specific program types, such as programs for seniors and teenagers, to increase attendance.
- Outreach impact has decreased marginally by 5% over Q1 2024.

Museum Research

- The Museum has received 30 research requests in Q1 2024, a slight increase of 11% or 3 additional requests.

Room Bookings

- Room bookings have seen a decrease over Q1 2024, with 10 less bookings.
 - CLMA honoured a handful of external room bookings in January 2024 due to the overlap with the introduction of the new fee structure for room bookings. With the fee structure fully in place for a year, it is anticipated this number will now stabilize, though management is actively seeking opportunities to promote the availability of rooms, to generate revenue.

Conclusion

Overall, Q1 2025 demonstrated continued stability in CLMA's service delivery, with notable increases in circulation, social media engagement, and new card registrations. While there are some declines in specific areas, these are largely attributed to localized issues or natural fluctuation rather than trends. Ongoing efforts are being undertaken by the management team, including reallocation of resources and technology, to optimize service delivery.

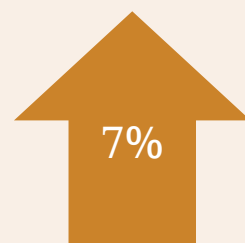
Report Submitted by:
Alison Dee, Director, Strategy & Innovation
Monika Machacek, Chief Executive Officer
May 22, 2025

MONTHLY STATISTICAL REPORT - Q1 2025 (Jan - Mar)																					
Appendix A																					
Service Measure	Bowmanville		Percent Change	Courtice		Percent Change	Newcastle		Percent Change	Orono		Percent Change	Museum		Percent Change	Virtual		Percent Change	Q1 Total		Percent Change
	2025	2024		2025	2024		2025	2024		2025	2024		2025	2024		2025	2024		2025	2024	
Circulation																					
Print	65,730	61,632	6.6%	39,390	40,299	-2.3%	26,256	24,102	8.9%	1,966	2,135	-7.9%							133,342	128,168	4.0%
Multimedia	24,141	22,735	6.2%	13,486	13,017	3.6%	10,012	9,163	9.3%	2,686	2,677	0.3%							50,325	47,592	5.7%
Digital			N/A			N/A			N/A			N/A				66,446	61,309	8.4%	66,446	61,309	8.4%
Special Collections	3,304	971	240.3%	852	694	22.8%	1,739	900	93.2%	101	208	-51.4%							5,996	2,773	116.2%
TOTAL CIRCULATION	93,175	85,338	9.2%	53,728	54,010	-0.5%	38,007	34,165	11.2%	4,753	5,020	-5.3%				66,446	61,309	8.4%	256,109	239,842	6.8%
Visits																					
In Person (Gate Counts)	24,596	30,145	-18.4%	39,869	35,169	13.4%	14,014	14,933	-6.2%	1,792	1,069	67.6%	1,072	924	16.0%				81,343	82,240	-1.1%
Website																128,640	113,963	12.9%	128,640	113,963	12.9%
App																677,963	94,078	620.6%	677,963	94,078	620.6%
Social Media Impressions																143,385	104,194	37.6%	143,385	104,194	37.6%
In Location Use																					
Computer Use	2,853	2,665	7.1%	1,093	1,046	4.5%	966	1,379	-29.9%	71	85	-16.5%							4,983	5,175	-3.7%
Wireless Use	21,937	19,618	11.8%	31,638	23,136	36.7%	8,661	11,069	-21.8%	3,283	4,396	-25.3%							65,519	58,219	12.5%
Services																					
Program Attendance	2,004	2,163	-7.4%	3,357	3,247	3.4%	1,721	1,681	2.4%	206	147	40.1%	359	433	-17.1%				7,647	7,671	-0.3%
Outreach Impact (System Wide)																			1,344	1,420	-5.4%
Room Bookings	1	8	-87.5%	-	-	N/A	1	4	-75.0%	-	-	N/A	-	-	N/A				2	12	-83.3%
New Members	725	612	18.5%	453	300	51.0%	185	101	83.2%	46	14	228.6%							1,409	1,027	37.2%
Active Users	20,985	24,346	-13.8%	9,812	11,052	-11.2%	5,144	5,637	-8.7%	898	1,043	-13.9%							36,838	42,077	-12.5%
Museum Research Requests													30	27	11.1%				30	27	11.1%
LiveChat																527	444	18.7%	527	444	18.7%
Maker's Space Visits				2,851	2,353	21.2%													2,851	2,353	21.2%



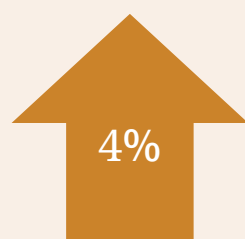
Total Circulation

2025 255,109
2024 239,842



Print Circulation

Q1 2025 133,342
Q1 2024 128,168



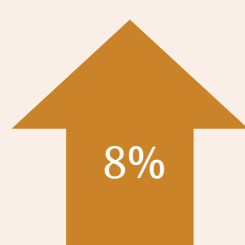
Multimedia Circulation

Q1 2025 50,325
Q1 2024 47,592



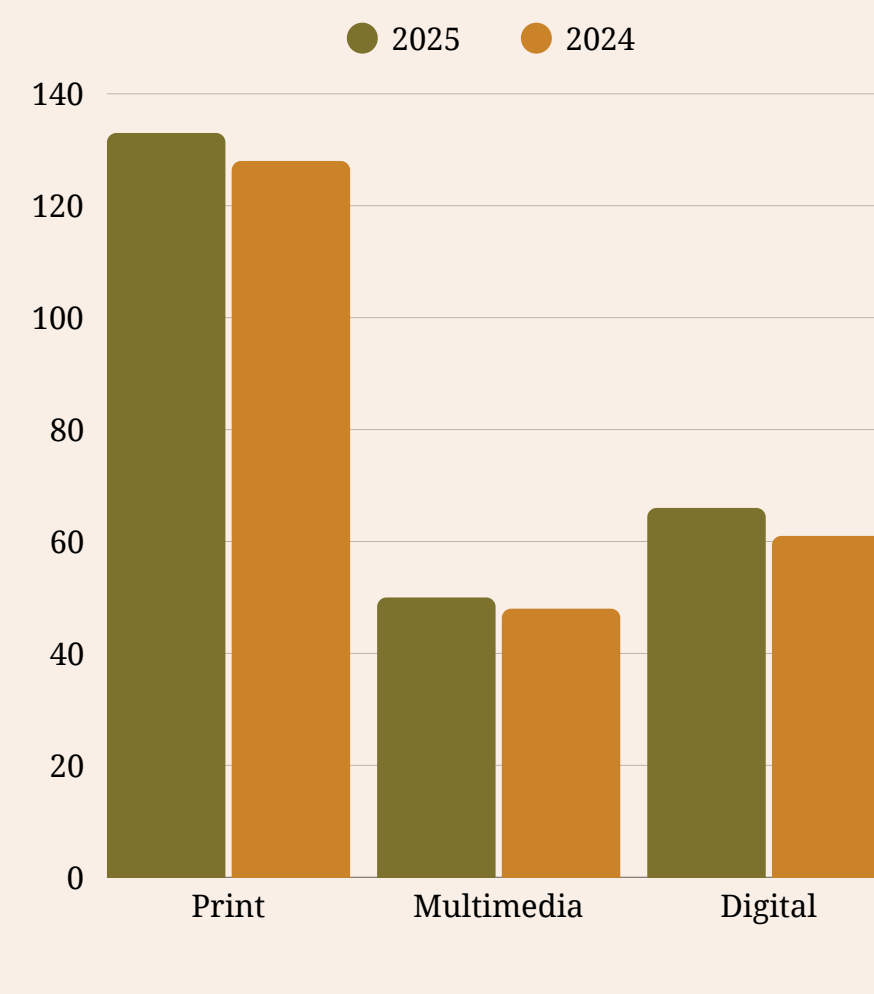
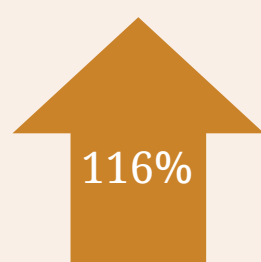
Digital Circulation

Q1 2025 66,446
Q1 2024 61,309



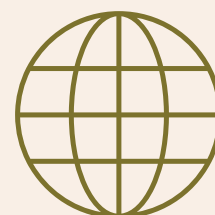
**Library of Things
Circulation**

Q1 2025 5,996
Q1 2024 2,773



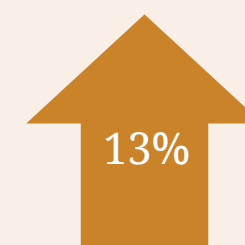
Computer Usage

Q1 2025 4,301
Q1 2024 3,470



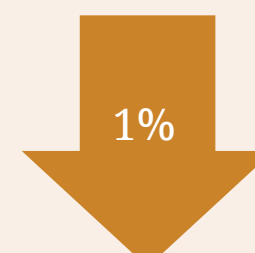
Wi-Fi Usage

Q1 2025 65,519
Q1 2024 58,219



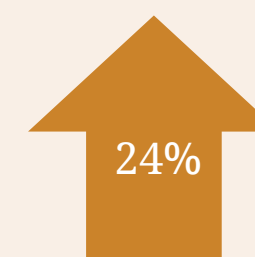
In-Person Visits

Q1 2025 81,343
Q1 2024 82,240



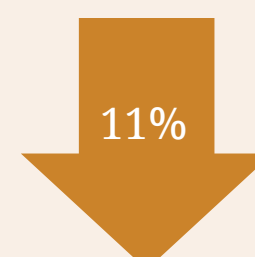
New Members

Q1 2025 1,409
Q1 2024 1,141



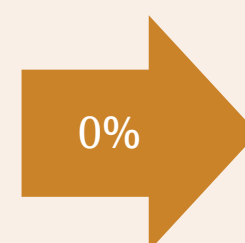
Active Users

Q1 2025 36,838
Q1 2024 42,077



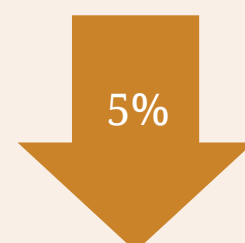
Program Attendance

Q1 2025 7,647
Q1 2024 7,671



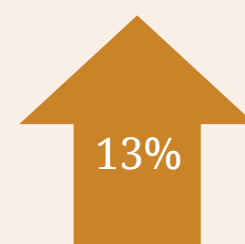
Outreach Impact

Q1 2025 1,344
Q1 2024 1,420



Website Visits

Q1 2025 128,640
Q1 2024 113,963



**Social Media
Engagement**

Q1 2025 4,301
Q1 2024 3,470

