

Clarington Public Library Regular Board Meeting Agenda

Date: April 25, 2024

Time: 5:00 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)

We would like to respectfully acknowledge that the land on which we gather is the treaty and traditional territory of the Mississauga First Nations. We are grateful for our relationship with the First Nations of this territory, for their care for and teachings about the land, the water, and all our relations. As people of the Williams Treaty, we continue our journey to strengthen our understanding of our Treaty relationship and of how to move forward together in a good way. We acknowledge the contributions and accomplishments of all Indigenous people across Turtle Island, current and throughout history.

3. Approval of Agenda

THAT the Clarington Public Library Board approve the agenda of the April 25, 2024 Regular Board Meeting.

4. Disclosure of Conflict of Interest

5. Service Overview Presentation (10 minutes)

D. Smith, Manager of Programs and Events, will provide Board members with an overview of CLMA's Programs and Events service area.

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 Mar. 28, 2024 Regular Board Meeting | 4 |
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6.2 Correspondence, Media, Memoranda for Information

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|-------|--|----|
| 6.2.1 | Finance and Technology Overview Slide Deck for Library/Museum Migration presented at the March Regular Library Board Meeting | |
| 6.2.2 | Orono Weekly Times, April 10, 2024 "Orono Library Refreshed and Millstone Returned" | 8 |
| 6.2.3 | MP Jamil Jivani Meeting Agenda, March 25, 2024 at Courtice Library | 10 |

6.2.4	Funding Announcement: Ontario Invests \$3.75M in First Nations Libraries	11
6.3	Staff Reports:	
6.3.1	Admin. Report No. A18-24: Library March Financial Report	13
6.3.2	Admin. Report No. A19-24: Museum March Financial Report	17
7.	Discussion Period	
7.1	Administrative Report No. A20-24: April 2024 Chief Executive Officer Report <i>THAT the Clarington Public Library Board receive Administrative Report No. A20-24: April 2024 Chief Executive Officer Report.</i>	21
7.2	Administrative Report No. A21-24: April 2024 Curator & Heritage Services Manager Report <i>THAT the Clarington Public Library Board receive Administrative Report No. A21-24: April 2024 Curator & Heritage Services Manager Report; and</i> <i>THAT the Clarington Public Library Board approve the items listed in the Deaccession List 2024-03 (Appendix A) be approved for removal from the Museums & Archives collections.</i>	25
7.3	Administrative Report No. A22-24: 2024 First Quarter (Q1) Operations Report <i>THAT the Clarington Public Library Board receive Administrative Report No. A22-24: First Quarter Operations Report 2024.</i>	33
7.4	Administrative Report No. A23-24: Welcoming Spaces Library Consultation Report <i>THAT the Clarington Public Library Board receive Administrative Report No. A23-24: Welcoming Spaces Library Consultation Project as information.</i>	38
8.	New Business / Updates	
9.	Adjournment <i>THAT the Clarington Public Library Board be adjourned at p.m.</i>	

Regular Library Board Meeting Minutes

Date: Mar. 28, 2024
Time: 5:00 p.m.
Location: Room 1A (Municipal Administration Centre) or
Electronic Participation

Members Present: N. Brandon, C. Hinbest, R. Hooper, D. McKenzie, Councillor L. Rang,
T. Shomar, K. Warren

Regrets: S. Cooke, M. Ross

Staff Present: M. Machacek, A. Dee, M. Elliott, K. Gomes, H. Ridge, A. Brydon

Guest Present: M. Pick, Accounting Services Manager/Deputy Treasurer

Board Vice Chair T. Shomar chaired the Meeting and M. Elliott acted as Recording Secretary. M. Pick, Accounting Services Manager, attended the meeting to present Item 5.

1. Call to Order

Board Vice Chair T. Shomar called the meeting to order at 5:00 p.m.

2. Land Acknowledgement Statement

Board Vice Chair T. Shomar recited the Land Acknowledgement Statement.

3. Approval of Agenda

Motion #LB022-24

Moved by R. Hooper
Seconded by D. McKenzie
Carried

THAT the Clarington Public Library Board approve the agenda of the Mar. 28, 2024 Regular Library Board Meeting, as amended.

As the amendment to the agenda, the item “Board Self-Evaluation” was added under New Business.

4. Disclosure of Conflict of Interest

There were no conflicts of interest.

5. Presentation

The CEO introduced M. Pick, Accounting Services Manager/Deputy Treasurer to present an overview of the new financial reporting for the Library and Museum due to the financial migration of services to the Municipality. Board members thanked M. Pick for the presentation and information. M. Pick left the meeting.

6. Service Overview Presentation (10 minutes)

A. Brydon, Manager of Collections and Resources, presented an overview of the Collections and Resources service area. Board members thanked A. Brydon for an interesting and informative overview.

7. Consent Items

7.1. Adoption of the Minutes

7.1.1. Adoption of the Minutes of the Feb. 28, 2024 Regular Board Meeting

7.1.2. Adoption of the Closed Session Minutes of the Feb. 22, 2024 Regular Board Meeting

7.2. Correspondence, Media, Memoranda for Information

7.2.1. Orono Library Open House Invitation – April 6, 2024

7.2.2. Ontario Library Service (OLS) Board Assembly Announcement

7.2.3. Bowmanville Rotary 100 Year Celebration Invitation – April 27, 2024

7.2.4. 2024 February Library and Museum Financial Reports

7.2.5. Board Member Invitation – Bowmanville Mezzanine Art Unveiling

7.2.6. Board Member Invitation – Maplefest May 4, 2024

7.3. Staff Reports:

7.3.1. Admin. Report No. A14-24: Q1 2024 Summary of Policy Changes

T. Shomar requested Admin. Report No. A14-24: Q1 2024 Summary of Policy Changes be pulled for discussion.

Motion #LB023-24

Moved by Councillor Rang

Seconded by C. Hinbest

Carried

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

Motion #LB024-24

Moved by Councillor Rang

Seconded by R. Hooper

Carried

THAT the Clarington Public Library Board amend the policies as discussed.

8. Discussion Period

8.1. Administrative Report No. A15-24: March 2024 Chief Executive Officer Report

Motion #LB025-24

Moved by K. Warren

Seconded by D. McKenzie

Carried

THAT the Clarington Public Library Board receive Administrative Report No. A15-24: March 2024 Chief Executive Officer Report.

8.2. Administrative Report No. A16-24: March 2024 Curator & Heritage Services Manager Report

Motion #LB026-24

Moved by C. Hinbest

Seconded by N. Brandon

Carried

THAT the Clarington Public Library Board receive Administrative Report No. A16-24: March 2024 Curator & Heritage Services Manager Report; and.

Motion #LB027-24

Moved by Councillor Rang

Seconded by D. McKenzie

Carried

THAT the Clarington Public Library Board approve the items listed in the Deaccession List 2024-02 (Appendix A) be approved for removal from the Museums & Archives collections.

8.3. Administrative Report No. A17-24: Rise in Incidents

Motion #LB028-24

Moved by C. Hinbest

Seconded by K. Warren

Carried

THAT the Clarington Public Library Board receive Administrative Report No. A17-24: Rise in Incidents Report.

9. New Business

- Better Boards, Better Communities Update (verbal – M. Machacek)

The registration for Board members to attend “Better Boards. Better Communities” in May has been initiated. This online training session will include training videos, webinars and discussions related to Board Development. More information will be provided when available.

- **Board Self-Evaluation** (verbal – T. Shomar)
T. Shomar shared information related to a Board Self-Evaluation to identify strengths and areas of improvement for the remainder of the Board term. The Board Self-Evaluation item was introduced at the OLA Trustee Boot Camp earlier this year and is currently implemented in Boards across Ontario.

This anonymous evaluation could be done in November with results reviewed by the Executive Committee in mid-November with the results presented by the CEO at the November Regular Library Board Meeting.

Motion #LB029-24

Moved by K. Warren
Seconded by C. Hinbest
Carried

THAT the Clarington Public Library Board direct the Executive Committee members meet to discuss and develop questions for the Board Self-Evaluation.

10. Adjournment

Motion #LB030-24

Moved by
Seconded by
Carried

THAT the Clarington Public Library Board be adjourned at 6:05 p.m.

Date

Signature – Steven Cooke, Board Chair

Orono Library refreshed and Millstone returned

By Julie Cashin-Oster

On Saturday the new renovations at the Orono Library were officially revealed to the community with a ceremonial ribbon cutting and the return of the Orono Millstone to the library lawn.

Library and Museums and Archives Board chair Steven Cook welcomed the community along with fellow board members, and staff. He read the land acknowledgment before introducing Monika Machacek, Chief Executive Officer, Clarington Library, Museums and Archives.

“We also want to acknowledge our special guests we have in attendance, Mayor Adrian Foster, Regional Councillor Anderson, Councillor Rang, Councillor Elhajjeh and Councillor Zwart. I also want to welcome Amy Zahn from Elmwood and Baker who styled the interior of the library. So, this renovation and millstone relocation has been in the works for over 12 months.”

“The accessibility renovation has ushered in a new universal washroom, new ramp, new automatic doors and a level floor throughout

the main floor of the library,” added Machacek. “We have also accented the antique and unique nature of a Victorian home that operates as a public library branch.”

Elmwood and Baker was selected to improve the interior of the branch through furniture, fixtures and colours to create a more appropriate antique atmosphere of the library. There still is a little work to be completed.

“We also have our hearts set on Tiffany style lamps and fixtures. So, if anybody knows anybody, please let us know we’d be happy to take those off your hands,” smiled Machacek.

Councillor Zwart also welcomed everyone and brought greetings from the municipality. Councillor Zwart was instrumental in returning the millstone.

“The return of the millstone to Orono was started by a conversation I had about a year ago outside the post office. I said hello to a fellow waiting in his truck while his wife went in to get their mail. The mostly one-sided conversation covered many of

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Photo By Julie Cashin-Oster

Three-year-old Carson tried very hard on Saturday to prove everyone wrong, who thought he couldn’t lift the Millstone. On Saturday the newly renovated Orono Branch of the Clarington Library, Museums and Archives was officially opened. The day also commemorated the return of the Orono Millstone to the library lawn. It had been moved to the Kirby Museum when the archives were moved from the second floor of the library to the museum.

Orono Town Hall set to last another 125 years

By Julie Cashin-Oster

“We are proud to continue the tradition of serving our community and we hope that we continue to do so for many years. There are discussions with the municipality regarding the future of the community hall, and we plan to be active in those discussions,” said Brad Smith, chair, Orono Town Hall board, as he welcomed and thanked community members for their ongoing support of the hall.

Brad introduced the Orono Town Hall Board members; Brad Smith, Susan Smith, Bev Donald, Perry Kirkbride, Lina Shetler, Sue De Costa, Debra Patrick, Connie Barrie, Geri Bailey, Fred Horvath and Judy Climenhage. “Special thanks to Fred Horvath for taking the lead and organizing this event.”

“Judy Climenhage has been a member of the board since 1988, and will be recognized by the Province of Ontario for outstanding contributions to our community on April 24,” said Smith. “Congratulations Judy, and thank you for your many years of service. On behalf of the board we’d like to present you with this thank you.”

The Honorable David Piccini, MPP of Peterborough-Northumberland South brought greetings from the Lieutenant Governor of Ontario, Edith Dumont.

“Thank you very much. It’s an honour to be here with all of you this evening. Thank you, Fred, for all your work. I’ll just tell a brief story. We just passed some legislation and as many of you know, it has to be signed off by the

Lieutenant Governor. And so, she approached me on one of our labour bills and said I read all about you. And I said oh, workman’s legislation? And she said no, Orono Town Hall.”

“She sends her warm regards. On a personal note, I know she really wanted to be here and will visit soon. But regrettably she is out of the country. So, on behalf of Lieutenant Governor of Ontario, it brings me great pleasure to extend warm greetings to all celebrating the 125th anniversary of the Orono Town Hall. ‘Over the past 125 years, the Orono Town Hall has been more than just a building. It has been a hub of community life, hosting a myriad of events such as concerts, school plays, and graduations. Once serving as the seat of local govern-

ment for Clarke Township, it is also a tangible link to our past. From its wood ceiling to its historical main level, it stands as a cherished symbol of our heritage. Historic sites such as the Orono Town Hall are vital to the fabric of our society. And I extend my heartfelt gratitude to all of those who have worked tirelessly over the years to preserve this important place. On behalf of all Ontarians, I offer my sincerest congratulations on a significant occasion. May the Orono Town Hall continue to stand as a beacon of community spirit for generations to come’,” signed Edith Dumont.

“As your local member of provincial parliament, again, thank you to all of you for being here today, and board members past and present for giving this place life. It is

people that bring building like this to life. So, thank you very much for having me here this evening,” Honourable David Piccini, MPP.

Brad followed by introducing our Member of Parliament, Philip Lawrence to bring greetings from the House of Commons.

“There’s no place like home, right? It’s great to be here in Orono. It’s great to be here celebrating 125 years of the Orono Town Hall. It’s amazing to me that 125 years ago, the community would come together to build this beautiful and spectacular hub,” said MP Lawrence.

“Now we are here 125 years later. And this hall has helped build this community, whether it was weddings, whether it was reception, whether there

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LIBRARY from FRONT

the things this resident felt was wrong with the village including the disappearance of the millstone that used to be on the library lawn,” said Councillor Zwart.

The millstone was described by Bill Arnett in the May 21, 1975 issue of the Canadian Statesman as looking like an enormous petrified donut and it was a stone age masterpiece. It was reclaimed from the Orono creek bed behind the business section in May 1975, where it was believed to have rested for the previous 113 years.

“In trying to locate said millstone I made a few inquiries, which included reaching out to Charles Taws former curator of the Clarington Museum, who led me back to Doris Falls, who informed me that when the Clarke Museum and Archives moved from this location to the Kirby Schoolhouse in 1988 the millstone was relocated to the Kirby Museum site. I then contacted Monica Machacek and asked if the millstone could be brought back to the village. Monica was on board with the project from the start, offered her assistance and made it happen. She enlisted the help of the municipal works department to lay the cement pad and move the stone from Kirby. You never know what chain of action is set into motion from a simple conversation with people

in your community. The resident who started this chain reaction was Wes Knapp. Thank you to everyone who helped bring this millstone back home to Orono.”

Clarington Library, Museums and Archives Board member and Orono resident Don McKenzie welcomed everyone and gave a brief history of the Orono branch.

Library Service was introduced in Orono with the establishment of a Mechanics Institute in December of 1888 AD. The library’s books, a scant 34 volumes, grew to 1500 books by 1909.

“One of the administrators at the institute loaned books only on Saturday afternoon. Over time the library migrated to various locations on Main Street, at times from the pharmacy, and later, from premises atop the fire hall,” said McKenzie.

With the passing of Ontario’s first Public Library Act in 1895, the Mechanics Institutes became the Association Libraries. In 1963 an appeal was made to the local Police Trustees group to restructure, in order to secure more substantial government funding. The Association Library was reorganized as a public library. The provincial library service arranged for the cataloguing of all library materials under the Dewey Decimal System for classification.

Over time, the Orono Li-

brary has benefited from the donations of library conscious villagers but the most outstanding benefactor was without question the late Lena Renwick.

“A registered nurse Lena practised in the army during the occupation in Europe after WWI, and subsequently in veterans’ hospitals in several American states. She retired to Redlands California, where she died in August 1965. She had maintained an interest in the Orono Library, paying a non-resident fee for a membership card and donating funds to enrich the collection. In her will she left the sum of \$18,916 to the Orono Public Library Board. A plaque honouring her memory hangs in the branch.”

It was with these funds the Township Library Board purchased the John Waddell home and grounds. The board undertook the extensive renovation and landscaping required as the property had been vacant for years. The official opening of the Orono Branch Library was held on September 17, 1970.

Over time, there have been a number of repairs to address leaking eavestroughs, warped front doors, frozen pipes and other targeted measures. This 2024 renovation represents the most significant remediation project in more than 50 years.

“The Library Board hopes

the community will make full use of the remodeled facility. To mark the occasion, I will ask fellow board members and Councillor Zwart, Mayor Foster and members of

council to join me in cutting the ribbon to mark officially the reopening of the branch,” added Mackenzie.



Photo by Julie Cashin-Oster

It was a beautiful day on Saturday to show off the new renos at the Orono Library. Joining in on the ceremonial ribbon cutting was (L to R) Ron Hooper; Don McKenzie, board member CMLA; Amy Zahn, Elmwood and Baker; Monika Machacek, Chief Executive Officer, CMLA; Councillor Elhajjeh; Regional Councillor Anderson; Mayor Foster; Councillor Rang; Steven Cook, chair CLMA; and Councillor Zwart.

A little over two weeks...



Photo by Julie Cashin-Oster

Tina Barrie is modelling some of the sample projects that are available to purchase. Barrie is retiring and closing her shop, Soper Creek Yarn. There are plenty of yarn deals and sample sales. The last day for visiting is April 27 which is ‘Local Yarn Shop Day’.

LOOKING BACK

GLEANED FROM PAST EDITIONS OF THE ORONO TIMES, BY DORIS FALLS

Unfortunately, our regular column of 25, 50 and 75 years ago will not be available this week and we are unsure exactly when it will resume. The newspaper archival site ‘vitacollections.com’ – where issues of the *Orono Weekly Times* dating back to 1937 are stored, resides on a City of Hamilton server. Due to a recent cyber security attack on the City of Hamilton access to the archived digital newspaper collection is currently unavailable. Print copies that are located in Bowmanville at the museum are not available either.

So, in a step back in time, I visited the library in Bowmanville and found microfilm of the Orono News for the 1930's. With your indulgence, we can explore life in the Orono area 90 years ago, in 1934, until our archived site is back up and running.

In 1934....

Tightening up of the Old

Age Pensions Act, by giving the pensions commissioners the power to prevent the transfer of property, by a pensioner prior to his death is the feature of an amendment, which was given second reading in the Legislature. Honourable W. G. Martin, Minister of Welfare, declared that when a pensioner died, the commission had the power to obtain a refund of the pension, plus 5% interest. But, in many cases the minister said, pensioners transfer their holdings to relatives or others without filing the transfer in the registry office. When the commissioner, upon the death of the pensioner, tried to get the refund, it was found that the pensioner had no assets. “This amendment will enable the commissioner to register a notice against the lands of a pensioner and no transfer of the property shall take place without the written sanction of the commission-

er,” said Mr. Martin.

The annual Children’s Musical Festival will be held in the Town Hall, Orono on Friday May 5th, commencing at 7:30 p.m. sharp. This year it will take the form of an elimination contest with 15 schools competing in unison and two-part choruses. The three leaders in each contest will be eligible to compete in the County Final. Admission is 20 cents. Total proceeds devoted to music in our schools.

“Mammy’s Lil’ Wild Rose”, a comedy drama of the Sunny South in three acts will be presented in the Newcastle Community Hall on Friday, April 7th under the auspices of the Women’s Association of the United Counties. Director: Mrs. Percy Brown. Between acts, a diversified entertainment of music, elocution and classical dancing will be provided. Admission: 35 cents and 25 cents. Curtain at 8:15.

Clarington Public Library Board Meeting with MP Jivani

Date: March 25, 2024
Time: 2:45 p.m.
Location: Courtice Library

- | | |
|--|-------------|
| 1. Welcome to MP Jivani | T. Shomar |
| 2. Introduction to Maker's Space | M. Machacek |
| 3. Tour of Courtice Library | M. Machacek |
| 4. Discussion: | All |
| 4.1. About the CLMA | |
| 4.2. Funding Model | |
| 4.3. Challenges and Opportunities in Libraries and Museums Across Canada | |
| 4.4. Importance of Federal Government Grants | |
| 4.5. Book Signing and Group Photo | |



∴ ontario library association

OLA & FOPL:

Ontario Invests \$3.75M in First Nations Public Libraries

April 12, 2024

The Ontario Library Association (OLA) and Federation of Ontario Public Libraries (FOPL) has learnt that the Ontario Government, through the Ministry of Tourism, Culture and Sport, will be investing an additional \$3.75 million in First Nations Public Libraries over the next three years (\$1.25 million per year) to support increases to both the First Nation Salary Supplement and the Public Libraries Operating Grant. Further details regarding this funding will be communicated at a later date.

OLA and FOPL welcome this substantial investment, which will help ensure the ongoing stability of Ontario's 39 First Nations public libraries. Public libraries on reserve are accessible gathering places and information sharing resources for First Nations communities, many of which are remote or face systemic social and economic challenges. These public libraries are deeply important to maintaining a sense of community and to minimizing social isolation, preserving collective memory and revitalizing Indigenous languages, and providing access to skills training and broadband connectivity.

Since 2021, OLA and FOPL have prioritized advocacy for increased provincial funding to support public libraries on reserve. As outlined in our joint [2024 Pre-Budget Submission](#), public libraries on reserve have been chronically underfunded. The municipal tax revenue used to support most public libraries does not exist for public libraries in First Nations communities. Instead, libraries on reserve in Ontario are primarily funded through the provincial First Nations Salary Supplement (FNSS), which provides on average \$15,000/year to each existing First Nations public library. "Enhanced funding from the Ontario Government is critical support that will ensure that these important local hubs and their dedicated staff can continue serve their communities and demonstrates Ontario's continued leadership among all Canadian provinces in recognizing and supporting their important work," said Dina Stevens, Executive Director, FOPL.

Libraries on reserve are often dependent on their Band Councils and one-time grants or donations to develop their collections, deliver programs and provide technology resources. Many operate with only one staff person who is expected to perform multiple functions. OLA and FOPL, thus, celebrate this much needed enhanced funding from the provincial government which will provide staff with a living wage and increase staffing levels so that they can meet their communities' needs for library services.

"This commitment underscores our shared dedication to empowering communities through education and literacy. As we celebrate this much needed support, let us also recognize the imperative for increased support to all of Ontario's public libraries to flourish, fostering equitable access to information and opportunity for all," said Michelle Arbuckle, Executive Director, OLA.

OLA and FOPL remain energized to continue our collective advocacy work to ensure that all libraries across the province are adequately supported to serve their communities. We are deeply grateful for all our members who have supported our advocacy and government relations efforts, and the collective impact of these efforts in building and strengthening a strong coalition of library champions throughout the Ontario Legislature and Government. Whether participating in our lobbying days at Queen's Park or responding to our call to engage with local MPPs, library professionals from across Ontario have contributed to this momentous outcome in this year's budget.

Moving forward, OLA and FOPL will work with our strategic partner, Counsel Public Affairs (CPA), to refine our government relations strategy, ensuring continued progress toward our other sector priorities.

Date of Meeting: April 25, 2024

Report Number: A18-24

Report Subject: March 31, 2024 – Library Financial Report

Recommendation:

1. THAT the Clarington Public Library Board receive Administrative Report No. A18-24: March 31, 2024 Library Financial Report.

Report Overview

To provide the Board on the financial status of the Library to March 31, 2024.

Financial Indicators

Appendix A, the Library Operating Expenditures and Revenues Report Year-End Financial Report dated March 31, 2024 compares the approved budget to actual posted revenues and expenses for the Library.

Appendix B, Segmented Information, provides background information about the Library activity areas and identifies areas impacted by revenue/expense offsets.

Revenue

The Municipal contribution was received and is reflected in the March 31, 2024 financial report. Overall revenue for 2024 currently stands at 90% of the approved budget.

Notation to Actuals ** Interest income, deposits and payments processed through the Library bank account are not reflected in the figures shown in Appendix A due to ongoing migration project activities.

Library Expenditures

Variances in expense areas occurred as outlined below:

Products & Supplies (33%) reflects the inclusion of the courier services expenses to date.

Conclusion

Appendix A, the current financial statement shows expenditures as of March 31, 2024 to be \$890,074 which represents 20% of the 2024 operating budget approved by the Board. The Library remains in a surplus position.

Note: The figures outlined in this report are considered preliminary as the 2023 audit has not yet been completed. The Library's senior management team is working with the Municipality's Finance Department and the Auditors to ensure that all year-end adjustments have been captured. As is historically the case, the Library's 2023 Audited Financial Statements will be presented to the Board for its review and approval at the May 23, 2024 Regular Library Board Meeting.

Report Submitted by:
Megan Elliott, Manager of Business Administration
Monika Machacek, Chief Executive Officer
April 25, 2024

Clarington Library, Museums & Archives
Operating Expenditures and Revenues Report
March 31, 2024

Appendix A

	2024 Final Budget	2024 YTD Actuals**	2024 Variance \$	2024 Expended %		2023 Final Budget	2023 Actuals	2023 Variance \$	2023 Expended %
LIBRARY REVENUES									
Municipality of Clarington – Operating Grant	(3,989,337)	(3,989,337)	-	100%		(3,529,104)	(3,529,104)	-	100%
Grants - Provincial	(78,320)	-	(78,320)	0%		(78,320)	(8,048)	(70,272)	10%
Grants - Federal	(9,000)	-	(9,000)	0%		(9,000)	-	(9,000)	0%
Fines, Fees, Sales, Discards	(26,750)	(2,200)	(24,550)	8%		(16,750)	(8,798)	(7,952)	53%
Donations & Bequests	(7,000)	(27)	(6,973)	0%		(6,500)	(352)	(6,148)	5%
Interest	(60,000)	-	(60,000)	0%		(16,000)	(21,377)	5,377	66%
Miscellaneous	-	(669)	669	100%		-	(66)	66	100%
Contribution from reserves	(275,000)	-	(275,000)	0%		(290,910)	-	(290,910)	0%
LIBRARY TOTAL REVENUES	(4,445,407)	(3,992,233)	(453,174)	90%		(3,946,584)	(3,567,745)	(378,839)	90%
LIBRARY EXPENSES									
Personnel Costs	3,437,254	749,743	2,687,511	22%		3,120,296	733,262	2,387,034	23%
Collections	333,656	80,520	253,136	24%		327,114	150,216	176,898	46%
Facility Support	300,270	24,642	275,628	8%		170,686	21,527	149,159	13%
Products & Supplies	33,756	11,114	22,642	33%		32,393	12,637	19,756	39%
Public Programs	25,000	2,741	22,259	11%		23,060	8,201	14,859	36%
Contracted Services	107,745	6,350	101,395	6%		107,235	21,775	85,460	20%
Information Technology	174,750	12,591	162,159	7%		136,800	21,226	115,574	16%
Staff Development	32,976	2,373	30,603	7%		29,000	9,896	19,104	34%
Transfer to Reserve Fund - Municipality of Clarington	-	-	-			-	-	-	
LIBRARY TOTAL EXPENSES	4,445,407	890,074	3,555,333	20%		3,946,584	978,740	2,967,844	25%
NET (SURPLUS) DEFICIT		(3,102,159)					(2,589,005)		

SEGMENTED INFORMATION

The Library's Financial Statement is segmented into functional operational areas. The nature of the segments and the activities they encompass are as follows:

REVENUE

Municipal Contribution

The Municipality of Clarington provides annual funding to the Library via the Municipal Tax Levy.

Grants – Ministry & Project

The Library receives an annual operating grant from the Ministry responsible for Public Libraries. Additional project specific grants may become available, on short notice, during the calendar year.

Fines, Fees, Sales, Discards

Additional revenue is generated through the recovery of lost books and the sale of promotional materials and discarded books. Program fees are charged for some library programs on a cost recovery basis to offset expenses.

Donations & Bequests

The area captures donations & bequests and other small miscellaneous items.

EXPENDITURES

Personnel Costs

Payroll & benefits (CPP, EI, Health Tax, etc.) for both union and non-union staff are processed and paid via the Municipality's Corporate Services Department. At present, OMERS and WSIB are still calculated and remitted by CLMA however will transfer to the Municipality.

Collections

Represents the multimedia information resources including books, cds, dvds, e-books, digital audio books, electronic databases, and consortia subscriptions.

Facility Support

Comprised of utility charges, building maintenance, and janitorial costs.

Products and Supplies

Includes furniture and equipment, office supplies (including copier & printer paper which generates revenue) collection maintenance supplies, board expenses, and insurance. Also includes promotional items – the cost of which is partially offset against revenue generated from sales.

Public Programs

Incorporates the costs of program supplies & guides, marketing supplies, and performers. Costs in this area are partially offset against revenue fees (cost recovery) and grants.

Contracted Services

Covers third party costs such as audit and accounting fees, courier costs, legal, association fees & dues, and bank services charges (offset against interest revenue), equipment leases, and processing charges for library materials.

Information Technology

Hardware and software costs incurred through the operation of the integrated library system (ILS), staff & public computers, and wireless service. Includes ink cartridges and computer peripherals (keyboards, mice, etc.)

Staff Development

Captures costs for staff training & development, association fees & dues, and any travel and business costs associated with attending courses and conferences.

Date of Meeting: April 25, 2024

Report Number: A19-24

Report Subject: March 31, 2024 – Museum Financial Report

Recommendation:

1. THAT the Clarington Public Library Board receive Administrative Report No. A19-24: March 31, 2024 Museum Financial Report.

Report Overview

To provide the Board on the financial status of the Museum to March 31, 2024.

Financial Indicators

Appendix A, the Museum Operating Expenditures and Revenues Report Year-End Financial Report dated March 31, 2024 compares the approved budget to actual posted revenues and expenses for the Museum.

Appendix B, Segmented Information, provides background information about the Museum activity areas and identifies areas impacted by revenue/expense offsets.

Revenue

Overall revenue for 2024 currently stands at 81% of the Board approved budget.

The Municipal contribution was received and is reflected in the March 31, 2024 financial report. Overall revenue for 2024 currently stands at 90% of the approved budget.

Notation to Actuals ** Interest income, deposits and payments processed through the Museum bank account are not reflected in the figures shown in Appendix A due to ongoing migration project activities.

Expenditures

Variances in expense areas occurred as outlined below:

1. Contracted Services (82%) is higher due to the costs for snow removal activities.

Conclusion

Appendix A, the current financial statement shows expenditures as of March 31, 2024, to be \$73,183 which represents 18% of the 2024 operating budget approved by the Board. The Museum remains in a surplus position.

Note: The figures outlined in this report are considered preliminary as the 2023 audit has not yet been completed. The senior management team is working with the Municipality's Finance Department and the Auditors to ensure that all year-end adjustments have been captured. As is historically the case, the Museum's 2023 Audited Financial Statements will be presented to the Board for its review and approval at the May 23, 2024 Regular Library Board Meeting.

Report Submitted by:
Megan Elliott, Manager of Business Administration
Monika Machacek, Chief Executive Officer
April 25, 2024

Clarington Library, Museums & Archives
Operating Expenditures and Revenues Report
March 31, 2024

Appendix A

	2024 Final Budget	2024 YTD Actuals **	2024 Variance \$	2024 Expended %		2023 Final Budget	2023 Actuals	2023 Variance \$	2023 Expended %
MUSEUM REVENUES									
Municipality of Clarington – Operating Grant	(328,114)	(328,114)	-	100%		(326,524)	(326,524)	-	100%
Grants - Provincial	(25,161)	-	(25,161)	0%		(25,161)	-	(25,161)	0%
Grants - Federal	(1,500)	-	(1,500)	0%		(1,500)	-	(1,500)	0%
Fees & Sales	(6,500)	(36)	(6,464)	1%		(3,000)	(90)	(2,910)	3%
Donations & Bequests	(9,500)	(10)	(9,490)	0%		(9,500)	-	(9,500)	0%
Interest	(6,000)	-	(6,000)	0%		(2,000)	(6,356)	4,356	118%
Contribution from reserves	(30,000)	-	(30,000)	0%		(17,000)	-	(17,000)	0%
MUSEUM TOTAL REVENUES	(406,775)	(328,160)	(78,615)	81%		(384,685)	(332,970)	(51,715)	87%
MUSEUM EXPENSES									
Personnel Costs	324,317	64,540	259,777	20%		300,210	51,346	248,864	17%
Collections/Exhibitions	7,760	331	7,429	4%		7,650	2,566	5,084	34%
Facility Support	49,278	5,078	44,200	10%		52,405	7,840	44,565	15%
Products & Supplies	7,800	-	7,800	0%		7,800	312	7,488	4%
Public Programs	10,000	307	9,693	3%		9,000	42	8,958	0%
Contracted Services	3,500	2,887	613	82%		3,500	587	2,913	17%
Information Technology	1,000	-	1,000	0%		1,000	2,299	(1,299)	-30%
Staff Development	3,120	40	3,080	1%		3,120	76	3,044	2%
Transfer to Reserve Fund - Municipality	-	-	-	100%		-	-	-	100%
MUSEUM TOTAL EXPENSES	406,775	73,183	333,592	18%		384,685	65,068	319,617	17%
NET (SURPLUS) DEFICIT		(254,977)					(267,902)		

SEGMENTED INFORMATION

The Museum's Financial Statement is segmented into functional operational areas. These align with those of the Municipality of Clarington and the Library, which creates a more effective and efficient audit process. The nature of the segments and the activities they encompass are outlined below:

REVENUE

Municipal Contribution

The Municipality of Clarington provides annual funding to the Museum via the Municipal Tax Levy.

Grants – Ministry & Project

The Museum receives an annual operating grant, the Community Museum Operating Grant (CMOG) from the Ministry responsible for community museums. Additional project specific grants may become available, on short notice, during a calendar year; as they do not represent a steady revenue stream they are recorded as "actuals" rather than "approved" revenue and would be used to offset spending in expenditures.

Fees & Sales

Membership fees, educational programs, public programs and other public events, gift shop sales, research fees (including printing), and space rental income.

Donations & Bequests

The area captures donations & bequests and other small miscellaneous items.

EXPENDITURES

Personnel Costs

Payroll & benefits (CPP, EI, Health Tax, etc.) for both union and non-union staff are processed and paid via the Municipality's Corporate Services Department. At present, OMERS and WSIB are still calculated and remitted by CLMA however these services will transfer to the Municipality.

Collections/Exhibitions

Represents spending on resources to host exhibitions or acquire new items for the museum's collection.

Facility Support

Comprised of utility charges, building maintenance, and janitorial costs.

Products and Supplies

Includes furniture and equipment, office supplies (i.e.: copier & printer paper which generates a small amount of revenue) collection maintenance supplies, board expenses, and insurance. Also includes promotional items – the cost of which is partially offset against revenue generated from gift shop sales.

Public Programs

Incorporates the costs of program supplies & guides, marketing supplies, guest speakers and performers. Costs in this area are often partially offset against revenue fees (cost recovery) and grants.

Contracted Services

Covers third party costs such as audit and accounting fees, courier costs, legal, payroll, association fees & dues, and bank services charges (offset against interest revenue), equipment leases, and other incidental charges.

Information Technology

Hardware and software costs incurred through the operation staff computers and wireless service. Includes ink cartridges and computer peripherals (keyboards, mice, etc.).

Staff Development

Captures costs for staff training & development, association fees & dues, and any travel and business costs associated with attending courses and conferences.

Transfer to Capital/Reserve

Represents funds set aside for spending on items of a capital nature or can be used to support reserve funds.

Date of Meeting: April 25, 2024

Report Number: A20-24

Report Subject: April 2024 Chief Executive Officer Report

Recommendation:

1. THAT the Clarington Public Library Board receive Administrative Report No. A20-24: April 2024 Chief Executive Officer Report.

Report Overview:

To provide the Board with information about operational highlights and key activities in April 2024.

Highlights



The Orono Library Open House was held on Saturday, April 6th, at 11:00 a.m. The grand re-opening event showcased the newly renovated Orono Library with accessibility improvements and the unveiling of the newly placed Orono Millstone (at right). In addition to the CEO and Senior Management, Board members in attendance included: Board Chair S. Cooke, Board Vice Chair T. Shomar and Board Members Councillor L. Rang, N. Brandon, R. Hooper, D. McKenzie and K. Warren.



Municipal Council members in attendance included Mayor Foster, Councillors Anderson and Zwartz. Mayor Foster and Board Member D. McKenzie delivered opening remarks (above left) before cutting the ribbon to the new accessibility ramp installed at the library entrance.



The event was well attended to the delight of community members old and young. Cake and refreshments were offered in addition to a scavenger hunt with prizes.

At left:

Director of Strategy & Innovation A. Dee, Manager of Public Service J. Quirke, and younger attendees enjoy the event.



On March 25th, CEO M. Machacek, Board Vice-Chair T. Shomar met with MP Jamil Jivani at the Courtice Library to discuss the challenges and opportunities in libraries and museums across Canada in addition to the importance of federal government grants. CLMA Managers D. Smith and M. Elliott also attended the meeting that was followed by a branch tour and introduction to the Maker's Space. In addition, MP Jamil Jivani provided a signed a copy of his book entitled "Why Young Men: Rage, Race and the Crisis of Identity" for the CLMA library collection. (above photo: Board Vice-Chair T. Shomar, MP J. Jivani, CEO M. Machacek and Manager of Programs and Events D. Smith)

Facilities



Due to an increase in incidents at all locations during the first quarter, new signage was created and posted in all locations of CLMA to help address public violations of our User Expectations Policy. A temporary security guard service has stated at the Bowmanville location to assist

with staff and the public safety and will be evaluated by both CLMA and MOC over the next three months.

Programs and Community Partnerships

In March, a total of 2,617 participants attended 124 programs including many Easter programs. These well attended programs included: the Easter Egg Hunt Extravaganza, Easter Storytime and Egg-citing Easter Community Celebration.



On March 23rd, CEO M. Machacek, Minister McCarthy and Councillor Anderson provided opening remarks at the Egg-citing Easter Community Celebration in the Bowmanville Library. Over 60 participants enjoyed a variety of fun activities offered in partnership with the Bowmanville Cub Scouts and the Municipality. Easter loot bags were prepared by CLMA teen volunteers in the Teen Advisory Group (TAG) program.

At left: CEO M. Machacek, Easter Bunny, and two friends.

From March 22 to April 2, CLMA partnered with the Bowmanville BIA to host an Easter Scavenger Hunt throughout Downtown Bowmanville. Over 35 local businesses and organizations posted CLMA characters in their storefronts for families to locate as they visited the downtown shops. Scavenger hunt sheets were offered with prizes awarded for completed sheets.

On March 30, CLMA participated in the Orono BIA's annual Easter Egg Hunt on the Orono Library lawn. Over 150 participants collected chocolate eggs and took part in activities hosted by CLMA, including Giant Jenga, building blocks, horseshoes, bookmark decorating and storytimes. CLMA recruited six teen volunteers to assist with setting up the event, hosting activities and wearing the Easter Bunny costume.

Other well attended programs offered include: Ramadan Storytime presented in partnership with the Muslim Women of Durham Region; Our Firefighter Storytime with the Municipality of Clarington's Fire & Emergency Services; and 45 people attended a special Mad Hatter's Tea Party program in Orono.

In partnership with the Al-Ikram Foundation, four free tax clinics are offered on site at the Newcastle and Bowmanville libraries in March and April. Volunteers from the Al-Ikram Foundation provide personal tax preparation assistance for low-income individuals and their dependants. A total of 34 community members received assistance at the two clinics in March and provided positive feedback.

CLMA has partnered with Durham College Employment Services, to offer onsite weekly meetings (by appointment only) at the Newcastle and Orono libraries. Services offered include assistance with job search strategies, resume building and developing interview skills.

Information Technology

On March 27th, Maker's Space staff hosted the first group visit with the Courtice Rotary Club. Attendees participated in a variety of maker-based activities such as button making, vinyl cutting, custom mug creation and 3D printing.

CLMA purchased 10 new laptops to facilitate modern digital literacy and media creation. On April 13th, the laptops were configured and put in to use as part of a 3D modeling program hosted in the Maker Space.

Advocacy Opportunity for Board Members at Maplefest

Board members are reminded of the opportunity to assist with the CLMA book sale on Saturday, May 4th during Maplefest in downtown Bowmanville. Like the successful Harvest Festival Book Sale, this event provides Board members with an opportunity to connect with staff in the CLMA booth and interact with members of the public.

Maplefest will be held from 9:00 am to 4:00 pm and shifts are available as follows:
Shift 1: 10:00-1:00 pm (2 Board members)
Shift 2: 1:00 -4:00 pm (2 Board members)

Interested Board members are invited to respond to the April 4th email from CEO M. Machacek.

Our Customers and Staff Comment

In March, a customer posted a five-star review of the Sarah Jane Williams Heritage Centre, writing: “What a fun little place to visit with your kids. Had a blast exploring mini Clarington and checking out the medium. Definitely will be back again and again.”

Also in March, a CLMA customer posted to the Facebook group, “Bowmanville Community Group. Ontario Canada” writing: “For those who didn’t know, Clarington Library has passes for The Auto Museum, swimming, parking at trails etc. to borrow for free, they just added Reptilia.”

The post received 77 likes and loves, with many people tagging other users in the comments and answering each other’s questions regarding CLMA’s collections. Some of the comments are included below:

- “I put myself on the waitlist after every borrow and roughly every 5 months we come up for the pass again :)”
- “And they have sports activity kits, stem kits, board games, knitting kits, go pro camera kits, light therapy lamps... so many awesome things you can borrow that people don’t realize”
- “That so cool I had no idea!”
- “Wow this is great! Thanks ever so much for sharing”
- “I just returned my provincial park pass I had for a week! Only waited 5 days for it”
- “I had no idea!” (mind blown emoji)

Chief Executive Officer Notable Events and Meetings

Date	Event
April 6	Orono Library Grand Re-Opening and Mill Stone Placement
April 11	CFLA Consultation Meeting
April 16	CLMA Strategic Plan Presentation to Municipal SLT
April 18	CBOT Annual General Meeting

Report Submitted by:
Monika Machacek, Chief Executive Officer
April 25, 2024

Date of Meeting: April 25, 2024

Report Number: A21-24

Report Subject: April 2024 Curator & Heritage Services Manager Report

Recommendation:

1. THAT the Clarington Public Library Board receive Administrative Report No. A21-24: April 2024 Curator & Heritage Services Manager Report; and
2. THAT the Clarington Public Library Board approve the items listed in the Deaccession List 2024-03 (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 March to April 2024.

Highlights

Select staff from the Library and Museum have receiving training as part of the Harmonization Plan to align public services across the organization. Group A consisted of 5 staff members who completed their computer-based and on-the-job training in the month of March. In April, Group B has begun their on-the-job training and will be completed by the second week of May. Library staff are learning about Museum and Archives related public service as well as knowledge-based learning on more industry-specific museum work of exhibitions and collections.

Programs

“Thursdays at the Museum” evening program series launched in mid-January continued through March at the SJWHC. This new adult program welcomes visitors for discussions and informal chats regarding local history topics.

The following topics were presented in March as part of this program:

- March 14: Retro Recipe Rewind: Recipe Sharing
- March 21: Women’s History Presentation
- March 28: History of Dairy

Murder Mystery Night



This historical experience was geared to adults and invited participants to an evening program on March 7th at Waverley Place that was based on Prohibition era history and intended to be a social, fun way to engage with the museum site.

At left: participants at the Murder Mystery with the photo props. In addition, a suspect board was displayed in the parlour as part of the clues.

Discover Archaeology

To highlight the current exhibition at the Sarah Jane Williams Heritage Centre, this March Break program was designed to engage children and families with an imaginary, indoor archaeology ‘dig.’ Participants and their families were provided with a brief overview on “what is archaeology?” and were encouraged to think about objects in terms of age, composition/material, location, and use.

The successful program was run on two separate dates during the March Break. There were 65 attendees at the March 8th program and 43 attendees at the March 12th program.

Exhibits

Pop-up Exhibit: Thursdays at the Museum

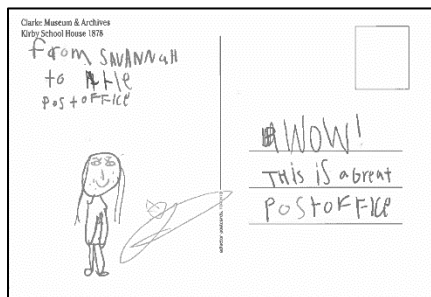


Many of the “Thursdays at the Museum” programs also have an exhibition component to support the topic and discussion. On March 28th, the Thursdays at the Museum theme was “History of Dairy.” Small exhibit panels were featured as part of the visuals and group discussion inspiration. These panels featured local dairy businesses and creameries, including Orono creamery, Glen Rae Dairy, and Bowmanville Dairy. This display also featured select artifacts and reference material to get participants reminiscing and chatting.

At left: History of Dairy pop-up exhibit components of the Thursdays at the Museum program

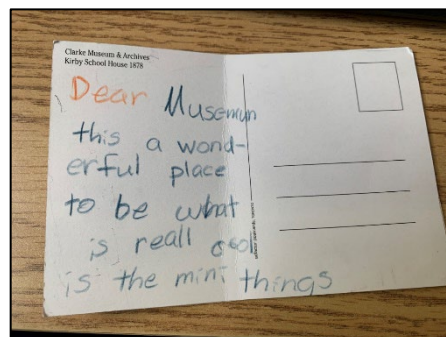
ClaringTown Highlights

ClaringTown continues to be a popular destination for families with young children. Families are encouraged to explore the space using their hands and approaching the interactive exhibition through dramatic play.



ClaringTown had 404 visitors during the month of March. The PA Day and March Break programs were the busiest with 78 guests on the Friday and 92 guests on the Tuesday program

days. Attendees include repeat visitors and children who love the interactive exhibit. CLMA staff receive many compliments from kids and their caregivers throughout their visit, and on the notes they leave behind (see above images).



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 2024-03 (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 10 research requests in March. 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.

Special Projects: Rotary 100th Anniversary

CLMA staff gathered historical research and archival images to compile a history of the Bowmanville Rotary club for their upcoming 100 Year Anniversary Gala. The presentation includes information and images relating to the club, members of Rotary, community projects led by the club, as well as generally history of Bowmanville in the 1920s.

Report Submitted by:
Heather Ridge, Curator and Manager of Heritage Services
Monika Machacek, Chief Executive Officer
April 25, 2024

Clarington Museums and Archives Deaccession List 2024.03

Appendix A

Accession number	Object Name	Provenance	Description	Condition Rating	Relevant to Collection	Recommendation	Reason
989.29.6b	Doily	Item originally belonged to the donors mother. Donor from Bowmanville	Doily. Possible mold	Poor	Y	Deaccession	Poor Condition
994.7.10	Tablecloth	Item originally belonged to the donors grandparents, Mr and Mrs Milton Samis.	Handmade tablecloth. Knitted.	Poor	Y	Deaccession	Poor Condition
000.24.36a b c	Wedding Dress	Items originally belonged to Lorraine Margaret Urry. Donor from Napean	Silk and lace. White wedding dress, with belt and sholder covering.	Good	N	Deaccession	Not Relevant
974.19.1	Shawl	Donor from Tyrone, but it is stated that the provenance is "not known"	Woman's Shawl, black with black beading and ribbons.	Good	N	Deaccession	No Provenance
002.07.16	gloves	Unknown	white gloves, long.	Good	N	Deaccession	No Provenance
980.9.2	Boa	Donor from Hampton	black fur boa	Poor	Y	Deaccession	Poor Condition
Unknown	Book	Unknown	Book. A child's garden of verses by Robert Louis Stevenson	Good	N	Disposal	No Provenance
Unknown	book	Unknown	Book, Cat and Cradle Stories. Discarded from the Orono Library	Poor	N	Disposal	Poor Condition
Unknown	Stencil Set	Unknown	Vellam Stencil Set Duplicators	Good	N	Disposal	No Provenance
Unknown	Map	Unknown	Modern day aerial map of Clarke Schoolhouse area... some sort of plan. No date.	Fair	N	Disposal	Not Relevant
Unknown	Decoy	Unknown	Wooden Decoy Duck. Painted black with a string attached to it.	Fair	N	Disposal	No Provenance
Unknown	Book	Unknown	Book, Early Life in Upper Canada. 1933.	Fair	N	Disposal	No Provenance
Unknown	Photo	Unknown	Framed photo, no identification. Men with a cup.	Fair	N	Disposal	No Provenance
Unknown	Photo	Unknown	Framed photo, unknown portrait of a man. Frame is very poor.	Poor	N	Disposal	Poor Condition
Unknown	Photo	Unknown	Framed photo, 1926 people identified.	Poor	N	Disposal	Poor Condition

Accession number	Object Name	Provenance	Description	Condition Rating	Relevant to Collection	Recommendation	Reason
Unknown	Photo	Unknown	Framed photo 1925. 8 men	Poor	N	Disposal	Poor Condition
Unknown	Photo	Unknown	Young King Edward. Framed Photo	Good	N	Disposal	Not Relevant
Unknown	Hat	Unknown	Goodyear cap, possible mold	Poor	Y	Disposal	Poor Condition
Unknown	Doily	Unknown	White stained floral doily	Poor	Y	Disposal	Poor Condition
Unknown	Tablecloth	Unknown	White linen floral tablecloth	Poor	N	Disposal	Poor Condition
Unknown	Tablecloth	Unknown	Crochet tablecloth or table runner	Poor	N	Disposal	Poor Condition
Unknown	Placemat/Doily	Unknown	Handmade placemat or doily. With butterfly design.	Fair	N	Disposal	No Provenance
Unknown	Runner	Unknown	Table runner, white crochet, floral.	Poor	N	Disposal	Poor Condition
Unknown	Runner/doily	Unknown	Sheer pink trim, lace doily/runner	Poor	N	Disposal	Poor Condition
Unknown	Tablecloth	Unknown	Pink square tablecloth, embroidered	Good	N	Disposal	No Provenance
Unknown	Tablecloth	Unknown	Linen round tablecloth. Embroidered. Stained	Poor	N	Disposal	Poor Condition
Unknown	Doily	Unknown	Circular doily. Stained. Handmade	Poor	N	Disposal	Poor Condition
Unknown	Tablecloth	Unknown	White tablecloth with color florals, lace trim. Stained.	Poor	N	Disposal	Poor Condition
Unknown	Tablecloth	Unknown	Large tablecloth, white crochet floral pattern.	Fair	N	Disposal	No Provenance
Unknown	Poster	Unknown	Torch bearer meeting 2015 Toronto	Fair	N	Disposal	Not Relevant
Unknown	Poster	Unknown	Theatre Company poster, modern	Fair	N	Disposal	Not Relevant
Unknown	Poster	Unknown	2015 Olympic Poster	Fair	N	Disposal	Not Relevant
Unknown	Pamphlet	Unknown	Fall 2015 Rec and Lesiure	Fair	N	Disposal	Not Relevant
Unknown	Corset	Unknown	Corset type garment. Beige with metal fastenings.	Fair	N	Disposal	No Provenance

Accession number	Object Name	Provenance	Description	Condition Rating	Relevant to Collection	Recommendation	Reason
Unknown	Seeds	Unknown	4 medicine bottles full of seeds/grains marked A.H Robins	Good	N	Disposal	Not Relevant
Unknown	Container	Unknown	Metal, pointy container. Possibly an oil dropper?	Poor	N	Disposal	Poor Condition
Unknown	Knife	Unknown	Pocket knife. Rusty, "sherriif" cowboy depiction.	Fair	N	Disposal	No Provenance
Unknown	Drying rack	Unknown	Wooden drying rack, of doll size. Possible mold.	Poor	N	Disposal	Poor Condition
Unknown	Book	Unknown	Book, 1881 Ontario Agriculture Commission report. Compliments of J.W McLaughlin. Water damage	Poor	N	Disposal	Poor Condition
Unknown	Newspaper	Unknown	Newspaper Special, "Toronto's most dramatic day" Tiny Town of York	Fair	N	Disposal	Not Relevant
Unknown	Bunting	Unknown	Tri Colour bunting. Red, white and blue,	Good	N	Disposal	No Provenance
Unknown	Pliers	Unknown	Pliers. Very rusty.	Poor	N	Disposal	Poor Condition
Unknown	Framed Photos	Unknown	6 frames containing poor reproductions of Clarington locations. Previously displayed in Waverley Place back gallery.	Fair	N	Disposal	Not Relevant
Unknown	Photo	Unknown	Photos of Archie Bringham. Baby 3 months. From an Iowa photographer	Good	N	Disposal	Not Relevant
Unknown	Photo	Unknown	Photo of a man with a handlebar mustache, not Identified. Toronto Photography studio.	Fair	N	Disposal	No Provenance
Unknown	Photo	Unknown	Photo, lady in a mourning dress. Iowa photographer	Good	N	Disposal	Not Relevant
Unknown	Photos (33 total)	Unknown	Various images like the above. Unidentified, from various photo studios mosly from the US. Not depicting people who can be identified as Clarington residents	Good	N	Disposal	Not Relevant
Unknown	Stereoscope Cards	Unknown	Various Stereoscope cards, not depicting local scenes.	Poor	N	Education Collection	Not Relevant, but can be used in programming

Accession number	Object Name	Provenance	Description	Condition Rating	Relevant to Collection	Recommendation	Reason
Unknown	Yardstick	Unknown	Yardstick from Rice and CO.	Fair	Y	Education Collection	Duplication. Other better condition item to be accessioned
Unknown	Book	Unknown	Book, leaves of gold anthology of prayers.	Fair	N	Disposal	Not Relevant
009.43.45	Doll	Donor from Kingston	Anne Gedde Doll. Sleeping Baby bumblebee doll.	Good	N	Deaccession	Not Relevant
009.43.46	Doll	Donor from Kingston	Anne Gedde Doll. Sleeping Baby ladybug doll.	Good	N	Deaccession	Not Relevant
009.43.47	Doll	Donor from Kingston	Anne Gedde Doll. Awake Monarch butterfly.	Good	N	Deaccession	Not Relevant
009.43.17b	Doll hat	Donor from Kingston	Doll bucket hat, blue and white.	Good	N	Deaccession	Not Relevant
009.43.17a	Doll overalls	Donor from Kingston	Doll overalls, blue with bunny, on doll.	Good	N	Deaccession	Not Relevant
009.43.17d	Receipt	Donor from Kingston	Receipt of purchase of doll	Good	N	Deaccession	Not Relevant
009.43.17a	Doll	Donor from Kingston	Doll and clothing, accessioned. "Gumdrop Boy". Weighted, open eyes, messy hair	Good	N	Deaccession	Not Relevant
009.43.18b	Doll hat	Donor from Kingston	Doll hat, pink and white	Good	N	Deaccession	Not Relevant
009.43.18a	Doll overalls	Donor from Kingston	Doll overalls, pink with bunny, on doll.	Good	N	Deaccession	Not Relevant
009.43.18d	Information Slip	Donor from Kingston	Information slip for doll.	Fair	N	Deaccession	Not Relevant
009.43.18a	Doll	Donor from Kingston	Doll, gumdrop girl.	Good	N	Deaccession	Not Relevant
974.174.16 CLARKE	Book	Donor from St. Marys	David Copperfield by Charles Dickens inscribed "a gift for Thomas Thornton from a friend F.S"	Fair	N	Deaccession	Not Relevant
005.08.17	Book	Items belonged to donors mother, Vera Downey	Life in Canada 50 years ago: personal recollections and reminiscences of a sexagenarian by Cannif Haight. Inscribed "Mrs. C. Kirlake"	Poor	N	Deaccession	Poor Condition

Date of Meeting: April 25, 2024

Report Number: A22-24

Report Subject: First Quarter (Q1) Operations Report 2024

Recommendation:

1. THAT the Clarington Public Library Board receive Administrative Report No. A22-24: First Quarter Operations Report 2024.

Report Overview:

The purpose of this report is to update the Library Board on service transactions for the first quarter (Q1) from January 1, 2024 – March 31, 2024, from a system-wide perspective. Location based information and an infographic are included in Appendices A & B for information only.

Summary

CLMA continues to see a steady increase for in-person services over Q1 2023 across all locations, which is reflective of expansion of services and a continued and refreshed interest in library and museum services.

Digital services, in comparison with Q1 2023, continue to see a slight decrease, which is to be expected given the increased in-person use.

Circulation

- Physical materials: Print and multimedia usage have both increased by 17% over Q1 2023.
- Electronic materials (eMaterials): includes eBooks, eAudiobooks, eMagazines, and video streaming eMaterials have seen a 19% decrease from the previous year.
- Special collections: Usage of these collections continue to increase, by 65% over Q1 2023. These collections include new items such as GoPros, Chromebooks, bike locks, knitting needles, and new community passes.

Visits

- In-Person, Library: In-person visits to CLMA locations continue to rise with a 32% increase, or 18,287 visitors, over Q1 2023.

With the re-opening of the Orono Library after renovations, the branch has seen a 29% increase in foot traffic, compared to 2023.

- In-Person, Museum: Visits to the Museum continue to rise with a 100% increase, or 463 visitors, compared to Q1 2023.

Digital Usages (Computers & Wi-Fi)

- Computer use: Computer use has decreased 10% over Q1 2023.

The website that gathers usage statistics from the early literacy stations is currently not functioning, which accounts for the reduction in computer use. Our internal statistics read as “N/A” until the website is functional, and statistics can be gathered.

Bowmanville Library’s computer usage increased by 10% over Q1 2023, which was to be anticipated given the increase in vulnerable populations using the library over the winter.

- Wi-Fi use: Wi-Fi continues to see an increase in use, up 12% from Q1 2023. This increase in use is also indicative of the community returning to the library to use the space for studying, work, and entertainment, on their own devices.

Website Visits & Social Media

- Website visits & app: The CLMA launched our new website in Q3 2023 and have seen an increase of 12% over Q1 2023 with the combined website.

SirsiDynix, the CLMA’s mobile app service provider, announced unexpectedly the termination of the app in November 2023, which caused the 76% decrease in app use over Q1 2023. The app resumed service on February 29, 2024. It is anticipated the use will recover during Q2.

- LiveChat, an instant messaging service, was introduced to the CLMA’s new website in Q3 2023. This service was used 306 times in Q1 2024. The service continues to be well used and a more fulsome usage comparison will be available in later in 2024.
- Social media impressions have decreased by 30% in comparison with Q1 2023. With the launch of the new brand and social media strategy, marketing is focused on creating fewer, yet higher quality, social media posts, in comparison with Q1 2023, which naturally results in fewer impressions. This strategic intent is intended to draw larger numbers of impressions by post, rather than increase the number of posts created by month.

This strategy has proven successful and though the impressions have decreased, the average reach, or the number of unique accounts that viewed our content, has increased by 30%, or 421 impressions per post, in comparison with Q4 2023.

Library Membership

- Registration for new cards continues to rise, with a 35% increase, or an additional 299 new users, comparatively to Q1 2023.
- Active membership continues to rise, with a 17% increase, or an additional 6,370 active members comparatively to Q1 2023.

Program & Outreach Attendance

- The CLMA resumed in-person programming in Q2 2022, and we continue to see an increase in attendance each quarter, with a 89% increase in attendance between Q1 2023 and 2024.
- Outreach impact continues to significantly increase between Q1 2023 and 2024, with a 161% increase over last year.

Museum Research

- The Museum has seen an increase in research requests of 13% from Q1 2023, with 27 research requests in Q1 2024.

Room Bookings

- Room bookings have seen a significant decrease in Q1 2024 with 11 room bookings. Effective January 1, 2024, a new fee structure was implemented for space bookings. It was anticipated that the introduction of fees would cause a decrease in bookings. The management team is actively seeking opportunities to promote the availability of rooms, to generate revenue.

Conclusion

Recovery is steady and usage in the majority of CLMA services, as demonstrated through the increases in our key performance indicators, Appendices A and B.

The management team continues to see both an increase in use as well as a shift in the way in which visitors are using our spaces and services, and continue to look towards the strategic plan deliverables to develop collections, increase in-person visits, and expand community engagement.

Report Submitted by:
Alison Dee, Director, Strategy & Innovation
Monika Machacek, Chief Executive Officer
April 25, 2024

CLMA 2024 Q1 Statistical Report (January to March)

Service Measure	Bowmanville		Percent Change	Courtice		Percent Change	Newcastle		Percent Change	Orono		Percent Change	Museum		Percent Change	Virtual		Percent Change	Q3 Total		Percent Change
	2024	2023		2024	2023		2024	2023		2024	2023		2024	2023		2024	2023		2024	2023	
Circulation																					
Print	61,632	57,592	7.0%	40,299	36,997	8.9%	24,102	19,583	23.1%	2,135	2,063	3.5%							128,168	116,235	10.3%
Multimedia	22,735	19,778	15.0%	13,017	10,023	29.9%	9,163	6,717	36.4%	2,677	1,900	40.9%							47,592	38,418	23.9%
Digital			N/A			N/A			N/A			N/A				35,383	43,499	-18.7%	35,383	43,499	-18.7%
Special Collections	971	636	52.7%	694	674	3.0%	900	335	168.7%	208	41	407.3%							2,773	1,686	64.5%
TOTAL CIRCULATION	85,338	78,006	9.4%	54,010	47,694	13.2%	34,165	26,635	28.3%	5,020	4,004	25.4%				35,383	43,499	-18.7%	213,916	199,838	7.0%
Visits																					
In Person (Gate Counts)	29,607	22,386	32.3%	31,691	22,849	38.7%	13,924	11,805	18.0%	1,069	827	29.3%	924	461	100.4%				77,215	58,328	32.4%
Website																113,963	91,695	24.3%	113,963	91,695	24.3%
App																94,078	394,391	-76.1%	94,078	394,391	-76.1%
Social Media Impressions																108,145	153,641	-29.6%	108,145	153,641	-29.6%
In Location Use																					
Computer Use	2,665	2,421	10.1%	1,046	1,634	-36.0%	1,379	1,593	-13.4%	85	109	-22.0%							5,175	5,757	-10.1%
Wireless Use	19,618	16,752	17.1%	23,136	19,954	15.9%	11,069	11,443	-3.3%	4,396	3,871	13.6%							58,219	52,020	11.9%
Services																					
Program Attendance	2,163	1,231	75.7%	3,247	1,328	144.5%	1,681	1,208	39.2%	147	45	226.7%	433	34	1173.5%				7,671	3,846	99.5%
Outreach Impact (System Wide)																			1,420	557	154.9%
Room Bookings	94	-	N/A	418	-	N/A	141	-	N/A	-	-	N/A	6	-	N/A				659	-	N/A
New Members	612	349	75.4%	300	238	26.1%	101	127	-20.5%	14	128	-89.1%							1,027	842	22.0%
Active Users	26,095	21,864	19.4%	11,817	10,509	12.5%	6,137	5,245	17.0%	1,161	974	19.2%							45,210	38,592	17.1%
Museum Research Requests													27	31	-12.9%				27	31	-12.9%
LiveChat																444	-	N/A	444	-	N/A
Maker's Space Visits				2,353	0	N/A													2,353	-	N/A



Key Performance Indicators
Q1 2024: January - March



Print Circulation

Q1 2024 175,760

Q1 2023 154,653

17%

Multimedia Circulation

Q1 2024 47,592

Q1 2023 38,418

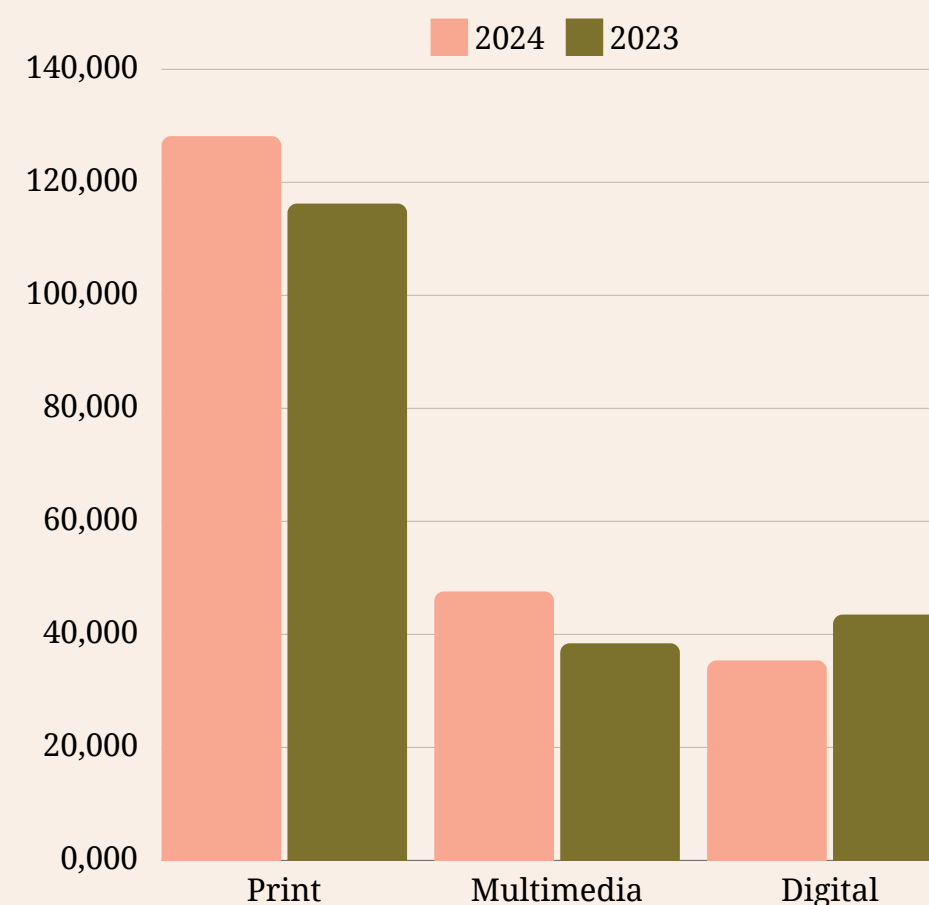
24%

Digital Circulation

Q1 2024 35,383

Q1 2023 43,499

19%



Computer Usage

Q1 2024 5,175

Q1 2023 5,757

10%

Wi-Fi Usage

Q1 2024 58,219

Q1 2023 52,020

12%



Library In-Person Visits

Q1 2024 76,291

Q1 2023 58,004

12%

Museum In-Person Visits

Q1 2024 924

Q1 2023 461

100%



Program Attendance

Q1 2024 7,238

Q1 2023 3,822

89%

Outreach Impact

Q1 2024 1,412

Q1 2023 542

161%



New Members

Q1 2024 1,141

Q1 2023 842

36%

Active Members

Q1 2024 45,237

Q1 2023 38,592

17%



**Library of Things
Circulation**

Q1 2024 2,773

Q1 2023 1,686

65%

Website Visits

Q1 2024 113,963

Q1 2023 91,695

24%

Social Media Impressions

Q1 2024 108,145

Q1 2023 153,641

30%

27 Museum
research
requests

444 LiveChat
conversations

2,353
Maker's Space
Visits

Date of Meeting: April 25, 2024

Report Number: A23-24

Report Subject: Welcoming Spaces Library Consultation Project Report

Recommendation:

1. THAT the Clarington Public Library Board receive Administrative Report No. A23-24: Welcoming Spaces Library Consultation Project as information.

Background

In many communities, equity-deserving, unsheltered and elderly populations turn to the libraries as a safe haven. For some, libraries are the only place they can access a computer. For others, their only human contact each day comes from their library visits. Some customers may even seek refuge at libraries to escape the heat or cold of the outdoors. Libraries face challenges and struggles in their efforts to effectively balance support for the vulnerable sector while also ensuring the library is a safe and comfortable space for everyone.

Report Overview








The five (5) “lakeshore libraries” in the Durham Region (Pickering, Ajax, Whitby, Oshawa and Clarington) engaged Hume McKenna Associates to assist in the gathering of information to develop recommendations designed to balance the needs of all library customers and staff. Appendix A presents a visual summary of the report.

During the Fall of 2023, information was collected from conversations with library leadership, library site visits, focus groups with all five (5) library main branches, a focus group with people with lived experience of homelessness, focus groups with staff and managers, interviews with key informants and community partners, and the review of policies and procedures related to customer behaviour expectations.












Through this comprehensive review, several consistent themes were identified and a series of recommendations were developed based on those themes and are included in the attached executive summary of the report entitled, “Welcoming Spaces Library Consultation Project: A Joint Project of the Pickering, Ajax, Whitby, Oshawa and Clarington Library, Museums and Archives”.

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 reflect CLMA's assessment of priorities. All Q1 2024 objectives have been completed. The next update to the Library Board will be in Q4 2024.

Library 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, library 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 library 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 libraries.				
Form Co-Design planning teams, at each library 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 				










Library Action Plan for Implementation of Recommendations

Implementation Action	Suggested Timeframe			
	Q1 2024	Q3 2024	2025	2026 +
<ul style="list-style-type: none"> Boards 				
Develop a Library Collaboration Plan to guide a continued collaboration and inter-library communication process.				
Initiate and/or continue collaborative conversations with library partners and with community 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 eg/ 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 eg/ Slack Channel				
Schedule field trips for library 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.				

Library Action Plan for Implementation of Recommendations

Implementation Action	Suggested Timeframe			
	Q1 2024	Q3 2024	2025	2026 +
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. 				
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				

Library Action Plan for Implementation of Recommendations

Implementation Action	Suggested Timeframe			
	Q1 2024	Q3 2024	2025	2026 +
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 				
Develop and pilot, as a collaboration between libraries, a social worker or community health specialist to work with libraries.				
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 support.				

Submitted By:
Jennifer Gardner, Director of Neighborhood Services
Monika Machacek, Chief Executive Officer

Welcoming Spaces: Library Consultation Project



GOAL: Maintain welcoming, safe, and supportive environments for everyone in the community.



SPACES

STRENGTHS

- Safe and welcoming
- Extensive hours
- “Community living room”

OPPORTUNITIES

- Flexible spaces
- Educational programs to address root causes of vulnerability



COLLABORATION

- Library to library information sharing
- Agency and organizational partnerships

- Act as “hubs” for service access
- Redirecting needs inquiries to best local agency



STAFF

- Empathetic staff
- Solution-oriented
- Extensive training

- Focus on safety, security, and inclusion
- Support through challenging behaviours



STRUCTURE

- Guidelines and policies available
- Core mandates about support and access

- Resource allocation
- Review of exclusionary practices

Welcoming Spaces: Library Consultation Project

BENEFITS



Continuous improvement for libraries and employees, individuals, and communities as a whole.



Deepen and **expand partnerships** and service points to support the community.



Stigma-busting and promoting a culture of inclusivity and diversity, reducing discrimination.



Collective compassion and understanding for those with challenges or experiences different from our own.

NEXT STEPS



- Develop short and long term implementation plan.
- Review safety plans.
- Enhance partnerships and programming opportunities.
- Increase staff training.
- Review practices with a lens of inclusivity and diversity.

Project completed by Hume McKenna Associates for Ajax, Clarington, Oshawa, Pickering, and Whitby Public Libraries.
January 2024

