

# CEO Report November 2024

## Progress Check

Completed  On track  On Hold 

Goals	Actions	Lead	Timing	Status
<b>Community Engagement</b>				
<b>CE1 Cultivate a sense of ownership of the library</b>	<b>CE1.3</b> Develop volunteer training plan	CEO	Fall 2024	
<b>CE2 Empower community leaders and advocates</b>	<b>CE2.2</b> Set up web page devoted to library FAQs  Page is set up on the website ready to receive information. It's my understanding the map needs more work before we can start posting.	CEO	Winter 2024	
<b>CE3 Increase opportunities to collaborate with the community on services and programs</b>	<b>CE3.3</b> Increase awareness about the various feedback channels available  The mail out newsletter highlights our two suggestion boxes - The new touch points have been created. Now it's a matter of promoting regularly. We will be able to track how many suggestions come in from each point.	CEO	Summer 2024	
	<b>CE3.5</b> Create interactive mini-polls on socials, website and newsletter  Our first mini-poll went out in the mail out newsletter.	CEO	Fall 2024	
<b>Digital Infrastructure and Collections</b>				
<b>DI1 Strengthen digital infrastructure</b>	<b>DI1.1</b> Inventory and assess current digital infrastructure - hardware/software  We purchased a new public computer to run the cricut cutter.	CEO	Fall 2024	

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Goals	Actions	Lead	Timing	Status
<b>DI3 Offer and promote a well balanced and inclusive collection</b>	<b>DI1.2</b> Develop budget plan to support sustainable upgrades	CEO Board	Winter 2024	
	<b>DI3.2</b> Inventory and diversify user feedback methods  We discovered that our new general inhouse suggestion box is being used to make book title/genre requests.	CEO	Fall 2024	
	<b>DI3.4</b> Inventory and promote our Library of Things  Promotion will be ongoing. The webpage is up with link from the home page. People can select an item and it will take them to the online catalogue where they can place a hold. We also promoted the library of things in our paper handouts at the counter.	CEO	Spring 2025	
<b>Community Development</b>	<b>ED1 Augment and promote support for local entrepreneurs</b>			
	<b>ED1.1</b> Inventory and build technological capacity  We purchased a new public computer to run the cricut cutter.	CEO	Fall 2024	
	<b>ED1.4</b> Develop training opportunities for entrepreneurs  With the newly generated business list, we will be able to survey businesses to determine needs. We've re-promoted our one-on-one training sessions in the mail out newsletter. It's also on two of our paper handouts and website.	CEO	Fall 2024	

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	<b>ED1.5</b> Create info pamphlet for business owners	CEO	Fall 2024	
	I'd like to see the inventory done before we start putting together an info pamphlet. I'd like to also complete the business kit we are putting together. Kit will contain acrylic signage and various other items business can borrow for use at a market/tradeshow.			
	<b>ED1.7</b> Establish and facilitate a networking group for small business owners	CEO	Fall 2024	
	We created a paragraph in the mail out newsletter promoting our meeting space and our Zoom platform.			
<b>ED2 Establish a dedicated exhibit space for local artists/artisans/craftspeople</b>	<b>ED2.1</b> Create an art display policy	CEO Board	Summer 2024	
	<b>ED2.2</b> Set up discovery portal on the website	CEO	Summer 2024	
	<b>ED2.3</b> Evaluate and improve display area	CEO	Summer 2024	
<b>ED3 Create opportunities to learn about the area</b>	<b>ED3.1</b> Set up info page about our area on the website	CEO	Fall 2024	
	A page has been set up on the website and we can start populating it.			
	<b>ED3.2</b> Create a welcome package for people new to the area	CEO	Fall 2024	
It's my understanding that the Municipality has one on their website they need to update. I'd like to see us collaborate on this if possible.				

The mail out newsletter is at the printer. Here are the headers included in this issue:

“Are You A Business Owner Looking To Improve Your Tech Skills?”

“Reserve our Meeting Spaces”

“Stay in the Know”

“Family Programming”

Poll: “If you could add one thing to your library what would it be? Fill in your answer above and drop it in our suggestion box for a chance to win a \$25 Chapter-Indigo Gift Card!”

“Consider Volunteering”

“We Have a Book Return in Corbeil” - “oh, and we are also FINE FREE”

“Have An Idea To Run a Workshop?”

“Travel With Libby”

“2024-2027 Strategic Plan”

“Suggestion Box”

“Get in Touch”

## Here is what’s happening

# November

Mon.	Tues.	Wed.	Thurs.
<b>4</b> Holiday Decor Swap Starts November 20th! Donate your old decor here!	<b>5</b>	<b>6</b> 2:00 pm Drop-In Homeschool  6:00 pm Jammies Night	<b>7</b>
<b>11</b> Closed Remembrance Day	<b>12</b> 2:00 pm Music with Bernie!	<b>13</b> 2:00 pm Drop-In Homeschool  6:00 pm Jammies Night	<b>14</b>  6:30 pm Drop In Sewing Club: Skirts
<b>18</b>  5:30 pm Cook Book Book Club	<b>19</b>  6:00 pm DIY Card Making & Box Decoupage	<b>20</b> 2:00 pm l'heure du conte avec Rose-Alma  2:00 pm Drop-In Homeschool 6:00 pm Jammies Night	<b>21</b>
<b>25</b>	<b>26</b>  6:00 pm Pinecone Wreaths	<b>27</b>  2:00 pm Drop-In Homeschool 6:00 pm Jammies Night	<b>28</b>  6:30 pm Block of the Month Club
<b>2</b>	<b>3</b>	<b>4</b>  2:00 pm Drop-In Homeschool  6:00 pm Jammies Night	<b>5</b>

