

CEO Report November 2024






Progress Check

Completed  On track  On Hold 

Goals	Actions		Lead	Timing	Status
Community Engagement					
CE1 Cultivate a sense of ownership of the library	CE1.3	Develop volunteer training plan	CEO	Fall 2024	✓
	CE2.2	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	★
CE3 Increase opportunities to collaborate with the community on services and programs	CE3.3	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	✓
	CE3.5	Create interactive mini-polls on socials, website and newsletter Our first mini-poll went out in the mail out newsletter.	CEO	Fall 2024	★
Digital Infrastructure and Collections					
DI1 Strengthen digital infrastructure	DI1.1	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
DI3 Offer and promote a well balanced and inclusive collection	DI1.2	Develop budget plan to support sustainable upgrades	CEO Board	Winter 2024	
	DI3.2	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	
	DI3.4	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	
Community Development					
ED1 Augment and promote support for local entrepreneurs	ED1.1	Inventory and build technological capacity We purchased a new public computer to run the cricut cutter.	CEO	Fall 2024	
	ED1.4	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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Goals	Actions	Lead	Timing	Status
	ED1.5 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.			
	ED1.7 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.			
ED2 Establish a dedicated exhibit space for local artists/artisans/craftspeople	ED2.1 Create an art display policy	CEO Board	Summer 2024	
	ED2.2 Set up discovery portal on the website	CEO	Summer 2024	
	ED2.3 Evaluate and improve display area	CEO	Summer 2024	
ED3 Create opportunities to learn about the area	ED3.1 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.			
	ED3.2 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.
4 Holiday Decor Swap Starts November 20th! Donate your old decor here!	5	6 2:00 pm Drop-In Homeschool 6:00 pm Jammies Night	7
11 Closed Remembrance Day	12 2:00 pm Music with Bernie!	13 2:00 pm Drop-In Homeschool 6:00 pm Jammies Night	14 6:30 pm Drop In Sewing Club: Skirts
18 5:30 pm Cook Book Book Club	19 6:00 pm DIY Card Making & Box Decoupage	20 2:00 pm l'heure du conte avec Rose-Alma 2:00 pm Drop-In Homeschool 6:00 pm Jammies Night	21
25	26 6:00 pm Pinecone Wreaths	27 2:00 pm Drop-In Homeschool 6:00 pm Jammies Night	28 6:30 pm Block of the Month Club
2	3	4 2:00 pm Drop-In Homeschool 6:00 pm Jammies Night	5

