

September 19, 2024

7:00 pm

North Perth Municipal Building

Committee Room

Pages

1. **Call To Order**
2. **Land Acknowledgement Statement**

“We acknowledge that we are on the traditional land of the Anishnaabe people. We wish to recognize the long history of Indigenous People of Canada and show our respect to them today. We recognize their stewardship of the land, may we all live with respect on this land and live in peace and friendship.”
3. **Additions to/Approval of Agenda**
4. **Declarations of pecuniary interest**
5. **Approval of minutes from previous meeting**
  - 5.1 **June 11, 2024 - North Perth Public Library Board Meeting Minutes** 1
6. **Business Arising from the Minutes**
  - 6.1 **Meeting Logistics**
7. **Financial Report**
  - 7.1 **Accounts Payable** 7
  - 7.2 **2025 Budget** 17
8. **Friends Report**
  - 8.1 **Donation Policies** 24
9. **Board Development**
  - 9.1 **Ontario Public Library Week**
10. **Library Updates**

10.1	Digital Initiatives Report	45
10.2	Summer Report	46
10.3	Lending Report by User Location	48
10.4	Perth County Information Network	
10.5	United Way and the Access Centre	
11.	Other Business	
12.	In Camera Session - None	
13.	Adjourn	

**North Perth Public Library Board  
Meeting Minutes  
Municipality of North Perth – Administration Office  
Committee Room**

Date: June 11, 2024  
Time: 7:00 pm

Members Present      Terrance Ritchie  
                                 Raisa Abraham  
                                 Lee Anne Andriessen  
                                 Matt Richardson  
                                 Martin Shadwick

Members Absent      Bernice Weber Passchier

Staff Present          Library CEO Ellen Whelan  
                                 Recording Secretary Sarah Carter  
                                 Summer Student Abbey Givens

**1. Call To Order**

Chair Ritchie called the meeting to order at 7:02 p.m.

**2. Land Acknowledgement Statement**

Chair Ritchie stated “We acknowledge that we are on the traditional land of the Anishnaabe people. We wish to recognize the long history of Indigenous People of Canada and show our respect to them today. We recognize their stewardship of the land, may we all live with respect on this land and live in peace and friendship.”

**3. Additions to/Approval of Agenda**

Remove item 6.1, Stacey Ash unavailable to attend.

**Moved by:** Matt Richardson **Seconded by:** Martin Shadwick

THAT The agenda for tonight's meeting be approved, as amended.

**CARRIED**

**4. Declarations of pecuniary interest**

4.1 Terrance Ritchie – 8.1 Accounts Payable

Chair Ritchie has an expense listed in the Accounts Payable.

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**5. Approval of minutes from previous meeting**

**5.1 May 14, 2024 North Perth Public Library Board Meeting Minutes**

**Moved by:** Martin Shadwick **Seconded by:** Matt Richardson

THAT: The minutes from the May 14, 2024, North Perth Public Library board Meeting be approved, as presented.

**CARRIED**

**6. Correspondence**

**6.1 Summer Programming**

CEO Whelan introduced the 2024 Summer Programming Student

The Board was advised that the Programming Student has been going to area schools promoting the summer reading program. A summary of the 2024 Youth Summer Programs brochure was provided as well as the July programming calendar.

To promote the summer programming, the Summer Programming Student has attended;

- the bike rodeo
- water festival
- pride event
- Will be attending the upcoming Teddy Bear Play Day
- local area schools
- Will attend one date in July and one date in August at the Listowel Farmers Market

Discussion occurred regarding the Niagara Falls book trail that could be used for future inspiration. ‘

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Science program and Tech Connect Club will be directed more towards teenage demographic, but staff did not want to limit younger participants through age restrictions.

Summer Programming Student left the meeting.

**6.2 CFLA Indigenous Matter Committee Steps to Reconcili-Action**

CEO Whelan advised that the document was included in the agenda package due to the recent announcement regarding increased funding. Discussion occurred regarding staff training related to indigenous matters.

**7. Business Arising from the Minutes**

**7.1 Organizational Structure**

Discussion occurred regarding;

- organizational structure
- number of staff currently employed in each of the positions; CEO Whelan noted that the organizational chart included in the yearly business plans do include the number of FTE for each position
- tasks assigned to volunteers that attend on a regular basis.

It was requested to move the PCIN Courier lower in the structure because the board does not feel that it is aligned with Manager, Coordinator, Technician positions.

**Moved by:** Lee Anne Andriessen **Seconded by:** Raisa Abraham

THAT: The North Perth Public Library Board support the change in the North Perth Public Library Organizational Structure.

**CARRIED**

**7.2 Year to Date Financials**

CEO Whelan provided a summary of the year-to-date financials. Question arose regarding copier costs budgeted at \$338 and current expenditures of \$1224.56, CEO Whelan advised that was an ordering error. Connectivity expense is over budget, CEO Whelan advised that there is a grant that should offset connectivity costs. Friends Budget had a generic \$3,000 placeholder for the past several years. Donation cheques collected

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by the Friends flow through the budget. CEO Whelan noted that provincial grants have not increased since 1996.

**8. Financial Report**

**8.1 Accounts Payable**

**Moved by:** Lee Anne Andriessen **Seconded by** Matt Richardson

THAT: The Accounts Payable dated May 6, 2024 through May 24, 2024, be approved.

**CARRIED**

**8.2 Budget Visioning**

CEO Whelan provided an overview of the plan for the budget process for 2024, including the following;

- 3% PCIN increase
- Proposed increase in reserves to plan for the future, discussion occurred regarding realistic value for reserves
- Balance between operating costs and future capital costs
- Access Centre discussion
- New manager role came back at a higher evaluation than previous role
- New hires brought in at 20 hours per week which would include benefits
- Budget for summer staff no assuming receipt of grants
- Digital Initiatives and Marketing, have been asked to focus on zero-based budgeting

Discussion occurred regarding upcoming plans for branding; updating logo, signage, etc.

**11. Library Updates**

**11.5 United Way and the Access Centre**

CEO Whelan asked United Way for an update. Environmental Assessment work was ongoing last week outside the library. CEO Whelan can ask

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Kathy to return to a future board meeting possibly in October as September will be a busy meeting with budget.

**9. Friends Report**

The Board discussed the letter provided by the friends. Discussion occurred regarding specific donation to centres vs. grant donation to the Friends. CEO Whelan suggested that the Library Board should, at a minimum, cover the cost of the books that the library is receiving.

CEO Whelan will investigate gifting options and current policies in place that might limit the Board's ability to provide a "gift" to the Friends. CEO Whelan

**Moved by:** Matt Richardson **Seconded by:** Lee Anne Andriessen

THAT: Staff be directed to investigate options available and policies in place that could impact the potential for the Board to donate funds to the Friends of the Library for the Dolly Parton Imagination Library program.

**CARRIED**

**10. Board Development**

**10.1 OP-01 Collection**

CEO Whelan summarized the changes that have been made to the policy. All highlighted information is newly added/edited. Discussion occurred regarding soliciting advice from the community – remove; *staff will solicit advice from the community, and community groups to help make collection decisions.*

**10.2 OP-02 Circulation**

CEO Whelan summarized the changes that have been made to the policy. All highlighted information is newly added/edited.

**Moved by:** Matt Richardson **Seconded by:** Martin Shadwick

THAT: The North Perth Public Library Board accept and adopt OP-01 and OP-02, as amended.

**CARRIED**

**11. Library Updates**

**11.1 Coordinator of Public Services Report**

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CEO Whelan provided a summary of the report. Lots of programs happening in May. Staff development day on May 3rd to discuss service excellence, and team building over lunch and activities at DA Virtual Sports. There have been a large number of children engaged in community outreach opportunities.

**11.2 Digital Initiatives Report**

CEO Whelan provided a summary of the report. Reduced rates for printing and faxing were well received by the community, hopeful for better stats out of the new software.

**11.3 Lending Report by User Location**

CEO Whelan provided a summary of the report.

**11.4 Perth County Information Network**

PCIN Managers are working on the budget and strategic plan which will be presented tomorrow night at the PCIN meeting.

**12. Other Business**

**14. Adjourn**

**Moved by** Matt Richardson **Seconded by** Raisa Abraham

THAT: The meeting adjourns at 9:05 p.m. to meet again on September 10<sup>th</sup> at 7:00 p.m. in the Committee Room.

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Terrance Ritchie – Chair

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Sarah Carter – Recording Secretary



# Accounts Payable

CHEQUES MAY 27-JUNE 14, 2024

Vendor 000000 Through 999999

Invoice Entry Date 01-01-2024 to 06-14-2024 Paid Invoices Cheque Date 05-27-2024 to 06-14-2024

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000992	AMAZON.COM.CA INC.	CA41464K5ACCUI	Library Collection - Books	017715	05-26-2024	05-29-2024	20.99
			06-8315-0000-65200				20.99
000992	AMAZON.COM.CA INC.	CA4A82KMZBYI	Special Collections - Repair	017715	05-26-2024	05-29-2024	11.29
			06-8310-0000-65200				11.29
000992	AMAZON.COM.CA INC.	CA42MA31LAYI	Misc - Retirement	017810	05-29-2024	06-13-2024	18.54
			06-8300-0000-65000				18.54
000992	AMAZON.COM.CA INC.	CA43C5NLL2WI	Misc - Retirement	017810	05-29-2024	06-13-2024	19.26
			06-8300-0000-65000				19.26
000992	AMAZON.COM.CA INC.	CA45VUCPMT2I	Donation Expense - SR Prize	017810	05-27-2024	06-13-2024	145.76
			06-8300-0000-65100				145.76
000992	AMAZON.COM.CA INC.	CA4H58Y2W4I	Misc - Retirement	017810	05-29-2024	06-13-2024	18.07
			06-8300-0000-65000				18.07
000992	AMAZON.COM.CA INC.	CA4LZU9Y54I	Donation Expense - SR Prize	017810	05-27-2024	06-13-2024	45.19
			06-8300-0000-65100				45.19
000992	AMAZON.COM.CA INC.	CA4R4S57N02I	Donation Expense - SR Prize	017810	05-27-2024	06-13-2024	61.01
			06-8300-0000-65100				61.01
						Vendor Total	340.11
000058	BELL MOBILITY	X014222499240501	Library Hotspots	051276	05-01-2024	05-28-2024	496.47
			06-8340-0000-63850				496.47
004950	COLOURFAST SECURE CARD 23766		Delivery	051291	04-30-2024	06-13-2024	1,449.95
			06-8300-0000-65320				26.15
			06-8310-0000-63200				1,423.80
004380	EXCEL BUSINESS SYSTEMS	516072	Photocopier - Toner	017831	06-05-2024	06-13-2024	476.86
			06-8300-0170-65340				476.86
001762	LIBRARY BOUND INC.	30186040	Delivery	017739	05-16-2024	05-29-2024	490.85
			06-8300-0000-65320				17.71
			06-8315-0000-65200				473.14
001762	LIBRARY BOUND INC.	30186823	Delivery	017739	05-24-2024	05-29-2024	65.79
			06-8300-0000-65320				1.11
			06-8312-0000-65200				64.68
001762	LIBRARY BOUND INC.	30186824	Delivery	017739	05-24-2024	05-29-2024	531.12
			06-8300-0000-65320				18.27
			06-8315-0000-65200				512.85
001762	LIBRARY BOUND INC.	30186825	Delivery	017739	05-24-2024	05-29-2024	170.71
			06-8300-0000-65320				3.32
			06-8314-0000-65200				167.39
001762	LIBRARY BOUND INC.	30187485	Delivery	017860	05-30-2024	06-13-2024	395.84
			06-8300-0000-65320				14.40
			06-8315-0000-65200				381.44
001762	LIBRARY BOUND INC.	30187486	Delivery	017860	05-30-2024	06-13-2024	117.42

# Accounts Payable

CHEQUES MAY 27-JUNE 14, 2024

Vendor 000000 Through 999999

Invoice Entry Date 01-01-2024 to 06-14-2024 Paid Invoices Cheque Date 05-27-2024 to 06-14-2024

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
			06-8300-0000-65320		Delivery		2.22
			06-8314-0000-65200		Library Collection - DVD		115.20
001762	LIBRARY BOUND INC.	30188097	Delivery	017860	06-05-2024	06-13-2024	402.54
			06-8300-0000-65320		Delivery		12.74
			06-8315-0000-65200		Library Collection - Books		389.80
001762	LIBRARY BOUND INC.	30188098	Delivery	017860	06-05-2024	06-13-2024	68.48
			06-8300-0000-65320		Delivery		1.66
			06-8314-0000-65200		Library Collection - DVD		66.82
					Vendor Total		2,242.75
000454	PBJ CLEANING DEPOT INC	22443	Delivery	017884	05-28-2024	06-13-2024	116.38
			06-8300-0000-65320		Delivery		3.39
			06-8300-0170-63210		Office Supplies - Journal roll		112.99
000454	PBJ CLEANING DEPOT INC	23211	Delivery	017884	06-07-2024	06-13-2024	145.75
			06-8300-0000-65320		Delivery		3.39
			06-8300-0000-63210		Office Supplies - PrinterPaper		142.36
					Vendor Total		262.13
001457	RBC VISA	7018 24-5	VISA APR 24 - MAY 23	051284	05-23-2024	06-05-2024	1,325.43
			06-8320-0000-63200		PROGRAMING		52.50
			06-8320-0000-63200		HONOURARIUM		75.00
			06-8320-0000-63200		PROGRAMMING		50.00
			06-8300-0000-61810		STAFF TRAINING		501.74
			06-8300-0000-61810		STAFF TRAINING		62.39
			06-8303-0000-63200		FOL-HYGIENE PRODUCTS		54.00
			06-8300-0000-61820		CONFERENCE-OLBA		125.00
			06-8300-0000-61830		PCIN MEETING EXPENSE		27.00
			06-8340-0000-63850		DIGITAL INITIATIVE-QR SUBSCRIP		84.02
			06-8300-0000-65000		FX CREDIT ADJUSTMENT		-26.16
			06-8350-0000-61870		NPPL BOARD RENEWAL		282.50
			06-8320-0000-63200		PROGRAMMING		37.44
001457	RBC VISA	9270 24-5	VISA APR 24 - MAY 23	051284	05-23-2024	06-05-2024	69.73
			06-8300-0000-65330		POSTAGE		69.73
					Vendor Total		1,395.16
004060	SPECTRUM GRAPHICS & APP.132058		Delivery	017902	06-03-2024	06-13-2024	1,062.31
			06-8300-0000-65320		Delivery		35.37
			06-8310-0000-63200		Processing - Totes		1,026.94
004060	SPECTRUM GRAPHICS & APP.132063		FOL - Promotions	017902	06-03-2024	06-13-2024	254.25
			06-8303-0000-63200		FOL - Promotions		254.25
					Vendor Total		1,316.56
004924	THE DOLLYWOOD FOUNDATI(2024-5		ID# 618 DPIL Transfer	017758	05-22-2024	05-29-2024	10,150.00
			06-8303-0000-63200		ID# 618 DPIL Transfer		10,150.00
004924	THE DOLLYWOOD FOUNDATI(624618		FOL- ACCT 618	017904	06-01-2024	06-13-2024	1,504.04

# Accounts Payable

CHEQUES MAY 27-JUNE 14, 2024

Vendor 000000 Through 999999

Invoice Entry Date 01-01-2024 to 06-14-2024 Paid Invoices Cheque Date 05-27-2024 to 06-14-2024

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
			06-8303-0000-63200	FOL- ACCT 618			1,504.04
002606	WHITEHOTS CANADIAN LIBRA	3535524	Library Collection - Books	017762	05-24-2024	05-29-2024	262.27
			06-8315-0000-65200	Library Collection - Books			262.27
002606	WHITEHOTS CANADIAN LIBRA	3536338	Library Collection - Books	017913	05-30-2024	06-13-2024	170.55
			06-8315-0000-65200	Library Collection - Books			170.55
002606	WHITEHOTS CANADIAN LIBRA	3536775	Processing - MARC	017913	05-31-2024	06-13-2024	98.82
			06-8310-0000-63200	Processing - MARC			98.82
002606	WHITEHOTS CANADIAN LIBRA	3537334	Library Collection - Books	017913	06-06-2024	06-13-2024	510.90
			06-8315-0000-65200	Library Collection - Books			510.90
						Unpaid Invoices	0.00
						Paid Invoices	20,676.57
						Invoices Total	20,676.57
						Selected G/L Account Total	20,676.57

# Accounts Payable

CHEQUES JUNE 17 - JULY 05, 2024

Vendor 000000 Through 999999

Invoice Entry Date 01-01-2024 to 07-05-2024 Paid Invoices Cheque Date 06-17-2024 to 07-05-2024

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000992	AMAZON.COM.CA INC.	CA419ZGJJACCU	Office Supplies - Wall Tape	018043	06-11-2024	06-30-2024	16.92
			06-8300-0000-63210 Office Supplies - Wall Tape				16.92
000992	AMAZON.COM.CA INC.	CA41ANTC2ACCU	Programming - July/Aug - PCR	018043	06-13-2024	06-30-2024	123.10
			06-8320-0000-63200 Programming - July/Aug - PCR				123.10
000992	AMAZON.COM.CA INC.	CA44RVGO1Z2I	Office Supplies - Toner	018043	06-26-2024	06-30-2024	29.47
			06-8300-0170-63210 Office Supplies - Toner				29.47
000992	AMAZON.COM.CA INC.	CA4970JXK28I	Office Supplies - Paper Cutter	018043	06-26-2024	06-30-2024	18.77
			06-8300-0170-63210 Office Supplies - Paper Cutter				18.77
						Vendor Total	188.26
000058	BELL MOBILITY	X014222499240601	Library Hotspots	051308	06-01-2024	06-27-2024	487.04
			06-8340-0000-63850 Library Hotspots				487.04
001318	CITY OF STRATFORD-STRATF24-22		PCIN Annual Membership	018048	06-20-2024	06-30-2024	34,657.00
			06-8360-0000-63050 PCIN Annual Membership				34,657.00
001318	CITY OF STRATFORD-STRATF24-28		PCIN - Overdrive License	018048	06-20-2024	06-30-2024	358.00
			06-8346-0000-63200 PCIN - Overdrive License				358.00
004647	COPPER BEECH	ART0198819	Library Collection - Books	018049	06-14-2024	06-30-2024	710.85
			06-8315-0000-65200 Library Collection - Books				710.85
004380	EXCEL BUSINESS SYSTEMS	515797	104 Wallace	017984	05-30-2024	06-26-2024	809.41
			06-8300-0170-65340 Library				109.10
002889	GHD DIGITAL (CANADA) LIMIT	723-0004922	Website - Final	018054	05-17-2024	06-30-2024	10,955.35
			06-8300-0000-63050 Website - Final				10,955.35
001762	LIBRARY BOUND INC.	30189123	Delivery	018061	06-14-2024	06-30-2024	775.95
			06-8300-0000-65320 Delivery				29.90
			06-8315-0000-65200 Library Collection - Books				696.04
			06-8303-0000-63200 Summer Reading Sponsorship				50.01
001762	LIBRARY BOUND INC.	30189124	Delivery	018061	06-14-2024	06-30-2024	17.88
			06-8300-0000-65320 Delivery				0.56
			06-8311-0000-65200 Library Collection - CD				17.32
001762	LIBRARY BOUND INC.	30189125	Delivery	018061	06-14-2024	06-30-2024	73.08
			06-8300-0000-65320 Delivery				1.10
			06-8314-0000-65200 Library Collection - DVD				71.98
001762	LIBRARY BOUND INC.	30189721	Delivery	018061	06-20-2024	06-30-2024	579.69
			06-8300-0000-65320 Delivery				21.04
			06-8315-0000-65200 Library Collection - Books				558.65
001762	LIBRARY BOUND INC.	30189722	Delivery	018061	06-20-2024	06-30-2024	160.24
			06-8300-0000-65320 Delivery				3.32
			06-8314-0000-65200 Library Collection - DVD				156.92
001762	LIBRARY BOUND INC.	30190347	Delivery	018061	06-26-2024	06-30-2024	688.52

# Accounts Payable

CHEQUES JUNE 17 - JULY 05, 2024

Vendor 000000 Through 999999

Invoice Entry Date 01-01-2024 to 07-05-2024 Paid Invoices Cheque Date 06-17-2024 to 07-05-2024

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
			06-8300-0000-65320		Delivery		27.13
			06-8303-0000-63200		FOL - SRC		97.59
			06-8315-0000-65200		Library Collection - Books		563.80
001762	LIBRARY BOUND INC.	30190348	Delivery	018061	06-26-2024	06-30-2024	201.11
			06-8300-0000-65320		Delivery		3.88
			06-8314-0000-65200		Library Collection - DVD		197.23
					Vendor Total		2,496.47
004337	RITCHIE, TERRANCE	2024-5	Library Board Member Gift	051318	05-23-2024	06-30-2024	79.09
			06-8300-0000-65000		Library Board Member Gift		29.09
004060	SPECTRUM GRAPHICS & APP.132074		Advertising - SR	018075	06-20-2024	06-30-2024	500.70
			06-8300-0000-65310		Advertising - SR		500.70
002606	WHITEHOTS CANADIAN LIBRA3539742		Library Collection - Books	018077	06-26-2024	06-30-2024	28.31
			06-8315-0000-65200		Library Collection - Books		28.31
002606	WHITEHOTS CANADIAN LIBRA3539743		Library Collection - Books	018077	06-26-2024	06-30-2024	665.75
			06-8315-0000-65200		Library Collection - Books		665.75
					Unpaid Invoices		0.00
					Paid Invoices		51,936.23
					Invoices Total		51,936.23
					Selected G/L Account Total		51,185.92

# Accounts Payable

CHEQUES JULY 08-AUGUST 02, 2024

Vendor 000000 Through 999999

Invoice Entry Date 01-01-2024 to 08-02-2024 Paid Invoices Cheque Date 07-08-2024 to 08-02-2024

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000992	AMAZON.COM.CA INC.	CA41HR1UYACCUI	Office Supplies - Packing Tape	018149	07-04-2024	07-15-2024	41.12
			06-8300-0000-63210 Office Supplies - Packing Tape				41.12
000992	AMAZON.COM.CA INC.	CA41J65IXACCUI	Office Supplies - Tape	018149	07-08-2024	07-15-2024	20.00
			06-8300-0000-63210 Office Supplies - Tape				20.00
000992	AMAZON.COM.CA INC.	CA41Q95G033I	Advertising	018149	07-05-2024	07-15-2024	22.59
			06-8300-0000-65310 Advertising				22.59
000992	AMAZON.COM.CA INC.	CA42AN69WRYI	Library Collection - DVD	018149	07-08-2024	07-15-2024	19.99
			06-8314-0000-65200 Library Collection - DVD				19.99
000992	AMAZON.COM.CA INC.	CA4MEYA31A2I	Programming - Misc	018149	07-05-2024	07-15-2024	45.19
			06-8320-0000-63200 Programming - Misc				45.19
000992	AMAZON.COM.CA INC.	CA4N897272I	Programming - Makedos	018149	07-08-2024	07-15-2024	288.13
			06-8320-0000-63200 Programming - Makedos				288.13
000992	AMAZON.COM.CA INC.	CA41R45G033I	Advertising - Misc	018208	07-10-2024	07-22-2024	24.85
			06-8300-0000-65310 Advertising - Misc				24.85
000992	AMAZON.COM.CA INC.	CA41J5G033C	Advertising	018208	07-14-2024	07-26-2024	-22.59
			06-8300-0000-65310 Advertising				-22.59
000992	AMAZON.COM.CA INC.	CA41JV64TLYYI	Office Supplies	018273	07-15-2024	07-31-2024	22.59
			06-8300-0000-63210 Office Supplies				22.59
000992	AMAZON.COM.CA INC.	CA41X3N9Y9II	Programming - Sept/Oct	018273	07-22-2024	07-31-2024	110.78
			06-8320-0000-63200 Programming - Sept/Oct				110.78
000992	AMAZON.COM.CA INC.	CA46JGG3NGGI	Office Supplies	018273	07-21-2024	07-31-2024	21.48
			06-8300-0000-63210 Office Supplies				21.48
000992	AMAZON.COM.CA INC.	CA4KWKUBUB7I	Programming - Summer	018273	07-15-2024	07-31-2024	129.52
			06-8320-0000-63200 Programming - Summer				129.52
Vendor Total							723.65
000058	BELL MOBILITY	X014222499240701	Library Hotspots	051336	07-01-2024	07-26-2024	501.93
			06-8340-0000-63850 Library Hotspots				501.93
004380	EXCEL BUSINESS SYSTEMS	519088	Photocopier - Toner	018286	07-22-2024	07-31-2024	476.86
			06-8300-0170-65340 Photocopier - Toner				476.86
001762	LIBRARY BOUND INC.	30190585	Delivery	018179	06-28-2024	07-15-2024	362.96
			06-8300-0000-65320 Delivery				16.06
			06-8303-0000-63200 FOL - SRC				114.74
			06-8315-0000-65200 Library Collection - Books				232.16
001762	LIBRARY BOUND INC.	30191078	Delivery	018179	07-04-2024	07-18-2024	357.65
			06-8300-0000-65320 Delivery				9.97
			06-8315-0000-65200 Library Collection - Books				347.68
001762	LIBRARY BOUND INC.	30191079	Delivery	018242	07-04-2024	07-22-2024	89.94
			06-8300-0000-65320 Delivery				1.66
			06-8314-0000-65200 Library Collection - DVD				88.28
001762	LIBRARY BOUND INC.	30191745	Delivery	018242	07-11-2024	07-22-2024	803.74
			06-8300-0000-65320 Delivery				30.46

# Accounts Payable

CHEQUES JULY 08-AUGUST 02, 2024

Vendor 000000 Through 999999

Invoice Entry Date 01-01-2024 to 08-02-2024 Paid Invoices Cheque Date 07-08-2024 to 08-02-2024

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001762	LIBRARY BOUND INC.	30191746	06-8303-0000-63200 FOL - SRC				52.35
			06-8315-0000-65200 Library Collection - Books				720.93
			Delivery	018242	07-11-2024	07-22-2024	16.43
			06-8300-0000-65320 Delivery				0.55
001762	LIBRARY BOUND INC.	30191747	06-8311-0000-65200 Library Collection - CD				15.88
			Delivery	018242	07-11-2024	07-22-2024	221.78
			06-8300-0000-65320 Delivery				3.32
001762	LIBRARY BOUND INC.	30192456	06-8314-0000-65200 Library Collection - DVD				218.46
			Delivery	018302	07-18-2024	07-31-2024	1,914.66
			06-8300-0000-65320 Delivery				55.93
001762	LIBRARY BOUND INC.	30192457	06-8315-0000-65200 Library Collection - Books				1,858.73
			Delivery	018302	07-18-2024	07-31-2024	1,159.26
			06-8300-0000-65320 Delivery				35.99
001762	LIBRARY BOUND INC.	30192458	06-8315-0000-65200 Library Collection - Books				1,123.27
			Delivery	018302	07-18-2024	07-31-2024	97.18
			06-8300-0000-65320 Delivery				2.21
			06-8314-0000-65200 Library Collection - DVD				94.97
						Vendor Total	5,023.60
000454	PBJ CLEANING DEPOT INC	25077	Delivery	018254	07-11-2024	07-22-2024	145.75
			06-8300-0000-65320 Delivery				3.39
			06-8300-0000-63210 Office Supplies - PrinterPaper				142.36
001457	RBC VISA	9270 24-6	VISA MAY 24-JUN 24	051327	06-24-2024	07-09-2024	465.08
			06-8300-0000-65330 POSTAGE				95.48
			06-8320-0000-63200 PROGRAMMING SUPPLIES				319.60
			06-8300-0000-65000 ANNUAL FEE				50.00
001457	RBC VISA	7018 24-6	VISA MAY 24-JUN 24	051327	06-24-2024	07-09-2024	4,866.35
			06-8320-0000-63200 PROGRAMMING SUPPLIES				3,127.43
			06-8320-0000-63200 PROGRAMMING SUPPLIES				170.07
			06-8300-0000-65310 ADVERTISING				665.57
			06-8300-0000-65320 DELIVERY				119.89
			06-8300-0000-61840 MEETING EXP-PCIN				622.53
			06-8300-0000-61840 MEETING EXP-PCIN				3.64
			06-8300-0000-65000 OVERLIMIT FEE				29.00
			06-8320-0000-63200 LIBRARY COLLECTION-BOOKS				119.65
			06-8300-0000-61840 OLA CONFERENCE EXP				8.57
						Vendor Total	5,331.43
004060	SPECTRUM GRAPHICS & APP.132092		Advertising - Brochures	018262	06-28-2024	07-22-2024	344.88
			06-8300-0000-65310 Advertising - Brochures				344.88
002606	WHITEHOTS CANADIAN LIBRA3540415		Processing - MARC	018269	06-30-2024	07-15-2024	2.99
			06-8310-0000-63200 Processing - MARC				2.99
002606	WHITEHOTS CANADIAN LIBRA3541277		Library Collection - Books	018269	07-08-2024	07-22-2024	468.54

# Accounts Payable

CHEQUES JULY 08-AUGUST 02, 2024

Vendor 000000 Through 999999

Invoice Entry Date 01-01-2024 to 08-02-2024 Paid Invoices Cheque Date 07-08-2024 to 08-02-2024

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
			06-8315-0000-65200		Library Collection - Books		468.54
002606	WHITEHOTS CANADIAN LIBRA	3541906	Library Collection - Books	018269	07-11-2024	07-22-2024	134.74
			06-8315-0000-65200		Library Collection - Books		134.74
002606	WHITEHOTS CANADIAN LIBRA	3542695	Library Collection - Books	018335	07-18-2024	07-31-2024	135.69
			06-8315-0000-65200		Library Collection - Books		135.69
Unpaid Invoices							0.00
Paid Invoices							13,290.06
Invoices Total							13,290.06
Selected G/L Account Total							13,290.06



# Accounts Payable

CHEQUES AUGUST 05-23, 2024

Vendor 000000 Through 999999

Invoice Entry Date 01-01-2024 to 08-23-2024 Paid Invoices Cheque Date 08-05-2024 to 08-23-2024

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000992	AMAZON.COM.CA INC.	CA410DIUT69EI	Donation - SR Prize	018403	08-03-2024	08-19-2024	20.60
			06-8300-0000-65100				20.60
000992	AMAZON.COM.CA INC.	CA410E5PN6SI	Misc - Retirement	018403	07-29-2024	08-19-2024	18.98
			06-8300-0000-65000				18.98
000992	AMAZON.COM.CA INC.	CA41U7YHQACCUI	Donation - SR Prize	018403	08-03-2024	08-19-2024	11.04
			06-8300-0000-65100				11.04
000992	AMAZON.COM.CA INC.	CA41UNK7KACCUI	Donation - SR Prize	018403	08-05-2024	08-19-2024	14.92
			06-8300-0000-65100				14.92
000992	AMAZON.COM.CA INC.	CA43768NVTSI	Donation - SR Prize	018403	08-03-2024	08-19-2024	10.15
			06-8300-0000-65100				10.15
000992	AMAZON.COM.CA INC.	CA44IIHUXYVI	Donation - SRC Prize	018403	08-05-2024	08-19-2024	25.97
			06-8300-0000-65100				25.97
000992	AMAZON.COM.CA INC.	CA44VN5IZ7CI	Programming - Sept/Oct	018403	07-25-2024	08-19-2024	42.94
			06-8320-0000-63200				42.94
000992	AMAZON.COM.CA INC.	CA44VR5IZ7CI	Programming - Sept/Oct	018403	07-25-2024	08-19-2024	42.94
			06-8320-0000-63200				42.94
000992	AMAZON.COM.CA INC.	CA48J59WDRKI	Programming - July/Aug	018403	08-03-2024	08-19-2024	6.77
			06-8320-0000-63200				6.77
000992	AMAZON.COM.CA INC.	CA4FBTH81L2I	Donation - SR Prize	018403	08-03-2024	08-19-2024	30.50
			06-8300-0000-65100				30.50
						Vendor Total	224.81
002811	DYNAMIC IMAGING SOLUTION	30970	Processing - Barcodes	018413	07-30-2024	08-19-2024	359.34
			06-8310-0000-63200				359.34
001762	LIBRARY BOUND INC.	30193154	Delivery	018434	07-25-2024	08-19-2024	1,477.17
			06-8300-0000-65320				54.81
			06-8303-0000-63200				74.24
			06-8315-0000-65200				1,348.12
001762	LIBRARY BOUND INC.	30193155	Delivery	018434	07-25-2024	08-19-2024	243.89
			06-8300-0000-65320				3.88
			06-8314-0000-65200				240.01
						Vendor Total	1,721.06
001457	RBC VISA	7018 24-7	VISA JUN 25-JUL 23	051350	07-23-2024	08-08-2024	3,413.21
			06-8300-0000-63200				4.52
			06-8300-0000-63200				25.00
			06-8300-0000-61810				19.55
			06-8340-0000-63200				309.47
			06-8300-0000-61830				180.00
			06-8315-0000-65200				31.45
			06-8300-0000-65320				63.61
			06-8300-0000-65320				5.00
			06-8300-0000-65330				155.31
			06-8300-0000-63200				28.22

# Accounts Payable

CHEQUES AUGUST 05-23, 2024

Vendor 000000 Through 999999

Invoice Entry Date 01-01-2024 to 08-23-2024 Paid Invoices Cheque Date 08-05-2024 to 08-23-2024

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
			06-8320-0000-63200		PROGRAMMING		2,156.13
			06-8300-0000-65000		OVERLIMIT FEE		29.00
			06-8300-0000-65000		ANNUAL FEE		50.00
			06-8300-0160-65000		MONKTON-DESK		355.95
001457	RBC VISA	9270 24-7	VISA JUN 25-JUL 23	051350	07-23-2024	08-08-2024	40.35
			06-8320-0000-63200		PROGRAMMING SUPPLIES		90.35
			06-8300-0000-65000		REFUND FEE-CANCELLED CARD		-50.00
					Vendor Total		3,453.56
002606	WHITEHOTS CANADIAN LIBRA	3544350	Library Collection - Books	018463	07-29-2024	08-19-2024	372.86
			06-8315-0000-65200		Library Collection - Books		372.86
002606	WHITEHOTS CANADIAN LIBRA	3544352	Library Collection - Books	018463	07-29-2024	08-19-2024	25.38
			06-8315-0000-65200		Library Collection - Books		25.38
002606	WHITEHOTS CANADIAN LIBRA	3545542	Processing - MARC	018463	07-31-2024	08-19-2024	25.17
			06-8310-0000-63200		Processing - MARC		25.17
					Unpaid Invoices		0.00
					Paid Invoices		6,182.18
					Invoices Total		6,182.18
					Selected G/L Account Total		6,182.18



# North Perth Public Library

## Budget Narrative Sept 10, 2024

### Background:

The North Perth Public Library 2024 draft budget is attached. This document outlines the rationale and reasoning behind the budget and highlights key areas for consideration.

The 2024 budget was created with a key focus on a website redesign, a continued marketing push, and being ready for the Access Centre project. These were accomplished in the 2024 budget.

### Key Budget Considerations:

Where possible, lines were evaluated with zero-based budgeting strategies.

The 2024 financial position was evaluated at the end of July to make calculations for 2025.

Perth County has set the cost-of-living at 3.13%. The 2025 budget shows the full wages for the new positions Manager of Branch Experience and Coordinator of Community Connections (approved 2023).

### Board Priority – Access Centre

- \$70 000 has been budgeted into Listowel Branch reserve for future Access Centre project demands.

### Strategic Priority – Growing Out Into the Community

- Collection funds have been reduced and reallocated to programming in-part due to the unexpected demand on the budget for summer programming.

### Strategic Priority – Remove Barriers

- Resources were reallocated to invest in community requested collections, community passes, video games.

### Strategic Priority – Sustainability and Good Stewardship

- Investment in staff is seen in the wages for 2025. The Library is a people-focused service and should invest in its people to achieve this.
- Re-allocation of collection resources vs increasing budget lines

### Municipal Costs

In 2024 costs to the municipality were \$165 123, or 14.4% of the request budget – this included occupancy costs and IT related costs.

In 2025 occupancy costs also include new carpet for Atwood Branch and a staff room development for the Listowel Branch.

In 2025, costs are 13.6% of the budget request:

IT	\$69 638
Occupancy	\$108 653
Total	\$178 291

### Friend of the Library

Municipal Finance advised that the Library should not be budgeting for the Friends as the money indicated comes from the FOL reserve.

### Recommendation:

It is recommended THAT:

The North Perth Public Library Board accept and approve the 2025 budget, to be submitted to North Perth Council at \$1 315 355.

Municipality of North Perth  
North Perth Public Library  
Combined Operating Budget  
Run Date: Sep 6, 2024

	2025 Base Budget	2025 Inflationary Impact / Adjustment	2025 One Time Items	2025 Growth	2025 Service Level	2025 Capital Impact	2025 BUDGET
06 Library							
<b>8300 Library - Administration</b>							
0000 General - Administration							
Revenue							
Fee's Charges, Licences	(349)						(349)
Government Transfers		(1,000)					(1,000)
Grants	(27,063)						(27,063)
<b>Total Revenue</b>	<b>(27,412)</b>	<b>(1,000)</b>					<b>(28,412)</b>
Expense							
Goods and Services	27,912	1,230					29,142
Other Expenses	9,833				2,200		12,033
Personnel	339,662	65,799		3,150	35		408,646
<b>Total Expense</b>	<b>377,407</b>	<b>67,029</b>		<b>3,150</b>	<b>2,235</b>		<b>449,821</b>
Internal Transfer							
Internal Transfers	12,878	3,497					16,375
<b>Total Internal Transfer</b>	<b>12,878</b>	<b>3,497</b>					<b>16,375</b>
<b>Total for Location</b>	<b>362,873</b>	<b>69,526</b>		<b>3,150</b>	<b>2,235</b>		<b>437,784</b>
0160 Monkton Library							
Revenue							
Fee's Charges, Licences	(50)						(50)
Grants	(250)						(250)
Other Revenue	(50)						(50)
<b>Total Revenue</b>	<b>(350)</b>						<b>(350)</b>
Expense							
Goods and Services	14,949	268					15,217
Other Expenses	1,088				162		1,250
Personnel	36,015	7,185					43,200
<b>Total Expense</b>	<b>52,052</b>	<b>7,453</b>			<b>162</b>		<b>59,667</b>
Internal Transfer							



**Municipality of North Perth**  
**North Perth Public Library**  
**Combined Operating Budget**  
 Run Date: Sep 6, 2024

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	2025 Base Budget	2025 Inflationary Impact / Adjustment	2025 One Time Items	2025 Growth	2025 Service Level	2025 Capital Impact	2025 BUDGET
Internal Transfers	9,382	294					9,676
<b>Total Internal Transfer</b>	9,382	294					9,676
<b>Total for Location</b>	<b>61,084</b>	<b>7,747</b>			<b>162</b>		<b>68,993</b>
0165 Atwood Library							
Revenue							
Grants	(250)						(250)
Other Revenue	(80)						(80)
<b>Total Revenue</b>	<b>(330)</b>						<b>(330)</b>
Expense							
Goods and Services	7,999	(64)					7,935
Other Expenses	512	38					550
Personnel	35,422	7,067					42,489
<b>Total Expense</b>	<b>43,933</b>	<b>7,041</b>					<b>50,974</b>
Internal Transfer							
Internal Transfers	6,419	201	8,000				14,620
<b>Total Internal Transfer</b>	6,419	201	8,000				14,620
<b>Total for Location</b>	<b>50,022</b>	<b>7,242</b>	<b>8,000</b>				<b>65,264</b>
0170 Listowel Library							
Revenue							
Fee's Charges, Licences	(3,325)						(3,325)
Grants	(3,000)						(3,000)
Other Revenue	(3,700)						(3,700)
<b>Total Revenue</b>	<b>(10,025)</b>						<b>(10,025)</b>
Expense							
Goods and Services	43,894	916		500	2,184		47,494
Other Expenses	4,650						4,650
Personnel	356,515	71,131					427,646
<b>Total Expense</b>	<b>405,059</b>	<b>72,047</b>		<b>500</b>	<b>2,184</b>		<b>479,790</b>

Municipality of North Perth  
North Perth Public Library  
Combined Operating Budget  
Run Date: Sep 6, 2024

	2025 Base Budget	2025 Inflationary Impact / Adjustment	2025 One Time Items	2025 Growth	2025 Service Level	2025 Capital Impact	2025 BUDGET
Internal Transfer							
Internal Transfers	81,797	72,560					154,357
<b>Total Internal Transfer</b>	81,797	72,560					154,357
<b>Total for Location</b>	<b>476,831</b>	<b>144,607</b>		<b>500</b>	<b>2,184</b>		<b>624,122</b>
<b>Total 8300 Library - Administration</b>	950,810	229,122	8,000	3,650	4,581		1,196,163
<b>8301 Library - Donations</b>							
<b>8302 Library - Connectivity</b>	<b>(816)</b>						<b>(816)</b>
<b>8303 Library - Friends of the Library</b>	<b>3,000</b>	<b>(3,000)</b>					
<b>8310 Library - Collections</b>							
0000 General - Administration							
Revenue							
Fee's Charges, Licences	(350)						(350)
Grants	(1,000)						(1,000)
<b>Total Revenue</b>	<b>(1,350)</b>						<b>(1,350)</b>
Expense							
Goods and Services	5,000			1,000			6,000
Other Expenses	5,550				1,000		6,550
<b>Total Expense</b>	<b>10,550</b>			<b>1,000</b>	<b>1,000</b>		<b>12,550</b>
Internal Transfer							
Internal Transfers	(40,000)						(40,000)
<b>Total Internal Transfer</b>	<b>(40,000)</b>						<b>(40,000)</b>
<b>Total for Location</b>	<b>(30,800)</b>			<b>1,000</b>	<b>1,000</b>		<b>(28,800)</b>
<b>Total 8310 Library - Collections</b>	<b>(30,800)</b>			<b>1,000</b>	<b>1,000</b>		<b>(28,800)</b>
<b>8311 Library - CD's</b>	<b>200</b>				<b>(200)</b>		
<b>8312 Library - Audio Books</b>	<b>3,500</b>			<b>1,500</b>			<b>5,000</b>
<b>8313 Library - Magazines</b>	<b>2,500</b>						<b>2,500</b>

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**Municipality of North Perth**  
**North Perth Public Library**  
**Combined Operating Budget**  
 Run Date: Sep 6, 2024

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	2025 Base Budget	2025 Inflationary Impact / Adjustment	2025 One Time Items	2025 Growth	2025 Service Level	2025 Capital Impact	2025 <b>BUDGET</b>
8314 Library - Digitals (DVD)	7,600				(2,600)		5,000
8315 Library - Books	51,650	(6,650)					45,000
8320 Library - Programming	10,000				5,018		15,018
8340 Library - E-Resourcing	34,420						34,420
8346 Library - E-Resourcing E-books							
8350 Library - Board	4,720	(250)					4,470
8360 Library - PCIN							
0000 General - Administration							
Expense							
Goods and Services	34,438	4,934					39,372
<b>Total Expense</b>	34,438	4,934					39,372
Internal Transfer							
Internal Transfers	1,752	(44)					1,708
<b>Total Internal Transfer</b>	1,752	(44)					1,708
<b>Total for Location</b>	<b>36,190</b>	<b>4,890</b>					<b>41,080</b>
0175 Library - PCIN - Courier							
Revenue							
Fee's Charges, Licences	(1,760)	130					(1,630)
Other Revenue	(25,130)	(1,844)					(26,974)
<b>Total Revenue</b>	(26,890)	(1,714)					(28,604)
Expense							
Goods and Services	2,516	(1,050)					1,466
Personnel	21,250	1,010					22,260
<b>Total Expense</b>	23,766	(40)					23,726
Internal Transfer							
Internal Transfers	1,200						1,200
<b>Total Internal Transfer</b>	1,200						1,200





Municipality of North Perth  
North Perth Public Library  
Combined Operating Budget  
Run Date: Sep 6, 2024

	2025 Base Budget	2025 Inflationary Impact / Adjustment	2025 One Time Items	2025 Growth	2025 Service Level	2025 Capital Impact	2025 BUDGET
<b>Total for Location</b>	<b>(1,924)</b>	<b>(1,754)</b>					<b>(3,678)</b>
<b>Total 8360 Library - PCIN</b>	34,266	3,136					37,402
<b>Total 06 Library</b>	<b>1,071,050</b>	<b>222,358</b>	<b>8,000</b>	<b>6,150</b>	<b>7,799</b>		<b>1,315,357</b>

<b>Policy Number:</b> 02-2024
<b>Effective Date:</b> April 15, 2024
<b>Revision Date:</b>
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## **MUNICIPALITY OF NORTH PERTH**

### **COUNCIL DIRECTED DONATIONS**

#### **1.0 PURPOSE:**

To ensure public funds are used in a transparent, equitable and consistent manner. This policy shall inform Council and Staff response to requests for donations from the Municipality of North Perth.

#### **2.0 SCOPE:**

This policy applies to all requests for donations from the Municipality of North Perth.

#### **3.0 DEFINITIONS:**

- 3.1 Council; shall mean the Council of the Municipality of North Perth
- 3.2 Donation; shall mean providing voluntary contributions such as money or goods and services without charge.
- 3.3 Municipality; shall mean the Municipality of North Perth
- 3.4 Treasurer; shall mean the Treasurer of the Municipality of North Perth or their designate

#### **4.0 POLICY CONTENT:**

##### **4.1 DONATIONS FROM THE MUNICIPALITY**

- The Municipality of North Perth will not make any financial donations of public funds to any service club, charitable or non-profit organization or in response to emergency special appeals, except where such an emergency or special appeal is of a nature and urgency that Council wishes to make an exception and donate to same.
- No direct financial donations will be given to any service, charitable or non-profit organization in the Municipality of North Perth.



<b>Policy Number:</b> 02-2024
<b>Effective Date:</b> April 15, 2024
<b>Revision Date:</b>
Page 2 of 2

- Municipal services and facilities such as rentals shall not be offered to local service clubs, organizations or charitable groups at a reduced cost.

**4.2 QUALIFIED DONEE**

- The Municipality may, at the discretion of the Treasurer, act as the qualified donee for organizations who have been selected to receive funding from the Stratford Perth Community Foundation.
- Funds shall be disbursed by the Stratford Perth Community Foundation and will flow through the Municipality to the benefitting organization. No municipal funds shall be dispersed through this process.

**5.0 POLICY COMMUNICATION:**

This policy shall be made publicly available on the municipal website.

**6.0 POLICY REVIEW:**

This policy shall be reviewed by staff and Council when deemed appropriate.

**REVISION HISTORY**

Revision	Date	Comments
1	April 15, 2024	Repeals policy AD2-3-1998



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## MUNICIPALITY OF NORTH PERTH

### FUNDRAISING/DONATION POLICY

#### 1.0 PURPOSE:

To establish a policy for accepting community and commemorative donations to the Municipality of North Perth.

#### 2.0 POLICY STATEMENT:

Donations are important to the vitality of the services, programs and infrastructure provided by the Municipality to preserve, enhance and strengthen the quality of life in the community.

#### 3.0 SCOPE:

This policy applies to all community donations and/or commemorative donations made to the Municipality of North Perth; including all donations made for specific projects.

#### 4.0 DEFINITIONS:

**“charitable donation”** voluntary transfers of tangible property, including cash.

**“community organization project donation”** donations received by the Municipality on behalf of an organization, if: the community project the organization is undertaking is in the interest of the Municipality; the project operates under the Municipality’s authority which requires Council approval; and the Municipality exercises ongoing direction and control over the use of the receipted funds.

**“conditional cash donation”** donation of any legal tender, with a condition or requirement of the Municipality such as; waiving of fees or an obligatory purchase by the Municipality.

**“Council”** is the Council of the Municipality of North Perth.

**“Manager of Corporate Services - Treasurer”** means the Manager of Corporate Services – Treasurer of the Municipality of North Perth, or designate.

**“Donation Policy Assistant”** employee, in conjunction with department heads, responsible for accepting or denying donations based on the plans and needs required, and making sure that such donations are consistent with this policy.

**“donee”** under the Income Tax Act, is an organization that can issue official donation receipts for gifts they receive from individuals and corporations.

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**“eligible donations”** donations that can be acknowledged with official donation receipts for income tax purposes, in accordance with CRA guidelines.

**“fair market value (or valuation)”** the highest dollar value that a property would bring in an open and unrestricted market, between the willing buyer and the willing seller who are acting independently of each other. The fair market value of a property does not include taxes paid; taxes are costs incurred by the purchaser.

**“in-kind donation”** tangible items, other than cash that are eligible donations.

**“legacy donations”** A legacy gift is a gift to a charity or non-profit organization in your will. This type of donation will fall under conditional or unconditional component of this policy.

**“Municipality”** is the Municipality of North Perth.

**“non-qualifying donations”** donations that cannot be acknowledged with official donation receipts for income tax purposes, in accordance with CRA guidelines.

**“official income tax receipt”** means a receipt issued by the Municipality of North Perth as a qualified donee

**“unconditional cash donation”** donation of any legal tender with no conditions or requirements attached by the donor upon acceptance by the Municipality. Unconditional cash donations include donations to a municipal project approved by Council.

## 5.0 POLICY CONTENT:

### 5.1 Donation Types

The following types of donations as defined under Section 4.0, are as follows:

- Unconditional cash donation
- Conditional cash donation
- In-kind donation
- Community organization project donation

### 5.2 Donation Approval Authority

Donations cannot be accepted, installed or utilized in any way without the following authorization:

- All unconditional cash donations, conditional cash donations or in-kind donations under \$5,000 may be approved through the signature of the Donation Policy Assistant or Manager of Corporate Services - Treasurer on the donation receipt.
- Council must approve organization requests for conditional cash and in-kind donations valued at over \$5,000 and all community organization project donations.

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For donations requiring Council approval, a report shall be prepared by the Manager of Corporate Services - Treasurer and submitted to Council which outlines the nature of the potential donation and will provide a brief summary of how the proposed donation meets or will address the key issues which are provided on the attached Policy Checklist under Schedule A, B and C.

- The municipality shall not accept a donation where any advantage will accrue to the donor or to any person not dealing at arm's length to the donor as a result of the donation. The Municipality may decline donations from any donor who in the opinion of staff, represents a reputational risk to the Municipality through involvement in activities that are contrary to the values of the Municipality.

Examples include but are not limited to:

- Proven or suspected criminal organizations; and
- Organizations that promote hatred against individuals or groups

### 5.3 Issuance of Official Donation Receipt

Receipts shall be issued for all donations having a value of \$20.00 or more, if requested by the donor. A thank you letter will be sent following every donation.

To be eligible for an official charitable donation receipt, the donation has to:

- Be approved in accordance with Section 5.2 of this policy
- Be made payable to the Municipality of North Perth
- Be in cash or in-kind
- Be voluntary
- Be supportive of the Municipality's priorities or beneficial to the community of the Municipality

### 5.4 Issuance of an Official Donation Receipt – Community Projects

The CRA indicates that donations can be receipted by the Municipality on behalf of an organization if:

- The community project the organization is undertaking is in the interest of the Municipality;
- The project operates under the Municipality's authority which requires Council approval; and
- The Municipality exercises ongoing direction and control over the use of the receipted funds.

However, if the Municipality accepts donations and provides money to a non-qualified donee without maintaining direction and control, the Municipality is acting as a conduit and a

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receipt cannot be issued. Under these circumstances, if a receipt was issued, the Municipality could jeopardize the qualified donee status.

The requirement for the Municipality to exercise ongoing direction and control as to how the donated funds are to be spent may require a level of direct involvement that the prospective donee may not be comfortable with.

However, to ensure the Municipality is issuing income tax receipts within the rules of the Income Tax Act, there must be evidence of authority and direction and control. This may include the expenditures and revenues going through the Municipality’s books or the Municipality monitoring and supervising the activity through progress reports, collection of receipts for expenses, financial statements, Municipal staff attendance at meetings, etc.

Community projects that result in the Municipality acquiring an asset require the following information to be provided to the Municipality by the Community Group:

- Copy of all invoices for the asset(s)
- Copy of plans or engineered drawings including location co-ordinates for the asset(s)
- Estimated lifecycle of the asset(s)

### 5.5 Issuance of an Official Donation Receipt – In-Kind

Donations in-kind may be accepted only after the following has been assessed:

- Compliance with Municipal by-laws and/or policies
- Compliance with the laws, conventions and treaties of the other levels of government
- Consistency with the Municipality’s priorities, and strategic and business plans
- Associated risks (e.g. financial risks, political risk, health and safety issues)
- Condition of donation
- Value of the donation
- Usefulness of the donation to the Municipality
- Cost/benefit analysis, if determined by the Manager of Corporate Services - Treasurer to be necessary, would consider installation, storage, maintenance, renewal, replacement and other relevant costs

Written valuation of donations in-kind shall be submitted with the requests for official receipt and is to meet the following requirement:

*\$1,000 or less*

- Appraisal by knowledgeable internal staff and confirmed by the Manager of Corporate Services - Treasurer; plus
- Valuation from online auction and shopping website

*Over \$1,000*



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- External appraisal by an independent and arm's length competent individual is required;
- Responsibility and the costs associated with obtaining a qualified appraisal shall be determined by the Manager of Corporate Services - Treasurer in conjunction with the Manager of the department receiving the donation

## 5.6 Non-Qualifying Donations

Non-qualifying donations that cannot be acknowledged with official donation receipt for income tax purposes, in accordance with CRA guidelines:

- Intangibles such as services, time, skills, effort
- Donations that are given to the Municipality intended as a flow through to a specified recipient who does not have charitable organization status, or that the Municipality has not exercised direction and control as to how the donated funds are to be spent
- Donations of business marketing products such as supplies and merchandise
- Sponsorship in the form of cash, goods or services toward an event, project, program or corporate asset, in return for commercial benefit (i.e. logo placement or presenting sponsorship). The intent of a sponsorship is to enhance the image and marketing opportunities of the sponsor in the target market and/or the community. Sponsorships are reciprocal arrangements benefiting both parties. Usually the cost to the sponsor is categorized as a business expense.

## 5.7 Authority Under the Income Tax Act

Municipalities are required to include the same information as registered charities:

- A statement saying that it is an official receipt for income tax purposes
- Business registration number, name, address as recorded with CRA
- Serial number of the receipt
- Place or locality where the receipt was issued
- For cash donation, the day and year on which the donation was received
- The day on which the receipt was issued, if differs from the date on which the donation was received
- The full name and address of the donor
- The amount of the cash donation, or if the donation is in-kind, the fair market value or deemed fair market value, if that rule applies
- Value and description of any benefit/advantage received by the donor
- Eligible amount of donation less any benefit/advantage
- Signature of an authorized individual to acknowledge donations
- Municipalities are required to be on a publicly available list maintained by the CRA in order to continue to be recognized as qualified donees



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- Municipalities are required to abide by the rules prescribed by the *Income Tax Act* in relation to the issuance of official donation receipts. If the municipality fails to issue a donation receipt in accordance with *Income Tax Act*, CRA can revoke the status of the qualified donee and suspend the receipting privileges
- Municipalities are required to issue receipts only for transactions that qualify as charitable donations, properly establish the fair market value of donations in-kind and ensure that receipts contain accurate and complete information

If the donation is in-kind:

- The day on which the donation was received
- A brief description of the donation
- The name and address of the appraiser, if an appraisal was completed

## 5.8 Maintaining Records

Municipalities are required to maintain proper books and records supporting any official donation receipt issued, and provide access to those books and records to CRA upon request. If the municipality fails to do so, CRA can revoke the status of the qualified donee and suspend the receipting privileges.

Currently, according to section 230(2) of the *Income Tax Act*, registered charities are required to “keep records and books of account at an address in Canada recorded with the Minister of designated Minister containing:

- Information in such form as will enable the Minister to determine whether there are any grounds for the revocation of its registration under this Act
- A duplicate of each receipt containing prescribed information for a donation received by it
- Other information in such form as will enable the Minister to verify the donations to it for which a deduction or tax credit is available under this Act”

Copies of receipts must be kept for two calendar years after the end of the calendar year to which the receipt applies.

CRA Policy Commentary regarding Gifts of Services – CPC-017:

- The *Income Tax Act* currently permits a registered charity to issue official donation receipts for income tax purposes for donations that legally qualify as gifts
- Contributions of services, that is, of time, skills or efforts, are not property, and therefore they do not qualify as gifts for purposes of issuing official donation receipts. Accordingly, a charity cannot issue an official donation receipt for services rendered free of charge. However, it may be possible to issue a receipt when a right to reimbursement for any actual expense incurred on behalf of a registered charity is established.

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- A charity may issue an official donation receipt if a person provides a service to the charity, the charity pays for the service, and the person then returns the payment to the charity as a gift. In such circumstances, two transactions have taken place, the first being the provision of a service and the payment flowing therefrom, and the second being a gift proper.
- The parties should be advised to proceed by way of an exchange of cheques. This ensures the presence of an audit trail, as the donor must account for the taxable income that would be realized either as remuneration (in which case the charity may also be required to issue a T4 slip) or as business income.
- A charity should not issue an official donation receipt to a service provider in exchange of an invoice marked “paid”. While this procedure does establish an audit trail, it raises questions as to whether in fact any payment has been transferred from the charity to the service provider which in turn is being gifted back to the charity.

## 6.0 POLICY COMMUNICATION:

This policy will be available publicly on the Municipality of North Perth website.

## 7.0 POLICY REVIEW:

This policy will be reviewed at the start of each Council Term or more often as needed. Fundraising/Project Packages will be reviewed yearly by the Donation Policy Assistant and departmental staff.

## 8.0 COMPLIANCE:

In cases of policy violation, the Municipality may investigate and determine appropriate corrective action.

## 9.0 REFERENCES AND RELATED DOCUMENTS

## 10.0 REVISION HISTORY

Revision	Date	Comments
1		Issue Date



**MUNICIPALITY OF NORTH PERTH  
FUNDRAISING/DONATION POLICY**

**SCHEDULE “A”**

**DONOR POLICY CHECKLIST – COMMUNITY ORGANIZATION  
PROJECT DONATION**

**1.0 DONOR INFORMATION**

Name of Community Organization			
Street Number	Street Name	Suite/Unit #	
City		Province	Postal Code
Telephone Number	Mobile Number	Email	
Contact Person Name		Contact Person Phone Number	

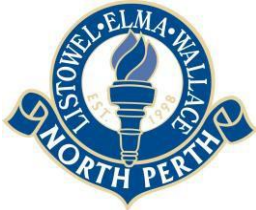
**2.0 DONATION/FUNDRAISING DETAILS**

Projected Dollar Value of Fundraising	Timeframe for Fundraising Campaign
Description of Community Project	

**3.0 COMMUNITY PROJECT CHECKLIST**

General	
Is the condition in the community project consistent with municipal priorities, mandates and strategic and business plans?	
Does the community project affect or impede any existing uses or services?	

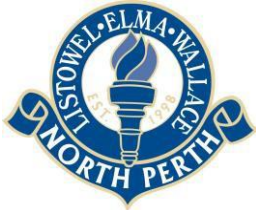




## MUNICIPALITY OF NORTH PERTH FUNDRAISING/DONATION POLICY

Is the community project in compliance with Municipality by-laws and/or policies?	
Is the community project in compliance with the laws, conventions, and treaties of the other levels of government (i.e. Building Code, Fire Code, WSIB, etc.)	
Must assess associated risks (e.g. financial risks, political risk, health and safety and environmental issues) – Risk level OK, yes/no	
Describe how the community project is in the interest of the Municipality. Details Attached. (CRA Requirement)	
<i>Indicate how the Municipality will exercise ongoing direction and control over the use of the received funds by selecting one of the two options below; (CRA Requirement)</i>	
Option 1 Expenditures and revenues going through the Municipality's books.	
Option 2 Municipality monitoring and supervising the activity through progress reports, collection of receipts for expenses, financial statements. Municipality is attending project meetings.	
If expenditures and revenues go through the Municipality's books, and the Community Project results in an acquisition or asset ownership by the Municipality, will Municipal HST procedures apply?	
<b>USE &amp; FUNDING</b> <b>If the Community Project results in an acquisition for the Municipality</b>	
Is the acquisition something that the Municipality would pursue if it were not tied to a community project?	
What is the intended use of the acquisition and who will use it?	
Does the community organization cover the entire cost of the acquisition including installation, etc.?	
If the community organization does not cover the entire cost, where does the balance of the funding come from?	





## MUNICIPALITY OF NORTH PERTH FUNDRAISING/DONATION POLICY

Must assess the usefulness of the in-kind donation to the Municipality – Is it useful to the Municipality, yes/no?	
What are the insurance implications of the donation?	
Cost/benefit analysis, if determined by the Manager of Corporate Services - Treasurer to be necessary, would consider installation, storage, maintenance, renewal, replacement and relevant costs such as staff training.	
What department will be responsible for the acquisition?	
<b>ASSET INFORMATION</b> If the Community Project results in ownership of an asset by the Municipality	
Where is the asset located, or to be located?	
Can the asset be relocated?	
If the asset is to be relocated, which Department will be responsible for the relocation?	
What is the projected lifespan of the asset?	
Will the asset be scheduled for future replacement?	
What is the estimated replacement cost of the asset?	
If the asset is scheduled for future replacement, where will replacement funds come from?	
What is the condition of the asset?	
Will the Community Organization provide asset information such as project drawings, project plans, project location of the acquired asset?	
Does the acquisition replace an existing asset?	



## MUNICIPALITY OF NORTH PERTH FUNDRAISING/DONATION POLICY

### 4.0 APPROVAL DECISION

Eligible for Donation Receipt?	
Signature of Donation Policy Assistant	
Signature of Manager of Corporate Services - Treasurer	
Signature of Donor Contact Person	

Date	
Council Resolution Number	

Additional Comments:



**MUNICIPALITY OF NORTH PERTH  
FUNDRAISING/DONATION POLICY**

**SCHEDULE “B”**

**DONOR POLICY CHECKLIST – CONDITIONAL CASH DONATION**

**1.0 DONOR INFORMATION**

First Name		Last Name	
Street Number	Street Name		Suite/Unit #
City		Province	Postal Code
Telephone Number	Mobile Number		Email

**2.0 DONATION DETAILS**

Dollar Value of Donation	Date of Donation
Description of Condition:	

**3.0 CONDITIONAL CASH DONATION CHECKLIST**

<b>General</b>	
Is the condition in the donation consistent with municipal priorities, mandates and strategic and business plans?	
Does the condition affect or impede any existing uses or services?	
Is the donation/condition in compliance with Municipality by-laws and/or policies?	
Must assess associated risks (e.g. financial risks, political risk, health and safety and environmental issues) – Risk level OK, yes/no	





## MUNICIPALITY OF NORTH PERTH FUNDRAISING/DONATION POLICY

### USE & FUNDING

If condition stipulated in donation refers to municipal acquisition

Is the acquisition something that the Municipality would pursue if it were not tied to a donation?	
What is the intended use of the acquisition and who will use it?	
Does the donation cover the entire cost of the acquisition?	
If the donation does not cover the entire cost, where does the balance of the funding come from?	
Must assess the usefulness of the donation to the Municipality – Is it useful to the Municipality, yes/no?	
What are the insurance implications of the donation?	
Cost/benefit analysis, if determined by the Manager of Corporate Services - Treasurer to be necessary, would consider installation, storage, maintenance, renewal, replacement and relevant costs such as staff training.	
What department will be responsible for the acquisition?	

### ASSET INFORMATION

If condition stipulated in donation refers to the purchase of a Municipal asset

Where is the asset located, or to be located?	
Can the asset be relocated?	
If the asset is to be relocated, which Department will be responsible for the relocation?	
What is the projected lifespan of the asset?	
Will the asset be scheduled for future replacement?	
What is the estimated replacement cost of the asset?	
If the asset is scheduled for future replacement, where will replacement funds come from?	







## MUNICIPALITY OF NORTH PERTH FUNDRAISING/DONATION POLICY

What is the condition of the asset?	
Does the acquisition replace an existing asset?	

### 4.0 APPROVAL DECISION

Eligible for Donation Receipt?	
Signature of Donation Policy Assistant	
Signature of Manager of Corporate Services - Treasurer	
Signature of Donor Contact Person	

Date	
Council Resolution Number	

Further Comments:
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**SCHEDULE "C"**  
**FUNDRAISING/PROJECT PACKAGE**



Name of Fundraising Project:

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Lead Department:

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Fundraising Package Prepared By:

---

Manager of Corporate Services - Treasurer Signature:

---

Date of Signature:

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## **1.0 PROJECT DEVELOPMENT CONCEPT**

*Please provide a high-level overview of the entire project including pictures and conceptual drawings.*

## **2.0 FINANCIAL IMPLICATIONS**

*Identify all funding sources that will be used for the project, including any possible grant opportunities.*

### 3.1 DONATION TERMS

Your gift to the <<project name>> is a commitment to the community of North Perth. The statements below outline the terms of your gift. The Municipality of North Perth and the donor will attempt in good faith to adhere to these terms of donation. All donations must comply with the Municipality of North Perth Donation Policy.

- All donations are made from the donor to the Municipality of North Perth for the sole benefit of the <<project name>> located at <<project location>>.
- Gifts over \$1,000 may be pledged over a period of up to five (5) years. Gifts may also be paid outright.
- A donor may accelerate the payment of any or all of a pledge at any time at the donor's discretion so long as the cumulative total of all gift payments meets the total pledged amount.
- Donations can be made in any legal tender
- Donations of \$\_\_\_\_\_or more are eligible to be recognized in the donor recognition area for this project which will be located at <<location of donor recognition area>>
- At the request of the donor, a gift may be made anonymously
- Donors who pledge support of \$\_\_\_\_\_or more, may choose to receive recognition through the available naming opportunities as outlined in Section 4.0. Naming opportunities will be guaranteed for \_\_\_\_\_years. (to be determined by fundraising project lead).
- In the event that the future actions of a donor reflect poorly on the Municipality of North Perth, the Municipality reserves the right to review the prominence of that donor's recognition.

### 4.0 DONATION/NAMING OPPORTUNITIES

<<Person(s) responsible for preparing the fundraising package is responsible for identifying various naming opportunities/donation levels>>

### 5.0 SUPPORTING DOCUMENTS

<<Attach any supporting documents; letters, plaque templates, location outlining location, etc. Supporting documents will be created as part of the fundraising package at the time of the project. The Donation Policy Assistant and Project Lead will ensure they are similar to all municipal templates.>>



MUNICIPALITY OF  
**North Perth**  
www.northperth.ca

A Community of Character

330 Wallace Ave. N., Listowel, ON N4W 1L3 Phone: 519-291-2950 Toll Free: 888-714-1993

<date>

<Donor's Name>

<Address Line 1>

<Address Line 2>

<City/Town><Province><Postal Code>

Dear: <donor's name>

Thank you very much for your generous donation towards <<project name>>. This project would not be a success without financial contributions from our many friends like you.

<<project name>> will <<brief explanation of how the project will benefit the community>>

Please feel free to contact Municipality of North Perth Donation Policy Assistant, Boun Sou Saisenesouk at (519) 291-2950 Ext. 2086 if you have any questions or require further information.

Sincerely,

Boun Sou Saisenesouk  
Donation Policy Assistant  
Municipality of North Perth  
P: 519-291-2950 ext. 2086  
E: bsaisenesouk@northperth.ca



## MUNICIPALITY OF NORTH PERTH

### COMMUNITY AND COMMEMORATIVE DONATION POLICY

## PLEDGE FORM

### 1.0 DONOR INFORMATION

First Name		Last Name	
Street Number	Street Name		Suite/Unit #
City		Province	Postal Code
Telephone Number	Mobile Number		Email

### 2.0 DONATION DETAILS

Dollar Value of Donation	Date of Donation
<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> E-Transfer <input type="checkbox"/> Invoice	
<p><i>*For Credit Card, E-Transfer and/or invoicing instructions, please contact the Accounts Receivable, Financial Analyst at 519-292-2047. There is an additional 3% fee on all credit card payments</i></p> <p><i>If using a cheque, please make payable to <b>Municipality of North Perth</b>.</i></p>	
Description of Condition (if applicable, including location, and any other request):	

*All donations made to the Municipality of North Perth and its agencies must be given voluntarily without any expectation of benefit. A donation cannot be used to influence the outcome of an outstanding approval, permit or license application or award of a procurement call. You must advise the Municipality in writing if you, your organization or company is currently involved in a planning approval or procurement process with the Municipality or its agencies.*

### FOR STAFF USE

Staff Initials	Date Received	Date Contacted	Payment Complete
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# Coordinator of Digital Initiatives Report

## REPORT FOR SUMMER 2024

### ADULT READ & WIN CHALLENGE

Each week, for 8 weeks, patrons were asked a library related question and one lucky participant won a gift card. Patrons could enter by paper ballot or by digital social media entry. This is the second year of R&W and engagement surpassed 2023 by 37%!! We had **702 entries** this year and saw a massive increase in followers, comments, shares, and interactions.

### YOUTH READING CHALLENGE

With our newly revised youth reading challenge, came branded totes and bucket hats for participants to collect their badges on. We were met with such a positive response from participants, as well as other patrons wanting to purchase them. Our brand was visible throughout the whole community including at grocery stores, in the parks, and more. Our brand was also featured on the tent and sleeping prize which were given as first prize for this challenge

# 38514

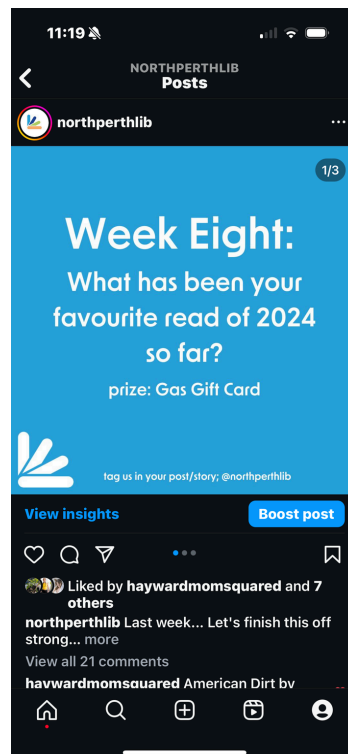
REACHED ON FACEBOOK

# 8248

WEBSITE USERS

# 2221

REACHED ON INSTAGRAM



# 279

QR scans

# 818

COMPUTER SESSIONS

45

# 185

AWE Computer Sessions

# 7926

Overdrive Checkouts



# North Perth Public Library: Programs

## 2024 SUMMER REPORT



### YOUTH READING CHALLENGE

We had 340 North Perth youth sign up for the 2024 reading challenge! This is a 28% increase from 2023 summer.

Out of the 340 registrants, 179 completed the entire challenge which was a 53% increase from the prior year! The new set up was well received amongst our community!!



### PROGRAMS

#### Program Attendance

Atwood: 92

Listowel: 774

Monkton: 74

total: 940

**Children involved in school visits: 220**

**Children from camp visits: 49**

#### Demographics

Adults: 278

Children: 702

5 Class visits, 2 camp visits, and 77 programs offered





<b>LISTOWEL</b>	<b>2024</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
Check outs		5041	4997	5342	4778	4357	4268	6854	6065					41702
Renewals		3125	2903	3412	3388	3307	2899	3394	3972					26400
Traffic		3788	3640	4494	4104	4426	3964	5093	4972					34481
Membership		8141	8168	8227	8281	8329	8393	8443	8492					8141
Active		2556	2580	2606	2627	2634	2659	2658	2646					2556
Programs	Adult	121	102	134	197	381	112	68	46					1161
	Youth	103	88	370	105	650	350	255	179					2100
Passive Programs		0	29	266	0	195	30	N/A	N/A					520
Volunteer hours		28.5	12	12.8	20	10	8	9	10					110.3
Room Bookings		17	23	21	21	19	18	10	13					142
<b>ATWOOD</b>	<b>2024</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
Check outs		340	187	196	249	164	177	245	302					1860
Renewals		232	226	187	126	288	173	172	221					1625
Traffic		102	86	102	108	97	156	186	249					1086
Membership		609	611	610	613	616	617	624	628					609
Active		170	170	167	169	169	173	175	180					170
Programs	Adult	9	8	9	9	10	17	20	0					82
	Youth	5	0	0	0	9	39	46	26					125
Passive Programs		0	10	23	0	17	1	N/A	N/A					51
<b>MONKTON</b>	<b>2024</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
Check outs		291	315	365	304	281	249	405	315					2525
Renewals		327	184	304	338	235	209	221	266					2084
Traffic		290	354	412	156	167	156	272	197					2004
Membership		413	413	413	414	416	416	419	424					413
Active		143	143	147	149	146	145	146	148					143
Programs	Adult	22	27	17	28	26	16	20	8					164
	Youth	19	7	19	0	9	0	51	12					117
Passive Programs			10	103	0	10	0	N/A	N/A					123
ILLO Borrowed		40	44	43	38	53	25	29	20					292
ILLO Loaned		47	57	47	61	43	43	49	0					347

User "home"	Check out branch	Date												Average	Average percentage
		31-Jan-24	29-Feb-24	30-Mar-24	30-Apr-24	31-May-24	30-Jun-24	31-Jul-24	31-Aug-24						
Listowel	Listowel	595	612	663	650	631	670	758	748					665.88	87.04%
Listowel	Atwood	15	12	13	18	15	13	19	15					15.00	1.96%
Listowel	Monkton	12	17	12	13	11	9	8	9					11.38	1.49%
Atwood	Atwood	25	26	26	30	23	25	33	36					28.00	3.66%
Atwood	Listowel	19	25	26	24	21	26	36	34					26.38	3.45%
Atwood	Monkton	6	6	5	2	4	5	3	1					4.00	0.52%
Monkton	Monkton	28	35	36	27	35	38	40	39					34.75	4.54%
Monkton	Listowel	6	7	9	8	6	7	8	7					7.25	0.95%
Monkton	Atwood	2	1	1	1	1	2	2	2					1.50	0.20%
Perth East	North Perth	9	8	4	5	1	4	8	5					5.50	0.72%
Stratford	North Perth	4	9	8	8	8	5	4	7					6.63	0.87%
West Perth	North Perth	2	2	3	2	1	1	0	1					1.50	0.20%
St. Mary's	North Perth	3	2	1	1	1	1	0	0					1.13	0.15%
Total		726	762	807	789	758	806	919	904	0	0	0	0	765	