

October 8, 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	
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11.5	Perth County Information Network	
11.6	United Way and the Access Centre	
12.	Other Business	
13.	In Camera Session - None	
14.	Adjourn	

THAT: The minutes from the June 11, 2024, North Perth Public Library Board meeting be approved, as presented.

CARRIED

6. Correspondence

Discussion occurred regarding OLS conference and United Way invitation for October 8th.

7. Business Arising from the Minutes

Discussion occurred regarding staffing and new hires. CEO Whelan advised a Library Assistant and the Manager of Branch Experience have been hired. The posting for the Coordinator of Branch Experience closes October 4th and is the final position in the restructuring.

8. Financial Report

8.1 2025 Budget

CEO provided a breakdown of the budget package. Discussion occurred regarding the following:

- Staff wages
- Access Centre project
- Readjusting the budget as opposed to requesting more money
- Strategic priorities
- Friends of the Library
- Branch and administrative reserves

9. Friends Report

Raisa Abraham reported there are currently 503 individuals registered in the Dolly Parton Imagination Library. Friends have received approximately \$19,000 in donations since they started.

At the most recent meeting an executive team was created with the hope to push out more work around fundraising and allocation of projects.

Friends have plans in the next few weeks to assist in Library Week and commence the Christmas Tree program.

10. Board Development

10.1 Meeting Logistics

Discussion occurred regarding quorum and how to achieve it. Three options were proposed:

1. Allow for leave of absences/inactive members
2. Allow electronic participation
3. Recruit more members

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

THAT: The North Perth Library Board directs the CEO to amend the procedural by-law in order to allow for the approval of leave of absences of Library Board members for a specified period of time as determined by the Board, on a case-by-case basis. When determining quorum, any Library Board member, on an approved leave of absence, shall not be included.

CARRIED

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

THAT: The North Perth Library Board approves a 6 month leave of absence for Bernice Weber Passchier, to be re-evaluated in March, 2025.

CARRIED

11. Library Updates

12. Other Business

CEO Whelan advised Ontario Public Library Week is approaching. There are events planned and Pete the Cat will be making an appearance.

13. In Camera Session

14. Adjourn

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

THAT: The meeting adjourns at 8:30 p.m. to meet again on October 8, 2024, at 7:00 p.m. in the Committee Room.

CARRIED

Terrance Ritchie – Chair

Heidi Dorscht – Recording Secretary



Canadian Federation of Library Associations Fédération canadienne des associations de bibliothèques

CFLA-FCAB Update

September 5, 2024 Board Meeting

The [CFLA-FCAB Board](#) provides updates to our members every six weeks following Board meetings. Meeting minutes are posted on our [website](#). Minutes for the September 5, 2024 meeting will be posted once approved at our October meeting.

- The CFLA-FCAB put forward a written submission to the federal government in advance of the 2025 Federal Budget. The submission included three key recommendations:
 - Increased funding to public libraries to support them as an essential part of the social infrastructure of our communities.
 - Increased investment in organizations that provide accessible reading services.
 - Increased support for Indigenous libraries and Indigenous library workers.
- Following a nearly two-year long consultation of the Canadian library community, and upon the recommendation of the Cataloguing and Metadata Standards Committee, the CFLA-FCAB Board officially endorsed the [Cataloguing Code of Ethics](#), a joint project of the American Library Association, the Chartered Institute of Library and Information Professionals (UK), and CFLA-FCAB.
- In support of the Prison Library Network and the rights of incarcerated people inside Canadian correctional institutions, the CFLA-FCAB Board endorsed an updated version of the Prison Library Network's Prisoners' Right to Read Statement.
- Following a review of the issues raised by CFLA-FCAB members at recent stakeholder meetings, the Board's Governance Review Steering Committee proposed a series of recommendations that have been approved by the Board. The recommendations identified a series of opportunities for improvement in relation to:
 - the clarification and routinization of the CFLA appointment process for committees;
 - the enhancement of committee accountability and an alignment of committee work with the CFLA's strategic priorities;
 - capacity building for committees and their members;
 - the clarification of the committee structure and organisation;
 - an improved process in relation to position statements;
 - improved Board member recruitment;
 - the development of a membership recruitment campaign; and
 - modifications to the terms of reference for CFLA-FCAB executive.

A workplan is being developed to action and implement these various items over the next few months.

- Planning for the 2025 National Forum, to be held in Toronto on Wednesday, January 29th in collaboration with the Ontario Library Association, is well under way. Mark your calendars! Full details and registration information will be released this Fall.

For more information or to contact the CFLA-FCAB Board, please email info@cfla-fcab.ca.



Canadian Federation of Library Associations
Fédération canadienne des associations de bibliothèques

CFLA-FCAB Endorsement of the Prison Libraries Network's Position Statement on The Prisoners' Right to Read

Reviewed August 2024 in collaboration with the Prison Libraries Network

For incarcerated people inside Canadian correctional institutions, reading and access to information is a rare connection to the outside world.

It is also a basic right.

Incarcerated Canadians do not relinquish the rights and freedoms guaranteed to them under the [Canadian Charter of Rights and Freedoms](#). In fact, certain freedoms, such as those of conscience and religion, thought, belief, opinion, and expression have a heightened importance behind bars.

The Canadian Federation of Library Associations (CFLA-FCAB) [Position Statement on Intellectual Freedom and Libraries](#) asserts that Canadians' right to access information is essential to be able to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment. Prison libraries play a fundamental role in guaranteeing rights, not only by providing incarcerated people with access to information about their legal rights as incarcerated persons, but also by providing the tools necessary to exercise these rights.

We call upon correctional institutions and prison libraries to actively promote literacy as a continuum of learning that assists and allows incarcerated individuals to develop knowledge and potential, to achieve goals, and to participate fully in wider society. This literacy, based on the concept of Intellectual Freedom, should include skills to access knowledge through technology, including the internet.

Prison libraries must be given the space necessary to provide access to collections and library programs that meet incarcerated people's recreational, cultural, educational, and other information needs. As supporters of intellectual freedom and access to information, prison



libraries must provide people who are incarcerated with the widest variety of relevant and current materials possible, including access to legal materials. Materials should be provided in universally accessible formats, and/or libraries should have access to conversion technology in order to provide universally accessible formats. Collections and programming in prison libraries must also reflect the ethnic and cultural incarcerated population including people with disabilities. Library professionals are key to the prison library mandate including library staff dedicated to managing collections and delivering programs and services.

In addition, Canadian correctional institutions must acknowledge their key role within a social and political system of ongoing colonialism. Indigenous Peoples make up a percentage of the incarcerated population far higher than their proportion of Canada's general population – and the numbers of Indigenous Peoples who are incarcerated continues to grow. Within this context, and at the request of incarcerated Indigenous individuals, prison libraries have a responsibility to provide access to resources on Indigenous histories, cultures, and languages, to books by Indigenous authors, and to materials about the impacts – and related healing processes – of colonialism.

The *Corrections and Conditional Release Act* states that all prisons in Canada must provide a range of programs to assist in the successful rehabilitation and reintegration of incarcerated people. In accordance, [Commissioner's Directive 720](#) of the Correctional Service of Canada stipulates that prisons have the responsibility to provide prisoners with access to library services. The Commissioner's Directive also states that federal institutions should have access to library services that are similar to those offered in the community. By fulfilling this objective, prison libraries – and their counterparts in the community – can contribute to safer and healthier communities. This highlights an important function of the prison library: to mirror the “outside” world and help prepare prisoners for release.

There is conclusive evidence of direct links between access to rehabilitative programs and lower rates of recidivism. When incarcerated people's information rights are respected, their ability to grow positive connections both inside and outside of the prison setting grows. This area of personal growth helps to prepare them for their release. Outside of prisons, all libraries in the community can play a critical role in supporting the successful reintegration of people who were formerly incarcerated.



Canadian Federation of Library Associations
Fédération canadienne des associations de bibliothèques

Correctional institutions are made better by the programs and information sharing opportunities that prison libraries provide. The vast majority of justice-involved people held in Canadian correctional facilities will be released back into our communities and have the ability to contribute to society as people with ideas, skills, and lived experiences. The provision of appropriate library services to inmates not only helps maintain basic rights, but also allows incarcerated people to explore their fullest potential.

While this statement references Commissioner Directive 720 governing federal institutions, the Prisoners' Right to Read is also applicable to provincial jurisdictional institutions.

This statement is supported by the [United Nations Standard Minimum Rules for the Treatment of Prisoners](#) (the Nelson Mandela Rules) (2015), the IFLA/UNESCO [Public Library Manifesto](#) (2022) and the IFLA [Guidelines for Library Services to Prisoners](#) (2023) as well as CFLA-FCAB's policies on intellectual freedom.

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.	CA41HR1UYACCU	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.	CA41J65IXACCU	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

Accounts Payable

CHEQUES AUGUST 26-SEPTEMBER 13, 2024

Vendor 000000 Through 999999

Invoice Entry Date 01-01-2024 to 09-13-2024 Paid Invoices Cheque Date 08-26-2024 to 09-13-2024

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000992	AMAZON.COM.CA INC.	CA410VBVLJI	Donation Expense - SR Prize	018548	08-05-2024	08-31-2024	15.76
			06-8300-0000-65100				15.76
000992	AMAZON.COM.CA INC.	CA41CVV7E4I	Office Supplies - Listowel	018548	08-22-2024	08-31-2024	43.88
			06-8300-0170-63210				43.88
000992	AMAZON.COM.CA INC.	CA41RBMJRVM I	Programming - Sept/Oct	018548	08-15-2024	08-31-2024	24.85
			06-8320-0000-63200				24.85
000992	AMAZON.COM.CA INC.	CA41V946TACCU I	Programming - Sept/Oct	018548	08-07-2024	08-31-2024	57.84
			06-8320-0000-63200				57.84
000992	AMAZON.COM.CA INC.	CA41W58Q8ACCU I	Office Supplies - Listowel	018548	08-07-2024	08-31-2024	11.27
			06-8300-0170-63210				11.27
000992	AMAZON.COM.CA INC.	CA41X7PICACCU I	Programming - Sept/Oct	018548	08-13-2024	08-31-2024	118.62
			06-8320-0000-63200				118.62
000992	AMAZON.COM.CA INC.	CA42329E0W1I	Donation Expense - SR Prize	018548	08-05-2024	08-31-2024	14.68
			06-8300-0000-65100				14.68
000992	AMAZON.COM.CA INC.	CA42RPAGFPEGI	Programming - Sept/Oct	018548	08-26-2024	08-31-2024	19.20
			06-8320-0000-63200				19.20
000992	AMAZON.COM.CA INC.	CA4392GLGBI	Programming - Sept/Oct	018548	08-23-2024	08-31-2024	33.52
			06-8320-0000-63200				33.52
000992	AMAZON.COM.CA INC.	CA46Q622G0S9I	Programming - Sept/Oct	018548	08-26-2024	08-31-2024	10.38
			06-8320-0000-63200				10.38
000992	AMAZON.COM.CA INC.	CA4D4NH249I	Office Supplies - Listowel	018548	08-22-2024	08-31-2024	69.12
			06-8300-0170-63210				69.12
000992	AMAZON.COM.CA INC.	CA4DAXN9D7I	Donation Expense - SR Prize	018548	08-05-2024	08-31-2024	20.33
			06-8300-0000-65100				20.33
000992	AMAZON.COM.CA INC.	CA4XYVONBII	Programming - Sept/Oct	018548	08-26-2024	08-31-2024	26.98
			06-8320-0000-63200				26.98
Vendor Total							466.43
000058	BELL MOBILITY	X014222499240801	Finance charge	051367	08-01-2024	08-28-2024	501.65
			06-8340-0000-63850				487.04
001762	LIBRARY BOUND INC.	30193793	Delivery	018583	08-01-2024	08-31-2024	951.52
			06-8300-0000-65320				29.35
			06-8315-0000-65200				922.17
001762	LIBRARY BOUND INC.	30193794	Delivery	018583	08-01-2024	08-31-2024	50.87
			06-8300-0000-65320				1.10
			06-8314-0000-65200				49.77
001762	LIBRARY BOUND INC.	30194498	Delivery	018583	08-09-2024	08-31-2024	906.89
			06-8300-0000-65320				31.01
			06-8315-0000-65200				875.88
001762	LIBRARY BOUND INC.	30194499	Delivery	018583	08-09-2024	08-31-2024	318.52
			06-8300-0000-65320				6.64
			06-8314-0000-65200				311.88

Accounts Payable

CHEQUES AUGUST 26-SEPTEMBER 13, 2024

Vendor 000000 Through 999999

Invoice Entry Date 01-01-2024 to 09-13-2024 Paid Invoices Cheque Date 08-26-2024 to 09-13-2024

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001762	LIBRARY BOUND INC.	30194939	Delivery	018583	08-14-2024	08-31-2024	419.46
			06-8300-0000-65320	Delivery			12.18
			06-8315-0000-65200	Library Collection - Books			407.28
001762	LIBRARY BOUND INC.	30194940	Delivery	018583	08-14-2024	08-31-2024	41.41
			06-8300-0000-65320	Delivery			1.10
			06-8314-0000-65200	Library Collection - DVD			40.31
001762	LIBRARY BOUND INC.	30195776	Delivery	018583	08-22-2024	08-31-2024	164.46
			06-8300-0000-65320	Delivery			2.21
			06-8312-0000-65200	Library Collection - Audiobook			162.25
001762	LIBRARY BOUND INC.	30195777	Delivery	018583	08-22-2024	08-31-2024	821.87
			06-8300-0000-65320	Delivery			27.14
			06-8315-0000-65200	Library Collection - Books			794.73
001762	LIBRARY BOUND INC.	30195778	Delivery	018583	08-22-2024	08-31-2024	121.43
			06-8300-0000-65320	Delivery			2.77
			06-8314-0000-65200	Library Collection - DVD			118.66
Vendor Total							3,796.43
000454	PBJ CLEANING DEPOT INC	26666	Delivery	018595	08-15-2024	08-31-2024	136.71
			06-8300-0000-65320	Delivery			3.39
			06-8300-0000-63210	Office Supplies - PrinterPaper			71.18
			06-8320-0000-63200	Programming - Cold - PCR			62.14
001457	RBC VISA	7018 24-8	VISA JUL 24-AUG 23	051376	08-23-2024	09-05-2024	819.19
			06-8320-0000-63200	PROGRAMMING JUL/AUG			24.66
			06-8320-0000-63200	PROGRAMMING JUL/AUG			37.41
			06-8300-0000-61810	TRAINING-HD			356.86
			06-8313-0000-65200	LIBRARY COLLECTION-MAGAZINES			218.77
			06-8300-0000-65000	MISC-LEAVING GIFT			71.07
			06-8300-0000-65000	MISC. CO-OP GIFT			25.00
			06-8300-0000-65100	DONATION EXP-SR PRIZE			6.78
			06-8300-0000-61830	MEETING EXPENSE			37.24
			06-8300-0000-65330	POSTAGE			41.40
002606	WHITEHOTS CANADIAN LIBRA	3547121	Library Collection - Books	018611	08-16-2024	08-31-2024	161.62
			06-8315-0000-65200	Library Collection - Books			161.62
002606	WHITEHOTS CANADIAN LIBRA	3548019	Library Collection - Books	018611	08-23-2024	08-31-2024	182.73
			06-8315-0000-65200	Library Collection - Books			182.73
002606	WHITEHOTS CANADIAN LIBRA	3545604	Library Collection - Books	018611	08-02-2024	08-31-2024	225.46
			06-8315-0000-65200	Library Collection - Books			225.46
002606	WHITEHOTS CANADIAN LIBRA	3545917	Library Collection - Books	018611	08-08-2024	08-31-2024	221.68
			06-8315-0000-65200	Library Collection - Books			221.68
002606	WHITEHOTS CANADIAN LIBRA	3546013	Library Collection - Books	018611	08-08-2024	08-31-2024	66.37
			06-8315-0000-65200	Library Collection - Books			66.37

Accounts Payable

CHEQUES AUGUST 26-SEPTEMBER 13, 2024

Vendor 000000 Through 999999

Invoice Entry Date 01-01-2024 to 09-13-2024 Paid Invoices Cheque Date 08-26-2024 to 09-13-2024

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
					Unpaid Invoices	0.00
					Paid Invoices	6,578.27
					Invoices Total	6,578.27
					Selected G/L Account Total	6,563.66

2025 Business Plan and Budget – Template for Managers to Complete

Please send back your completed template to Jessica McLean and Mackenzie Smith by Friday, October 4th at the latest.

Introduction Page:

Brief Department Description: 2-3 sentences, highlighting service areas and/or programs that the department is responsible for.

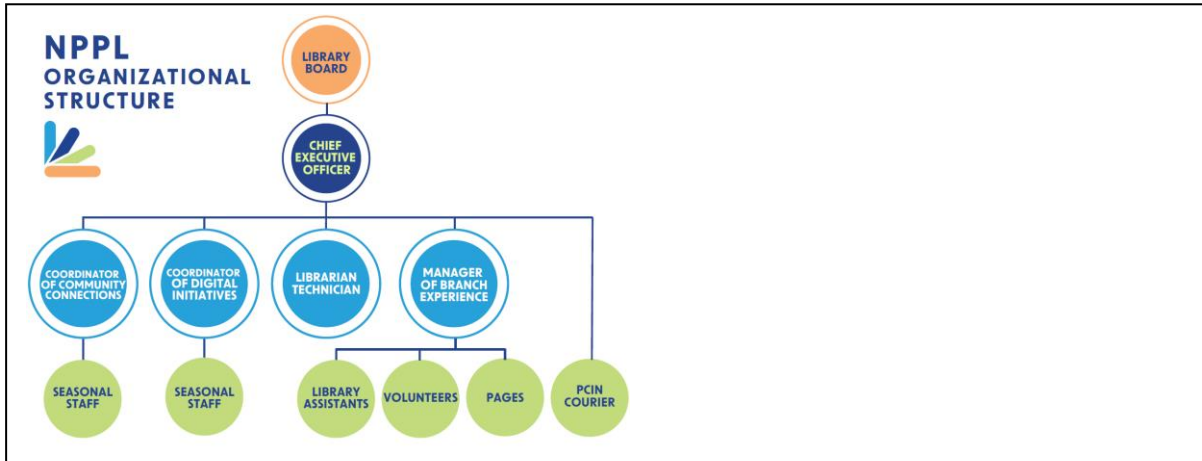
The North Perth Public Library's mission statement is *Connecting Community...*, this mission is fulfilled by providing zero barrier library services and library programming with the purpose of enhancing the quality of life and community well-being for North Perth community members.

Priorities and Key Objectives: bulleted list format preferred. Can pull strategic priorities from Strategic Plan that your department is leading if applicable.

- Grow out into the community
- Remove barriers
- Sustainability and good stewardship
- Serving our community with excellence
- Always using a lens of diversity, accessibility, and inclusivity
- Offering quality resources reflecting intellectual freedom

Department Overview Page:

1. List the divisions in your department (e.g., Finance, IT, Legislative Services..).



2. What services does your department manage (you can pull your list of services from the table on page 2 of your 2024 Business Plan).

- Operation of Atwood, Listowel and Monkton Branch Libraries
- Operation of the Digital Branch
- Library Collections through technical services
- Library community programming
- InterLibrary Loan
- Friends of the North Perth Public Library
- Library Board
- Perth County Information Network (PCIN)

3. List staffing numbers for 2025 (Permanent FT, Permanent PT, Temporary/Seasonal)

Permanent Full-time - 6
Permanent Part-time – 7, including 2 students
Temporary/Seasonal – 1-2

2024 Highlights Page:

1. Provide a bulleted list of the key achievements/activities of your department in 2024 (limit to half page; could include completed/initiated projects, new services/processes, new hires, training/education, significant KPIs, etc.)

- New branding roll out
- Website redesign with 150% increase in traffic
- Department re-structuring, and full hiring by the end of 2024
- Increase of 28% in Children's Summer Programming participation
- Increase of 37% engagement with Adult Summer Programming
- Physical changes to the Atwood Branch to focus on accessibility and welcoming environment
- Introduction of new collections such as VOX books, French books, and video games
- Attended community events such as the Farmer's Markets, Bike Rodeo, Teddy Bear Play Day
- Calculation of the Social Return on Investment (SROI) using the Valuing Ontario Public Libraries Tool Kit: \$1 into North Perth Public Library = \$5.67 SROI
- Perth County Information Network Strategic Planning
- Perth County Reads program with Perth County Information Network (PCIN)

2. Provide examples of emerging trends, opportunities, challenges and risks relevant to your department (e.g., is there information Council should know that could impact department workplan or budget this year or in future years).

- A continued focus on quality staff, remaining an employer of choice to push forward the North Perth Public Library’s Strategic Plan and the budget demands of this priority
- Community growth demanding a higher level of service
- Being prepared alongside United Way for a new hub at the Listowel Branch site

Major Initiatives for 2025 Page:

Fill out the table below with the major activities or initiatives planned for your department in 2025. These can be operating and capital items. Some examples are included in the table below.

Project or Initiative	Description (Please keep as brief as possible)	Budget	Outcome
<i>Increase active cardholders in North Perth</i>	<i>Card value advocacy campaigns, pop-up card registration events</i>	<i>Captured within advertising and programming budgets</i>	<i>Increase of 10% in active cardholders</i>
<i>Increase social return on investment (SROI)</i>	<i>Better data collection, more diverse programming</i>	<i>\$10,000 programming budget</i>	<i>Increase SROI by 3%</i>
<i>Development of a Service Excellence Plan</i>	<i>Plan that would include standards for customer services at all library touch points</i>	<i>Within staff time</i>	<i>Standardization of services, assessed with surveys showing impact</i>
<i>Advance accessibility for Library website</i>	<i>Research and implement best practices for online accessibility</i>	<i>Within staff time, \$300 in training</i>	<i>Be a leader in website accessibility standards</i>
<i>Further Brand recognition</i>	<i>Branding physical and digital spaces, and programming</i>	<i>\$5500 advertising budget</i>	<i>Evaluate brand recognition periodically with a goal of 5% increase</i>
<i>Asset mapping of community</i>	<i>Evaluating assets in the community and identifying gaps</i>	<i>Within staff time, \$300 in training</i>	<i>Create a reference tool identifying outreach events for library to participate in</i>

<i>Identifying a community development methodology</i>	<i>Research methodologies for community engagement</i>	<i>Withing staff time</i>	<i>To have a methodology in place to be ready to implement in 2025</i>
<i>Be an employer of choice in North Perth</i>	<i>Evaluate staff satisfaction and stress points</i>	<i>Within staff time, supported by Ontario Library Services</i>	<i>Retain staff, act on report outcomes</i>
<i>Community-led collection development</i>	<i>Survey community, and awareness campaigns</i>	<i>Within staff time, collections budgets</i>	<i>Increase in diversity, accessibility, and inclusivity of collections</i>
<i>Listowel Hub project</i>	<i>Continue to participate and prepare for large Hub project</i>	<i>Within staff time</i>	<i>Build relationships, advocacy campaign</i>

[2025 Department Operating Budget Page:](#)

Provide summary narrative to supplement department 2025 operating budget chart (focus on topics of inflation/adjustment, one-time items, growth, and service level). Finance Staff will support in writing this narrative.

The 2025 Library Budget continues to focus on the North Perth Public Library mission statement of *Connecting Community...* People are the heart of the library, and the service provided, investing in staff and reaching missed audiences to connect them with services is at the heart of the service level increase.

The 2025 budget fully reflects the organizational structure changes, and fully realizes the wages of two new positions of Manager of Branch Experience and the Coordinator of Community Connections. In investing in staff, the NPPL aligns with all three strategic priorities of *Grow out into the Community, Remove Barriers, and Sustainability and Good Stewardship*.

Where necessary the COLA of 3.13% was added to costs, but zero-based budgeting principles were applied where appropriate. It is important to note that 13.6% of the 2025 budget are costs for municipal services of IT at \$69 638, and Occupancy \$108 653 for a total of \$178 291.

2025 Department Capital Expenses Page:

Provide summary narrative to supplement department 2025 capital expenses chart. Finance Staff will support in writing this narrative.

Capital expenses are supported and led by the Facilities department.

Version 2.Finance Review
 Year 2025
 View _1 Budget Entry - By Department
 Selection LIB Library

Date: October 4, 2024

	2023 Actuals	2024 Actuals	2024 PY Budget	One-time Reversals	2025 Base Budget	Inflationary Impact / Adjustment	One Time Items	Growth	Service Level	Capital Impact	2025 Total Budget	Incremental Change(\$)	Incremental Change (%)	COMMENTS	2026 Budget	2027 Budget
01 General																
06 Library																
8300 Library-Administration	693,981	654,498	(120,239)	(72,610)	(192,849)	(70,040)	8,000	3,650	132,046		(119,193)	73,656	(38%)			
8301 Library-Donations	(2,066)	(188)														
8302 Library-Connectivity	(2,759)	(6,358)	(816)		(816)						(816)					
8303 Library - Friends of the Library	142	1,835	3,000		3,000	(3,000)						(3,000)	(100%)			
8310 Library - Collections	(35,555)	3,529	(30,800)		(30,800)			1,000	1,000		(28,800)	2,000	(6%)			
8311 Library - CD's	392	120	200		200				(200)			(200)	(100%)			
8312 Library - Audio Books	2,259	4,090	3,500		3,500			1,500			5,000	1,500	43%			
8313 Library - Magazines	2,746	2,160	2,500		2,500						2,500					
8314 Library - Digitals (DVD)	6,067	3,459	7,600		7,600				(2,600)		5,000	(2,600)	(34%)			
8315 Library - Books	37,486	35,932	51,650		51,650	(6,650)					45,000	(6,650)	(13%)			
8320 Library - Programming	10,084	10,306	10,000		10,000				5,018		15,018	5,018	50%			
8340 Library - E-Resourcing	30,971	17,673	34,420		34,420						34,420					
8346 Library - E-Resourcing E-books	356	358														
8350 Library - Board	3,036	2,725	4,719		4,719	(250)					4,469	(250)	(5%)			
8360 Library - PCIN	33,966	52,734	34,266		34,266	3,136					37,402	3,136	9%			
TOTAL 06 Library	781,105	782,871		(72,610)	(72,610)	(76,804)	8,000	6,150	135,264			72,610	(100%)			
TOTAL LIB Library	781,105	782,871		(72,610)	(72,610)	(76,804)	8,000	6,150	135,264			72,610	(100%)			



POLICY PURPOSE

The *Public Libraries Act*, R.S.O. 1990, c. P.44, hereinafter called the "Act," provides that public libraries shall be under the management and control of a Board, which is a corporation; and whereas By-law #22-2006 of the Council of the Municipality of North Perth establishes the North Perth Public Library Board, hereinafter called the "Board," the North Perth Public Library Board enacts the following by-laws for regulation of the business of the Board.

POLICY DETAILS

1. Business Office

1. The business office of the Board is at the Listowel Branch of the North Perth Public Library located at 260 Main Street West; Listowel ON N4W 1A1 or at such other place in the Municipality of North Perth as the Board may from time to time decide.

2. Statement of Authority

1. The North Perth Public Library Board bears legal responsibility for the library by ensuring that it operates in accordance with the Act. The purpose of this bylaw is to define the legal authority of the Board.

3. Powers and Duties of the Board

1. The Board bears legal responsibility for the North Perth Public Library. The powers and duties of the Board are prescribed in the Act, to which this bylaw adheres.

2. In accordance with s. 20 of the Act, the North Perth Public Library Board:
 - a. shall seek to provide a comprehensive and efficient public library service that reflects the community's unique needs;
 - b. shall provide library services in the French language, where appropriate;
 - c. shall operate one or more libraries and ensure that they are conducted in accordance with the Act and the regulations;
 - d. may operate special services in connection with a library as it considers necessary;
 - e. shall fix the times and places for board meetings and the mode of calling and conducting them, and ensure that full and correct minutes are kept;
 - f. shall determine and adopt written policies to govern the operation of the Board and library;
 - g. shall make an annual report to the Minister and make any other reports required by the Act and the regulations or requested by the Minister from time to time;
 - h. shall make provision for insuring the Board's real and personal property;
 - i. shall take proper security for the treasurer;
 - j. may appoint such committees as it considers expedient;

4. Term of the Board

1. A Library Board member shall hold office for a term concurrent with the term of the appointing council, or until a successor is appointed. A Library Board member may be re-appointed, if resigned within the term (s. 10(3) of the Act).

2. Council shall appoint Library Board members at its first regular meeting of the new term, or failing to do so, at its next regular meeting (s. 10(4) of the Act).
3. In accordance with s. 12 of the Act, when a vacancy arises in the membership of the Board, the Municipal Council shall promptly appoint a person to fill the vacancy and to hold the office for the unexpired term, except where the unexpired term is less than forty-five days. The new appointment's term will continue to be concurrent with the term of the Board.
4. The Board may authorize a leave of absence for a Library Board member. The leave of absence shall be approved by a Board resolution and be for a specified period as determine by the Board on a case-by-case basis. When determining quorum, any Library Board member, on an approved leave of absence, shall not be included
5. An appointment to an executive position will be made for a period of one year. Elections or nominations for executive positions will be held at the January meeting of each calendar year during the term.

5. Size and Appointment of the Board

1. S. 9(1) of the Act prescribes a Board of no fewer than 5 members, and gives the Municipal Council the power to make appointments. The North Perth Public Library Board will endeavour to maintain the size of the Board at no more than nine persons appointed by Municipal Council.
2. In accordance with s.10(2a) of the Act, Municipal Council shall not appoint more of its own members to the Board than the number that is one less than a majority of the Board.

3. A Board member may be re-appointed for one or more terms.
4. A member seeking re-appointment must follow the same process of application for consideration as for new candidates to the Board.
5. In accordance with s.13 of the Act, if any members of the Board are disqualified from holding office, the members shall forthwith declare the seat vacant and notify Council accordingly.
6. A Board member is disqualified from Board membership, vacating the seat if the member:
 - a. is convicted of an indictable offence;
 - b. becomes incapacitated;
 - c. is absent from the meetings of the Board for three consecutive months without being authorized by a Board resolution;
 - d. ceases to be qualified for membership with respect to residency in the municipality; or
 - e. otherwise forfeits their seat.

6. Officers

1. In accordance with sections 14 and 15 of the Act, the officers of the board are the Chair, the Secretary, the Treasurer and the Chief Executive Officer (CEO). In addition, the Board designates a Vice Chair as an officer.
2. The Chair shall be elected at the beginning of the January meeting of each ensuing year of the term. The chair acts as an official representative of the library and in a leadership role to the Board, ensuring the proper functioning of the Board and its business, in accordance with appropriate legislation, and prescribed rules of procedure. The Chair shall not commit the Board to any course of action in the absence of the specific authority of the Board.
3. The Vice Chair shall also be elected at the beginning of the January meeting of each year of the term. In the absence of the Chair, the Vice Chair shall assume the responsibilities of the Chair.
4. In the absence of the chair or vice chair, the Board may appoint one of its members as acting chair (s.14(4) of the Act).
5. The Board shall appoint a Secretary who shall:
 - a. conduct the Board's official correspondence; and
 - b. keep minutes of every meeting of the Board (s. 15(4) of the Act).
6. Under s. 15(4) of the Act, the Board delegates the Treasurer of the Municipality of North Perth to:
 - a. receive and account for all the Board's money;
 - b. open an account or accounts in the name of the Board in a chartered bank, trust company or credit union approved by the municipality;

- c. deposit all money received on the Board's behalf to the credit of that account or accounts; and
 - d. disburse the money as the CEO directs on behalf of the Board.
7. The CEO shall regularly direct the Treasury department to pay all invoices and personnel wages/salaries chargeable to various budget lines. The Board shall approve the monthly Accounts Payable which includes all necessary disbursements, and note any discrepancies for investigation and possible correction by the Treasury.
8. In accordance with s.15(2) of the Act, the Board shall appoint the Chief Executive Officer, who is the employee of the North Perth Public Library Board and attends all Board meetings. The Chief Executive Officer is the employee of the Board to whom the Board delegates the supervision and direction of the library and its staff and who shall be known as the "Chief Executive Officer". The CEO is not a voting member of the Board. The CEO may be Secretary and Treasurer as allowed by s. 15(5) of the Act, however, the Board may choose to elect other individuals to carry out the duties of Secretary and Treasurer.
9. If any of the officers step down, retires or is dismissed during their term, the board must immediately elect or appoint a new officer.

7. Inaugural Meetings

1. The first regular meeting of the Board in a new term shall be called by the Chief Executive Officer in January or as soon as Council has completed appointments to the Board in its new term.
2. The CEO takes the chair at the beginning of the meeting and calls the meeting to order.

3. The CEO presents confirmation of appointments to the Board, as received from the Township.
4. The CEO invites nominations from the floor for the position of Chairperson. Nominations shall be closed by a motion made and seconded following which the Chairperson shall be acclaimed or elected.
5. The elected Chairperson takes the chair and calls for the regular meeting, which will include the election of all other officers of the Board according to the process for the election of the Chairperson.
6. Thereafter, at the January meeting of each year during the remainder of the term, the Chairperson shall call the meeting to order, then step down and turn over the chair to the CEO who shall oversee the election or acclamation of a Chairperson for the current year. The newly elected/acclaimed Chairperson shall then proceed.

8. Regular Meetings

1. A regular monthly meeting of the Board shall be held a minimum of seven (7) of the twelve (12) months in a calendar year. ~~from January to June and from September to December and at such other times as are considered necessary.~~
2. Regular meetings of the North Perth Public Library Board are held at 7:00 p.m. on the second Tuesday of each month.
3. Notice of all regular meetings, together with the proposed agenda and the minutes of the immediately preceding regular meeting and of any special meetings shall be communicated to each

member of the Board minimally on the Friday prior to the next scheduled meeting.

9. Special Meetings

1. Special meetings may be called by the Chair of the Board. Special meetings shall be called as soon as possible upon request to the Chair from at least two trustees or from the CEO.

10. Open and Closed Meetings

1. Except as provided below, all meetings shall be open to the public.
2. A meeting shall not be closed to the public during the taking of a vote. However, a meeting may be closed to the public during a vote if:
 - 1) Section 16 (4) or (5) of the Act permits or requires the meeting to be closed to the public; and
 - 2) if the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Board or committee of the Board or under contract with the Board.
3. A meeting or part of a meeting may be closed to the public if the subject matter being considered is:
 - 1) the security of the property of the Board;
 - 2) personal matters about an identifiable individual;
 - 3) a proposed or pending acquisition or disposition of land by the Board;
 - 4) labour relations or employee negotiations;
 - 5) litigation or potential litigation, including matters before administrative tribunals, affecting the Board;

- 6) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- 7) a matter in respect of which a Board or committee of a Board may hold a closed meeting under another Act; or
- 8) the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* if the Board or committee of the Board is the head of an institution for the purposes of that Act.

11. Resolution to Close Meeting to the Public

1. Before holding a meeting or part of a meeting that is to be closed to the public, a Board or committee of the Board shall state by resolution:
 - 1) The fact of the holding of the closed meeting; and
 - 2) The general nature of the matter to be considered at the closed meeting, clearly identifying the necessity for the closure. 2002, c.17, Sched. C, s. 24(5).

12. Rules of Order

1. Robert's Rules of Order shall govern wherever applicable in all cases not provided for in these by-laws.

13. Conduct of Meetings

1. All business shall be dealt with in the order of the agenda unless otherwise decided by the Board. The order of business at regular meetings of the Board shall be as follows:
 - 1) Call to Order
 - 2) Additions to/Approval of the Agenda
 - 3) Declaration of pecuniary interest

- 4) Approval of minutes from previous meeting
- 5) Business arising from minutes
- 6) Correspondence
- 7) Financial Report
- 8) Friends Report
- 9) Board Development
- 10) Library Updates
- ~~11) New Business~~
- ~~12) Trends for discussion~~
- 13) Other Business
- 14) Adjourn

14. Quorum

1. A quorum is defined in s. 16(5) of the Act as being the majority of Board members.
2. The presence of a majority of the Board is necessary for the transaction of business at a meeting. If a quorum is not present within fifteen minutes after the hour for which any Board meeting has been called, the Secretary shall record the names of such members present and the Board shall stand adjourned until the next meeting or until a special meeting is called.
3. Nothing in the foregoing shall prohibit the members in attendance for a regular meeting, when no quorum is present, from constituting themselves as a committee dealing with such agenda items as they see fit. However, no decisions taken at such meeting may be executed until ratified by motion of a regular meeting of the Board or, if necessary, written approval of such decisions is obtained from a majority of the members of the Board.

15. Voting

1. The Chairperson may vote with the other members of the Board upon all questions and in every case shall vote last.
2. Any question on which there is an equality of votes shall be deemed to be a negative vote.
3. Every member who is present in the meeting room, physically or virtually, when motion is put to a vote shall vote on the matter unless the Board excuses that member upon declaration of pecuniary interest with respect to any item of business in accordance with the *Municipal Conflict of Interest Act* and the Act. Members of the Board who declare such a conflict of interest with any item of business shall not discuss that business in accordance with the Acts.
4. Only committee members may move and second motions and vote in committee meetings. All Board members may participate in discussions within the committee.
5. Voting shall normally be by a show of hands, or in the case of a virtual meeting can be a verbal vote. Upon the request of a member who was present when the question was stated, a recorded vote shall be taken.
6. Decisions of the Board shall be taken by a simple majority of the members present with the exception of procedural by-laws. (~~see 17. Amendment of By-laws~~)
7. Should there be a requirement to rescind a motion decided in the affirmative or to re-consider a lost motion, then a two-thirds majority vote of those present is required. With respect to a lost

motion, formal notification must be provided in writing prior to the next full Board meeting.

16. Minutes

1. Section 20(e) of the Act requires that the Board keep full and correct minutes.
2. Minutes of every Board meeting shall be kept by the Secretary, and shall be entered in a book, and online kept for that purpose. Minutes shall be forwarded to each trustee as per the customs of the Regular Meeting schedule.
3. The Minutes shall be confirmed at the next meeting, and shall be signed by the Chair or person presiding at the meeting at which the Minutes are confirmed.

17. Committees

1. Section 20(i) of the Act, states that the Board may appoint such committees as it considers expedient. R.S.O. 1990, c. P 44, S 20.

18. Board Accounts

1. Board accounts and special reserve or trust funds required for the business of the Board shall be maintained in the Board's name by the Treasurer's department of the Municipality of North Perth in branches of chartered banks, trust companies, or credit unions.
2. The Board has the right to establish and maintain a reserve fund for any purpose for which it has the authority to spend money (*Municipal Act, 2001, S.O. 2001 c. 25, s. 417 (1)*).

19. Signing Officers of the Board

1. The Board shall appoint three signing officers of the Board for purposes of annual re-porting and other official communications. All such communications will be signed by any two signing officers.
2. All cheques or other orders for payment of money in the name of the North Perth Public Library Board, as directed by the CEO, **and follow Municipality of North Perth procedures for payments.** ~~shall be signed by the municipal Treasurer and the current mayor of the Municipality of North Perth.~~

20. Financial Year

1. The financial year of the North Perth Public Library Board shall terminate on the 31st day of December in each year.

21. Audit

1. The Treasurer shall submit the accounts and financial statements of the Board to be audited yearly by a person or company appointed by Council under the *Municipal Act, 2001, s. 296*. The Board shall submit its audited financial statement to Council annually on or before the date specified by Council.

22. Reimbursement

1. A Board may reimburse its members for travelling outside the Municipality, and for other expenses incurred in carrying out their duties as members (s. 18 of the Act)

23. Amendment of By-Laws

1. Bylaws may be amended in response to legislation or when circumstances change.
2. Any member of the board can propose a review or an amendment of a bylaw.
3. All members of the board will receive notice and details of changes at the board meeting prior to the meeting at which time a motion for amendment may be tabled.
4. A motion to add, amend or remove a bylaw shall require a majority vote of at least two thirds of the members in order to be carried.

RELATED DOCUMENTS

- NPPL GOV-01 Board Governance Policy
- [Province of Ontario Municipal Act, 2001](#)
- [Province of Ontario Public Libraries Act, R.S.O 1990](#)

SCOPE:

This policy applies and affects the NPPL Board, CEO, and/or CEO designate.

Approved by the Library Board: October 2002

Reviewed: June 2018, Aug 2021, October 8, 2024



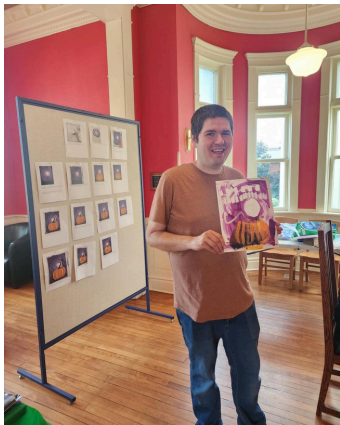
Manager of Branch Experience Report

MONTHLY REPORT FOR SEPTEMBER 2024

PROGRAMS

Following the busyness of summer, we welcomed back some of our monthly staple programs in September including Dungeons and Dragons, book clubs and Mixed Media Mondays.

Additionally, we introduced some fresh, new programs including "Community Crafts" a partnership with Community Living North Perth, and Writer's Club hosted by staff member and local author, Jen Courtney.



BRANCH BUZZ

Staff prepared and facilitated fall-focused passive programming to encourage library visits this September. In house self-directed activities are an effective avenue to engage a different demographic of patrons, particularly those who can't commit to registered programs.

172 guesses were entered for our "Countdown to Fall" contest requiring patrons to guess how many leaves were in the jar.

95 Fall Make & Take Kits were distributed which included supplies to make a decorative stuffed pumpkin and an opportunity for participants to hone their sewing skills.

Interviews were completed for the Library Assistant position and Victoria Henhoeffler will start in October.

COMMUNITY OUTREACH

Planning commenced for October festivities including Ontario Public Library Week, the Perth County Reads initiative and English Conversation Circles.

Conversations were had with the six community members who volunteered to be part of the English Conversation Circles. Volunteers will receive training in October with the initiative kicking off in November!



**Countdown to Fall
Listowel Branch winner**



Fall Take & Make Kits

Patron visits

Items circulated / renewed

Program attendees

New library cards

September

4731

9547

42

171

69

LISTOWEL	2024	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Check outs		5041	4997	5342	4778	4357	4268	6854	6065	4701				46403
Renewals		3125	2903	3412	3388	3307	2899	3394	3972	3985				30385
Traffic		3788	3640	4494	4104	4426	3964	5093	4972	4450				38931
Membership		8141	8168	8227	8281	8329	8393	8443	8492	8560				8560
Active		2556	2580	2606	2627	2634	2659	2646	2646	2669				2669
Programs	Adult	121	102	134	197	381	112	68	46	78				1239
	Youth	103	88	370	105	650	350	255	179	61				2161
Passive Programs		0	29	266	0	195		N/A	N/A	254				744
Volunteer hours		28.5	12	12.75	20	10	8	9	10					110.25
Room Bookings		17	23	21	21	19	18	10	13	8				150
ATWOOD														
ATWOOD	2024	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Check outs		340	187	196	249	164	177	245	302	193				2053
Renewals		232	226	187	126	288	173	172	221	266				1891
Traffic		102	86	102	108	97	156	186	249	147				1233
Membership		609	611	610	613	616	617	624	628	629				629
Active		170	170	167	169	169	173	175	180	181				170
Programs	Adult	9	8	9	9	10	17	20	0	8				90
	Youth	5	0	0	0	9	39	46	26	0				125
Passive Programs		0	10	23	0	17	1	N/A	N/A	16				67
MONKTON														
MONKTON	2024	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Check outs		291	315	365	304	281	249	405	315	243				2768
Renewals		327	184	304	338	235	209	221	266	259				2343
Traffic		290	354	412	156	167	156	272	197	134				2138
Membership		413	413	413	414	416	416	419	424	424				424
Active		143	143	147	149	146	145	146	148	148				148
Programs	Adult	22	27	17	28	26	16	20	8	22				186
	Youth	19	7	19	0	9	0	51	12	0				117

Passive Programs			10	103	0	10	0	N/A	N/A	9				132
ILLO Borrowed		40	44	43	38	53	25	29	20	32				324
ILLO Loaned		47	57	47	61	43	43	49	0	0				347

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

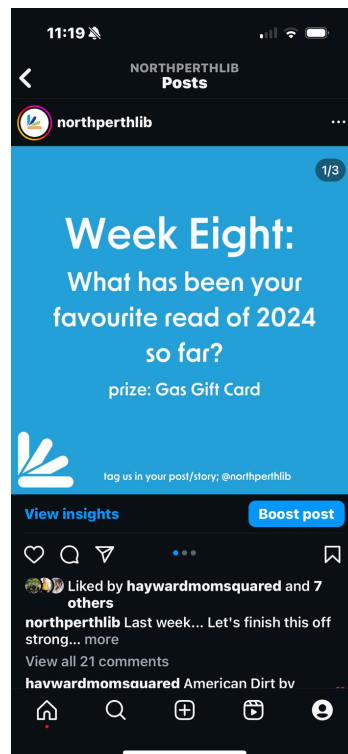
REACHED ON FACEBOOK

8248

WEBSITE USERS

2221

REACHED ON INSTAGRAM



279

QR scans

818

COMPUTER SESSIONS

45

185

AWE Computer Sessions

7926

Overdrive Checkouts

Coordinator of Digital Initiatives Report

REPORT FOR SEPT 2024

PERTH COUNTY READS INITIATIVE

Since November of 2023, members of PCIN have gathered to collectively organize, facilitate, and execute a Perth County wide community read. The CDI has stepped in after a colleague retired, to market the entire initiative and assist with programming and events. NPPL is hosting 4 events, including hosting award-winning author, Drew Hayden Taylor in the month of October.

TECH TIMES

Now that summer has come to a close, tech times have been back up and booming! These are one-on-one lessons for patrons to learn unique tips, tricks, and solutions for technological devices they use. Lessons are offered once a week for 30 min sessions. For the month of September, there were only two unused/open timeslots out of 16 offered.

4365

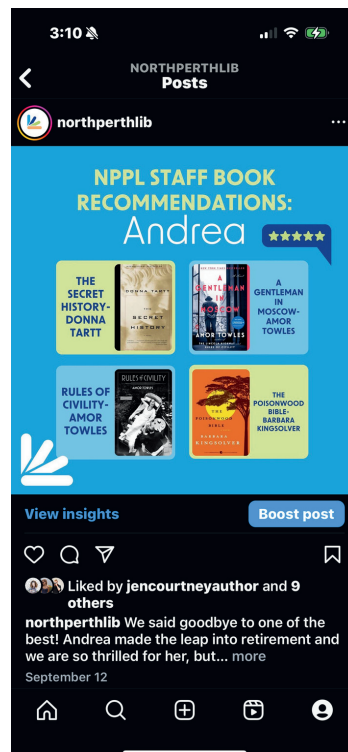
REACHED ON
FACEBOOK

5300

WEBSITE USERS

1232

REACHED ON INSTAGRAM



619

WIFI USERS

818

COMPUTER SESSIONS

46

185

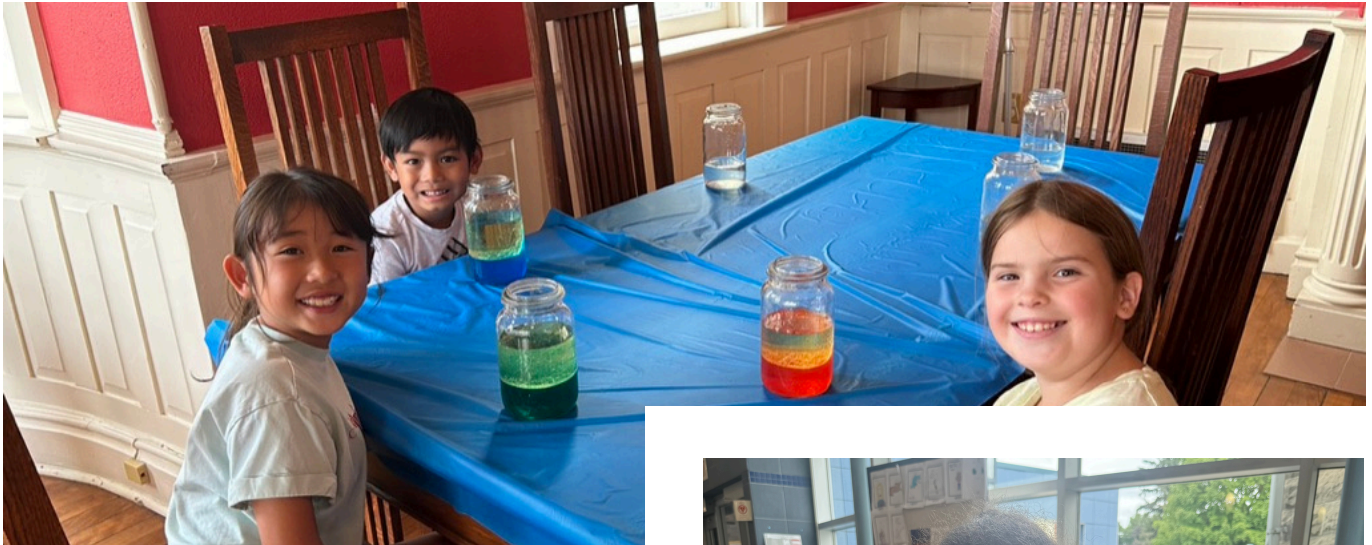
AWE Computer Sessions

3662

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



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	30-Sep-24					
Listowel	Listowel	595	612	663	650	631	670	758	748	742				674.33	88.15%
Listowel	Atwood	15	12	13	18	15	13	19	15	16				15.11	1.98%
Listowel	Monkton	12	17	12	13	11	9	8	9	5				10.67	1.39%
Atwood	Atwood	25	26	26	30	23	25	33	36	27				27.89	3.65%
Atwood	Listowel	19	25	26	24	21	26	36	34	33				27.11	3.54%
Atwood	Monkton	6	6	5	2	4	5	3	1	4				4.00	0.52%
Monkton	Monkton	28	35	36	27	35	38	40	39	32				34.44	4.50%
Monkton	Listowel	6	7	9	8	6	7	8	7	8				7.33	0.96%
Monkton	Atwood	2	1	1	1	1	2	2	2	0				1.33	0.17%
Perth East	North Perth	9	8	4	5	1	4	8	5	7				5.67	0.74%
Stratford	North Perth	4	9	8	8	8	5	4	7	6				6.56	0.86%
West Perth	North Perth	2	2	3	2	1	1	0	1	1				1.44	0.19%
St. Mary's	North Perth	3	2	1	1	1	1	0	0	0				1.00	0.13%
Total		726	762	807	789	758	806	919	904	881	0	0	0	765	