

North Perth Public Library
Agenda

March 11, 2025
7:00 pm
North Perth Municipal Building
Committee Room



Pages

1. Call To Order	
<i>We acknowledge that we are on the traditional land of the Anishinaabe, Haudenosaunee and Neutral Peoples. We wish to recognize the long history of Indigenous Peoples in 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.</i>	
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10.4	Perth County Information Network	
10.5	United Way and the Access Centre	
11.	Other Business	
12.	Adjourn	

Next meeting is schedule for May 13, 2025 at 7:00 p.m. in the Committee Room.

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

Date: February 11, 2025
Time: 7:00 pm

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

Members Absent Bernice Weber Passchier

Staff Present Library CEO Ellen Whelan
 Recording Secretary Sarah Carter

Others Present Kathy Vassilakos

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

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

THAT: The agenda for tonight's meeting be approved, as amended to move item 11.5.1 to the beginning of the agenda.

CARRIED

4. Declarations of pecuniary interest

Chair Ritchie declared a conflict on the Accounts Payable as he was reimbursed for mileage.

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Lee Anne Andriessen advised the committee that following clarification from the Integrity Commissioner, she will be participating in United Housing discussions moving forward.

5. Approval of minutes from previous meeting

5.1 January 7, 2025 North Perth Public Library Board Meeting Minutes

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

THAT: The Minutes of the January 7, 2025, North Perth Public Library Board Meeting Minutes, as amended.

CARRIED

11.5 United Way and the Access Centre

Kathy Vassilakos provided a verbal update regarding the United Way Access Centre. The library property now has a proper survey that has been deposited, and a copy has been provided to the library. ESA 1 has been completed and recommendation to move forward with an ESA 2 has been received. Should the board or staff receive questions from the public they can be directed to Kathy for additional information.

Discussion occurred regarding:

- Community bonds
- Proposed timelines
- Required planning applications and processes
- Concept drawings
- Grant funding

Kathy left the meeting at 7:33 p.m.

Board members discussed creating a vision board for the new library space.

6. Business Arising from the Minutes

6.1 2025 OLA Conference

CEO Whelan provided an update following the conference. There were a lot of big ideas presented that were hard to scale down for smaller

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libraries. North Perth has a lot more resources available than some of the larger cities. Raisa provided an update following the board sessions including navigating MOUs, safety issues in libraries and having a plan of action for staff in the event of an emergency and board evaluation/self-evaluations and succession planning.

Chair Ritchie advised the board that on February 19th from 1 - 2 p.m. OLA is offering a conference for library board members regarding the election and how to advocate for libraries.

6.2 Art Liability - OP 15 - Exhibits, Displays and Community Information

CEO Whelan provided an update regarding the previous insurance question. North Perth Procurement Officer provided a response from the Municipality's Insurance provider. The form will be amended to reflect the advice from the insurance provider. CEO Whelan will bring back the form and policy to a future board meeting.

7. Correspondence

7.1 Federation of Ontario Public Libraries: Pre-Budget Submission

CEO Whelan provided a summary of the correspondence.

8. Financial Report

Chair Ritchie left the meeting due to the previously declared conflict of interest. Vice Chair Abraham assumed the Chair.

8.1 Accounts Payable

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

THAT: The accounts dated November 30th, 2024 to January 24th, 2025, as presented.

CARRIED

Chair Ritchie returned to the meeting and assumed the Chair.

9. Friends Report

Raisa provided an update. The Friends met last month to recap all of the Christmas activities they participated in. There are currently over 530 children

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registered in the Dolly Parton Imagination Library. The Friends are planning to work with the Listowel Lions to bring back the duck race.

10. Board Development

10.1 FN-04 Respect and Acknowledgment

Policy has been updated for accessibility. The Avon Maitland District School Board has updated their statement, and the proposed language reflects that. Discussion occurred regarding alignment with AMDSB, minor amendments, and limited history available on this area.

10.2 FN-05 Diversity and Inclusion

Policy has been reformatted for accessibility and hyperlinks have been updated.

10.3 FN-06 Intellectual Freedom Statement

Policy has been updated for accessibility and additional references have been added.

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

THAT: The North Perth Public Library Board accepts policy FN-05 and policy FN-06 as presented.

CARRIED

Moved by: Lee Anne Andriessen **Seconded by:** Martin Shadwick

THAT: The North Perth Public Library Board accepts the changes as proposed to policy FN-04.

CARRIED

11. Library Updates

11.1 Manager of Branch Experience Report

CEO Whelan provided a summary of the report including; that community connection started in Listowel, reading party was introduced in Monkton to align with Thursday night hockey activities. Class visits resumed in January. There will be a big push during March for the period poverty

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program. Discussion occurred regarding continual programming in Monkton on Thursdays.

The board requested more focus on checkouts, traffic and programs in the stats to show year over year comparison as well as active user comparison data.

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

THAT: Staff be directed to investigate the potential for mobile library service concepts.

CARRIED

11.2 Coordinator of Digital Initiatives Report

Coordinator of Digital Initiatives provided a summary of the report and explained the statistics including views versus reach on social media. Discussion occurred regarding the use of TikTok, the library is currently not using TikTok. Discussion occurred regarding target demographics on various social media platforms.

11.3 Lending Report by User Location

CEO Whelan explained that the data has been presented in a different way, focusing more on year to year comparison.

11.4 Perth County Information Network

11.4.1 Board Meeting February 12, 2025

Moving forward, PCIN Board Members will be asked to bring an update regarding their own board.

12. Other Business

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

THAT: Bernice Weber Passchier be granted a leave of absence from the North Perth Public Library Board starting February 11th ending on May 11th, 2025.

CARRIED

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13. Adjourn

Moved by: Raisa Abraham **Seconded by:** Martin Shadwick

THAT: The meeting is adjourned at 8:57 p.m.

CARRIED



North Perth Public Library

Branch Viability Investigation March 11, 2025

Background:

The North Perth Public Library Board had a discussion at the February 11, 2025 meeting around branch statistics and the minimum thresholds for recommended viability.

Findings:

The Administrators of Rural and Urban Public Libraries of Ontario (ARUPLO) publishes guidelines for rural and urban libraries to follow for their service points and to advise on minimum considerations for new builds.

In the 2012 guidelines (2nd edition), page 6 ARUPLO suggests that:

3.3.1 Minimum Population/Circulation Transactions to Support a Library

The minimum population required to support a branch library is 1,000 people located in the catchment area for the branch.

The catchment area is the area from which users are drawn to a particular library service point. Catchment areas and the population contained therein can be determined by branch library surveys, census data, information from county or municipal offices, Canada Post postal code areas, and the information collected by school boards.

Each branch should generate a minimum of 8,000 circulation transactions per year.

Further, in section 3.3.4 Hours of Operation a small branch serves catchment areas of 1,000 – 5,000 population and open 20 - 25 hours per week.

The 4th edition guidelines, updated in 2023, post-COVID keep the definition of a small branch, and recommend the same number of hours, but have

removed what a minimum amount of transactions annually should be and softened language around the guidelines as best practice instead.

No other reference was found to speak to the idea of viability in terms of transactions beyond the different editions of the ARUPLO guidelines.

References:

ARUPLO Guidelines 2nd Edition

https://aruplo.weebly.com/uploads/2/8/3/7/2837807/aruplo_guidelines_2nd_edition_january_2012.pdf

ARUPLO Guidelines 4th Edition.

https://aruplo.weebly.com/uploads/2/8/3/7/2837807/aruplo_guidelines_4th_edition_final_-_accessible_web_version.pdf

Accounts Payable

CHEQUES JANUARY 27-FEBRUARY 10, 2025

Vendor 000000 Through 999999

Invoice Entry Date 12-31-2024 to 02-10-2025 Paid Invoices Cheque Date 01-27-2025 to 02-10-2025

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001318	CITY OF STRATFORD-STRATF25-08		PCIN - Shared Databases	019925	01-15-2025	01-27-2025	3,159.51
		06-8340-0000-63200	PCIN - Shared Databases				3,159.51
001318	CITY OF STRATFORD-STRATF25-12		PCIN - Annual magazine	019925	01-20-2025	01-27-2025	999.00
		06-8340-0000-63200	PCIN - Annual magazine				999.00
001762	LIBRARY BOUND INC.	30209738	Delivery	019938	01-16-2025	01-27-2025	283.24
		06-8300-0000-65320	Delivery				5.54
		06-8315-0000-65200	Library Collection - DVDs				277.70
001762	LIBRARY BOUND INC.	30209936	Delivery	019938	01-17-2025	01-27-2025	221.48
		06-8300-0000-65320	Delivery				13.84
		06-8315-0000-65200	Library Collection - Books				207.64
001762	LIBRARY BOUND INC.	30209937	Delivery	019938	01-17-2025	01-27-2025	84.69
		06-8300-0000-65320	Delivery				1.67
		06-8314-0000-65200	Library Collection - DVDs				83.02
001762	LIBRARY BOUND INC.	30209737	Delivery	019938	01-16-2025	01-27-2025	235.55
		06-8300-0000-65320	Delivery				6.64
		06-8315-0000-65200	Library Collection - Books				228.91
						Vendor Total	824.96
001457	RBC VISA	7018 25-1	VISA DEC 24-JAN 23	051489	01-23-2025	02-07-2025	3,555.88
		06-8300-0000-61820	OLA CONF-AF				548.05
		06-8300-0000-61820	OLA CONF-EW				548.05
		06-8300-0000-61820	OLA CONF-HD				548.05
		06-8300-0000-61820	OLA CONF-BOAD ADMISSION				254.25
		06-8313-0000-65200	COLLECTIONS-MAGAZINES				33.00
		06-8300-0000-65330	POSTAGE				32.85
		06-8300-0000-65310	ADVERTISING/WEBSITE DOMAIN				806.76
		06-8300-0000-65320	DELIVERY				127.45
		06-8300-0000-61840	TRAVEL OLA-AF				81.36
		06-8300-0000-61840	TRAVEL OLA-HD				97.63
		06-8300-0000-61840	TRAVEL OLA-EW				93.56
		06-8300-0000-61810	TRAINING-DI				144.39
		06-8300-0000-61870	OLA MEMBERSHIP				130.00
		06-8300-0000-61830	MEETING EXP-JAN				49.50
		06-8320-0000-63200	PROGRAMMING-JAN/FEB				164.37
		06-8300-0000-65310	DISPLAYS2GO-SIGNAGE REFUND				-103.39
						Unpaid Invoices	0.00
						Paid Invoices	8,539.35
						Invoices Total	8,539.35
						Selected G/L Account Total	8,539.35

Accounts Payable

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Vendor 000000 Through 999999

Invoice Entry Date 12-31-2024 to 02-21-2025 Paid Invoices Cheque Date 02-11-2025 to 02-21-2025

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000992	AMAZON.COM.CA INC.	CA515YBGDLNKI	Office Supplies - Cart	020041	02-05-2025	02-13-2025	124.29
			06-8300-0000-63210 Office Supplies - Cart				124.29
000992	AMAZON.COM.CA INC.	CA51B4TGCA2I	Programming - MMM	020041	01-30-2025	02-13-2025	22.56
			06-8320-0000-63200 Programming - MMM				22.56
000992	AMAZON.COM.CA INC.	CA51BK5FJMKI	Office Supplies - ATW	020041	02-08-2025	02-13-2025	84.03
			06-8300-0165-63210 Office Supplies - ATW				28.01
			06-8300-0160-63210 Office Supplies - MON				56.02
000992	AMAZON.COM.CA INC.	CA51OTG3QQAI	Programming supplies - General	020041	02-11-2025	02-13-2025	19.84
			06-8320-0000-63200 Programming supplies - General				19.84
000992	AMAZON.COM.CA INC.	CA52NML67XEI	Programming - General	020041	01-27-2025	02-13-2025	35.02
			06-8320-0000-63200 Programming - General				35.02
000992	AMAZON.COM.CA INC.	CA535RZM9I	Processing	020041	02-06-2025	02-13-2025	90.77
			06-8310-0000-63200 Processing				90.77
000992	AMAZON.COM.CA INC.	CA5372D1N9FI	Processing	020041	02-06-2025	02-13-2025	37.91
			06-8310-0000-63200 Processing				37.91
000992	AMAZON.COM.CA INC.	CA5618IMNMI	DI - USB sticks	020041	02-05-2025	02-13-2025	20.22
			06-8340-0000-63200 DI - USB sticks				20.22
000992	AMAZON.COM.CA INC.	CA5806USACCUI	Office supplies	020041	01-20-2025	02-13-2025	24.16
			06-8300-0000-63210 Office supplies				24.16
000992	AMAZON.COM.CA INC.	CA5AF4DPACCUI	Programming - General	020041	01-27-2025	02-13-2025	30.36
			06-8320-0000-63200 Programming - General				30.36
000992	AMAZON.COM.CA INC.	CA5D5PUPACCUI	Office Supplies - MBE	020041	02-03-2025	02-13-2025	13.22
			06-8300-0170-63210 Office Supplies - MBE				13.22
000992	AMAZON.COM.CA INC.	CA5DSMO0ACCUI	Programming supplies - Mar/Apr	020041	02-05-2025	02-13-2025	18.07
			06-8320-0000-63200 Programming supplies - Mar/Apr				18.07
000992	AMAZON.COM.CA INC.	CA5E29CXACCUI	Special Collections - Games	020041	02-06-2025	02-13-2025	39.56
			06-8310-0000-65200 Special Collections - Games				39.56
000992	AMAZON.COM.CA INC.	CA5FR1AZACCUI	Misc. - First Aid Manuals	020041	02-10-2025	02-13-2025	100.11
			06-8300-0000-65000 Misc. - First Aid Manuals				100.11
000992	AMAZON.COM.CA INC.	CA5WS25AZ5WI	Office supplies - paper cups	020041	01-20-2025	02-13-2025	22.48
			06-8300-0170-63210 Office supplies - paper cups				22.48
Vendor Total							682.60
000054	BELL CANADA	X000415463250125	Atwood Library	020045	01-25-2025	02-14-2025	139.15
			06-8300-0165-63810 Atwood Library				139.15
000732	FEDERATION OF ONT. PUBLIC 1058		Membership renewal - FOPL	020061	01-16-2025	02-13-2025	900.00
			06-8300-0000-61870 Membership renewal - FOPL				900.00
001762	LIBRARY BOUND INC.	30210716	Delivery	020077	01-27-2025	02-13-2025	309.91
			06-8300-0000-65320 Delivery				12.18
			06-8315-0000-65200 Library Collection - Books				297.73
001762	LIBRARY BOUND INC.	30210717	Delivery	020077	01-27-2025	02-13-2025	152.87

Accounts Payable

CHEQUES FEBRUARY 11-21, 2025

Vendor 000000 Through 999999

Invoice Entry Date 12-31-2024 to 02-21-2025 Paid Invoices Cheque Date 02-11-2025 to 02-21-2025

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
			06-8300-0000-65320		Delivery		3.32
			06-8314-0000-65200		Library Collection - DVDs		149.55
001762	LIBRARY BOUND INC.	30211295	Delivery	020077	01-31-2025	02-13-2025	347.60
			06-8300-0000-65320		Delivery		17.71
			06-8315-0000-65200		Library Collection - Books		329.89
001762	LIBRARY BOUND INC.	30211296	Delivery	020077	01-31-2025	02-13-2025	17.88
			06-8300-0000-65320		Delivery		0.55
			06-8311-0000-65200		Library Collection - CD		17.33
001762	LIBRARY BOUND INC.	30211297	Delivery	020077	01-31-2025	02-13-2025	134.90
			06-8300-0000-65320		Delivery		2.22
			06-8314-0000-65200		Library Collection - DVDs		132.68
001762	LIBRARY BOUND INC.	30212065	Delivery	020077	02-10-2025	02-13-2025	879.00
			06-8300-0000-65320		Delivery		21.04
			06-8315-0000-65200		Library Collection - Books		857.96
001762	LIBRARY BOUND INC.	30212066	Delivery	020077	02-10-2025	02-13-2025	16.43
			06-8300-0000-65320		Delivery		0.55
			06-8311-0000-65200		Library Collection - CD		15.88
001762	LIBRARY BOUND INC.	30212067	Delivery	020077	02-10-2025	02-13-2025	59.29
			06-8300-0000-65320		Delivery		1.11
			06-8314-0000-65200		Library Collection - DVDs		58.18
					Vendor Total		1,917.88
000454	PBJ CLEANING DEPOT INC	34579	Delivery	020085	01-23-2025	02-13-2025	80.20
			06-8300-0000-65320		Delivery		3.39
			06-8300-0000-63210		Office supplies - Paper clips		5.63
			06-8310-0000-63200		Processing supplies - Labels		71.18
000454	PBJ CLEANING DEPOT INC	34579-02	Office supplies - Paper clips	020085	01-24-2025	02-13-2025	68.91
			06-8300-0000-63210		Office supplies - Paper clips		6.77
			06-8320-0000-63200		Programming - Seed Library		62.14
000454	PBJ CLEANING DEPOT INC	35175	Delivery	020085	02-05-2025	02-13-2025	185.27
			06-8300-0000-65320		Delivery		3.39
			06-8300-0170-63210		Office Supplies		181.88
					Vendor Total		334.38
004060	SPECTRUM GRAPHICS & APP.132262		Advertising - Envelopes	020099	02-11-2025	02-13-2025	392.42
			06-8300-0000-63210		Advertising - Envelopes		392.42
002606	WHITEHOTS CANADIAN LIBRA3568283		Library Collection - Books	020112	01-24-2025	02-13-2025	209.58
			06-8315-0000-65200		Library Collection - Books		209.58
002606	WHITEHOTS CANADIAN LIBRA3569584		Library Collection - Books	020112	02-05-2025	02-13-2025	377.53
			06-8315-0000-65200		Library Collection - Books		377.53
002606	WHITEHOTS CANADIAN LIBRA3569585		Library Collection - Books	020112	02-05-2025	02-13-2025	18.43
			06-8315-0000-65200		Library Collection - Books		18.43

Accounts Payable

CHEQUES FEBRUARY 11-21, 2025

Vendor 000000 Through 999999

Invoice Entry Date 12-31-2024 to 02-21-2025 Paid Invoices Cheque Date 02-11-2025 to 02-21-2025

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
					Unpaid Invoices	0.00
					Paid Invoices	4,971.97
					Invoices Total	4,971.97
					Selected G/L Account Total	4,971.97



North Perth Public Library

Policy Recommendations March 11, 2025

Background:

The North Perth Public Library Board has a schedule for policy review and updates in the annual board work plan. Additionally, whenever new information is presented, policies are presented to the board in a timely manner to reflect said information.

OP-15 Exhibits, Displays and Community Information

- Change made to reflect value of art in liability form from insurance broker feedback.

GOV-01 Board Governance:

- Changes to align with new branding
- Need Board decisions on sections 4, 10, and 12.2 before approval
- To be brought back to May 13, 2025 meeting

GOV-02 and GOV-03:

- Suggestion for GOV-02 and GOV-03 be dissolved and replaced by 5.4 in GOV-01 Board Governance.

HR-01 Municipal HR:

- Change to new formatting

Recommendation:

It is recommended THAT:

The North Perth Public Library Board replace GOV-02 and GOV-03 with clause 5.4 in GOV-01.

It is recommended THAT:

The North Perth Public Library Board approve OP-15 15 and HR-01.



POLICY PURPOSE

The North Perth Public Library (NPPL) acknowledges its role in connecting our community with information. This policy outlines how the NPPL chooses to temporarily exhibit artwork, or property not owned by the Library in order to support local initiatives and organizations, create welcoming spaces, and encourage visits to the Library.

KEY POINTS SUMMARY

- The display of art and community information at the Library is approved by Library staff based on a set of guidelines including subject matter, space, size, community interest and alignment with NPPL's policies and other relevant legislation.
- Artist(s) or Exhibitor(s) must complete an application and sign the liability waiver to use the Library space to display their works.
- Digital content posted on social media and the Library's website follows the same guidelines as print community information.
- Political information cannot be displayed or distributed at the library with a few exceptions.

POLICY DETAILS

Art Exhibits and Displays Applications

Artist(s) or Exhibitor(s) seeking to display their art at the library are welcome to submit an application via the fillable form in [Appendix A](#) or the [online form](#).

All applications are reviewed by library staff on an ongoing basis using the following selection criteria:

- Space
- Size
- Community interests and needs
- Relation to library services and programs
- Alignment with NPPL's policies and municipal, provincial and federal legislation such as the Human Rights Code.

Preference will be given to those who work or live in Perth County.

Exhibit space is available on the main floor of the Listowel Branch and the space considerations are outlined in the Art Exhibits and Displays Guidelines section.

Art Exhibits and Displays Guidelines

Subject Matter

The Library reserves the right to judge the suitability of objects submitted for exhibition and may refuse to exhibit an item it deems unsuitable. Criteria for refusal to exhibit an item may include:

- Size of item
- Content of item
- Item is contrary to NPPL's policies or municipal, provincial and federal legislation such as the Human Rights Code

Space

- Placement of the exhibit is at the sole discretion of the Library.

- The Library will not display any item that requires physical alterations to facilities, but may accept items that are free-standing or in display cases provided by the artist.
- The Listowel Branch offers three display cases. Each case is approximately 2' 6" L X 3' 6" W with adjustable shelves.

Installation and Removal

Artist(s) or Exhibitor(s) are responsible for the set-up and removal of their displays on agreed upon dates. No installation will be made until a signed Art Display Space Application is received and approved by Library staff.

Artist(s) and Exhibitor(s) will provide a list of pieces in the display and descriptive signs/labels for each of the pieces. Library staff cannot act as guides for exhibits.

Each display or exhibit shall also include information indicating who prepared it and who to contact for further information.

Liability

- The Library accepts no responsibility for supervision of displays and is not responsible for lost, damaged or stolen items.
- Artist(s) or Exhibitor(s) will assume all insurance coverage and liability at their own expense.
- All Artist(s) or Exhibitor(s) are required to identify the value of each art piece displayed, and sign a waiver absolving the NPPL Board of all claims and damaged incurred as a result of the Exhibit – see [Appendix A](#)
- In the case of group displays, the contact artist or exhibitor is responsible for communicating information contained in this document to all parties.

Sales

- Artist(s) or Exhibitor(s) may leave business cards with their exhibit. Prices may not be displayed on the items.
- Customers interested in purchasing artworks must contact the artist directly.

Promotion

- The Artist(s) or Exhibitor(s) agrees that the Library has the right to photograph the Artist(s), their work and exhibit(s) for publication, promotion and documentation; this includes the Library website, media and social media outlets.

Community Information Guidelines

Subject Matter

- The NPPL will collect and keep current information on the services of community agencies and organizations. This includes:
 - Municipal services
 - Community groups
 - Education organizations
 - Health and social service agencies, and
 - Religious, recreation and cultural institutions
- The Library will prioritize the promotion of the programs and services of itself and the Municipality of North Perth.
- Information about events that serve the needs of North Perth will be posted on the Community Events bulletin board.
- The display of material does not constitute the endorsement of any group by the Library or the Municipality of North Perth.
- The Library will not display or distribute the following:
 - Material that contravenes Municipality of North Perth by-laws, the Ontario Human Rights Code, or federal or provincial laws and regulations
 - Retail or wholesale advertisements, private notices, personal services and information about for-profit events
 - Material that advocates a particular political, religious or philosophical position
 - Material, as deemed by staff, not relevant to the community
 - Multiple copies of the same posting on the bulletin board

- Any complaints or appeals will be resolved by the Chief Executive Officer (CEO) or designate.

Maintenance of the Community Board

- The amount of information that may be displayed is dependent on space available and may vary by location.
- Library staff will place, post, and remove all materials at the relevant public information spaces (community events board, brochure racks, etc.)
- The Library does not return unsolicited material or notify a group if their material is not acceptable for any reason, including lack of space.
- All material becomes the property of the Library and the Library reserves the right to dispose of material as it sees fit.

Election Campaign Material

Material whose primary focus is partisan or political in nature cannot be displayed or distributed in the library with the following exceptions:

- Political materials when it announces meetings and forums for discussion of community issues
- During an election the Library will provide an area where all candidates may make available up to 25 copies of their campaign brochures

Electronic Information Sharing

The Library may share community information via its website and social media channels as a way of engaging with community members, patrons and partner organizations, and as an extension of its welcoming and community-minded approach.

The Library approaches online communications consistent with its in-person service delivery, and for the following purposes:

- To deliver library-related information and services
- To promote library collections, programs, events and partnerships
- To raise awareness of community events
- To support municipal and other government public service initiatives

RELATED DOCUMENTS

- OP-04 Confidentiality and Protection of Privacy
- OP-17 Library and Political Elections
- FN-03 Intellectual Freedom County of Perth Joint Accessibility Plan
- Waiver of Liability

SCOPE

This policy applies and affects the NPPL Board, staff, third parties, patrons and volunteers.

Approved by the Library Board: Reviewed: 2005, 2007, 2013, 2014, June 12, 2018, August 2021, June 2021, June 13, 2023, June 11, 2024, November 12, 2024

Appendix A
North Perth Public Library
APPLICATION FOR USE OF
LIBRARY ART DISPLAY SPACE



Date
Contact Person/Applicant
Contact information (email/phone)
Proposed exhibit and the value of art piece(s) :
Provide a brief biography, outlining your background
Dates confirmed (for staff use)

Waiver of Liability

This waiver of liability between the exhibitor and the North Perth Public Library Board waives any liability on the part of the Board or its employees with regard to the public display by the undersigned of his/her exhibit at the North Perth Public Library.

I, the above named, have read the Exhibits and Displays Policy and hereby assume all risks and hazards associated with displaying any artwork/exhibit at the North Perth Public Library.

I hereby expressly release and hold harmless the North Perth Public Library Board and staff from any and all claims which I may have against them resulting from damage, loss or theft of the items I am voluntarily submitting.

Applicant signature

Date:

Signature/Signature of Parent/Guardian (if under 18 years old):

Signature of Library Staff



POLICY PURPOSE

The North Perth Public Library Board recognizes that they have a fundamental responsibility for transparent governance in service to the community. This policy outlines the duties and accountability of the board members and the board as a whole and guides their work.

Section 1: Purpose of the Board

1. The purpose of the North Perth Public Library Board is to govern the affairs of the public library in service to the community.
2. The Board oversees the development of a comprehensive and efficient public library service by:
 - a. expressing the library's philosophy and values;
 - b. articulating the library's vision, mission and priorities;
 - c. evaluating results of activities and services used to achieve goals;
 - d. setting policies on governance and service;
 - e. delegating authority to the Chief Executive Officer (CEO) and evaluating their performance;
 - f. planning for further library development;
 - g. securing the resources to achieve the intended results; and
 - h. advocating for library service.

3. The Board governs effectively by:
 - a. representing the interests of the community;
 - b. engaging the community in determining responsive and dynamic library service;
 - c. acting as a bridge between the library and the council;
 - d. working collaboratively with the CEO and the council;
 - e. setting an annual board agenda that reflects current goals and strategic issues;
 - f. working proactively and making decisions that focus on the library's future and place in the community; and
 - g. evaluating the board's performance.

Section 2: Delegation of Authority to the CEO

1. In accordance with the *Public Libraries Act, R.S.O. 1990, c. P44, s. 15(2)*, the Board appoints a Chief Executive Officer (CEO) who shall have general supervision over, and direction of, the operations of the North Perth Public Library and its staff.
2. The CEO is the Board's only link to the operation of the library. As such:
 - a. the Board directs the CEO through:
 - i. decisions made at Board meetings, by majority vote
 - ii. approved written policies
 - iii. approved budgets and plans
 - iv. the CEO job description
 - b. Only official decisions of the full Board are binding on the CEO.
 - c. Decisions or instructions of individual Board members are not binding on the CEO.

3. The CEO will:
 - a. take, or approve lawful actions in the name of the library,
 - b. take actions consistent with the Board's mission, vision, values and policies,
 - c. be responsible for the employment, management and performance evaluation of all staff employed by, or on contract with, the library, and
 - d. design, implement and manage all operational practices and activities.

Section 3: Duties and Responsibilities of Individual Board Members

1. The North Perth Public Library Board expects its members to understand the extent of their authority and to use it appropriately. Each Board member is expected to become a productive participant in exercising the duties of the Board as a whole.
2. Individual members of the Board are responsible for exercising a *Duty of Diligence* as follows:
 - a. be informed of legislation under which the library exists, Board bylaws, mission, vision, and values;
 - b. be informed about the activities of the library and the community and issues that affect the library;
 - c. attend Board meetings regularly and contribute from a personal, professional, and life experience to the work of the Board; and
 - d. be prepared for all Board meetings and use meeting time productively.

3. Individual members of the Board are responsible for exercising a *Duty of Loyalty*, as follows:

- a. adhere to the regulations of the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M50*;
- b. act in the interest of the library members and community over and above other interest group involvement, membership on other Boards, council, or personal interest;
- c. speak with "one voice" once a decision is reached and a resolution is passed by the Board; and
- d. represent the library positively to the community.

4. Individual members of the Board are responsible for exercising a *Duty of Care*, as follows:

- a. promote a high level of library service;
- b. consider information gathered in preparation for decision-making;
- c. offer personal perspective and opinions on issues that are subject to Board discussion and decisions;
- d. show respect for the opinions of others;
- e. assume no authority to make decisions outside of Board meetings;
- f. know and respect the distinction in the roles of the Board and the staff;
- g. refrain from individually directing the Chief Executive Officer (CEO) and the staff;
- h. respect the confidential nature of library service to users while being aware of, and in compliance with, applicable laws governing freedom of information; and
- i. resist censorship of library materials by groups or individuals.

Section 4: Financial Control/Oversight

1. The Board is accountable to the community for the library's financial affairs. The Board must ensure adequate controls are in place to manage finances and see that the library has adequate resources to deliver service and fulfill its mission.
2. The financial year of the North Perth Public Library shall terminate on the 31st day of December in each year.
3. In accordance with the *Public Libraries Act, R.S.O. 1990, c. P44 s. 15(4b)*, the treasurer will open an account or accounts in the name of the Board in a chartered bank, trust company or credit union approved by the Board.
4. The CEO is authorized to operate the library within the approved budget.
5. In accordance with the *Public Libraries Act, s. 24(1)*, the Board shall submit to council, annually on or before the date and in the form specified by council, estimates of all sums required during the year.
6. The Board prepares, for council approval, annual estimates of a long-term capital budget that supports the library's approved long-term goals.
7. The Board will provide sufficient information to support the estimates.
8. The Board shall appoint three signing officers of the Board for purposes of annual reporting and other official communications. All such communications will be signed by any two signing officers.

9. All cheques or other orders for payment of money in the name of the North Perth Public Library Board, as directed by the CEO, shall be signed by the municipal Treasurer and the current Mayor of the Municipality of North Perth.
10. The Board monitors the finances ~~in order to~~ to ensure that the ongoing financial position of the library is consistent with the priorities approved by the Board. The Board shall monitor the monthly financial report as prepared by the treasurer, at each meeting.
11. In accordance with the *Public Libraries Act, s. 24(7)*, the accounts of the Board shall be audited, by a person appointed under section 296 of the *Municipal Act, S.O. 2001, c. 25* and submitted to council annually on or before the date specified by council.
12. An audit may also be undertaken, upon the death, resignation, dismissal, or other termination of the treasurer of the Board, and at such other times as the Board shall direct.

Section 5: Policy Development

1. In accordance with the *Public Libraries Act, R.S.O. 1990, c. P44, s. 3(3)*, the North Perth Public Library is under the management and control of the Board. The Board has the sole authority and responsibility for establishing policy.
2. Policies set the framework for the governance and operations of the library and provide direction to Board and staff. The policies are the tools for achieving the library's purpose and advancing its mission. Board members and staff are responsible for knowing, understanding, and complying with the policies of the North Perth Public Library.

3. The Board develops and maintains policies in four areas:
 - a. Foundation policies which record the Board's decisions on vision, mission, and values.
 - b. Board bylaws which establish the organizational structure of the Board and how it does business.
 - c. Governance policies which define the responsibilities and regulate the work of the Board.
 - d. Operational policies which regulate the services and day-to-day operations of the library.

4. Where a Library policy is not established, the Municipality of North Perth's policy will be taken as the authority.

5. The Board will establish a schedule to review existing policies and will integrate this schedule into the Board agendas. The Board will ensure that policies comply with the Public Libraries Act, any applicable municipal bylaws, provincial and federal legislation

6. The Board will:
 - a. receive all policy changes, in draft, with the agenda and other materials distributed prior to the next scheduled Board meeting;
 - b. introduce a new policy or policy change through a motion at a duly constituted Board meeting; and
 - c. approve all policies at a duly constituted Board meeting.

7. All policies should be documented in a standard format; numbered according to policy type and include the date of approval and the date of the next review.

8. The Board will:

- a. include approved policies in the North Perth Public Library Policy Manual;
 - b. ensure that all Board members and staff have access to the policy manual;
 - c. post applicable policies on the library's website
9. The development of a new policy or the revision of an existing policy can come from several sources:
- a. the Chief Executive Officer;
 - b. a member of the Board;
 - c. the council;
 - d. provincial government; or
 - e. a member of the public

Section 6: Planning

1. Section 20(1) of the *Public Libraries Act, RSO 1990, chapter P.44* requires that a library Board "shall seek to provide, in co-operation with other Boards, a comprehensive and efficient public library service that reflects the community's unique needs." An effective planning process will help to ensure that the library can provide this service.
2. The North Perth Public Library Board shall make certain that an effective planning process is in place for the library that ensures that:
 - a. the library needs of the community are met;
 - b. the library is able to respond to changing needs and trends in the community;
 - c. community input is received during the planning process;
 - d. key decision makers in the community are encouraged to make a long-term commitment to library services;
 - e. there is continuity of services regardless of personnel changes in Board or staff;

- f. library funds are spent in a deliberate and responsible manner; and
 - g. services available elsewhere in the community are not unnecessarily duplicated.
3. The Board will conduct regular reviews on the work accomplished to achieve the goals and strategies set out in the current strategic plan. The Board shall set the time frame for these reviews in their annual work plan.
 4. To ensure the continuity of the planning process, the Board shall commence the strategic planning process at or just prior to the conclusion of the current strategic plan.

Section 7: Board Orientation

1. Board members shall be given a thorough orientation within two months of their appointment to the Board. The **CEO** ~~Chief Executive Officer (CEO)~~ and the Board Chair shall be responsible for developing an agenda to provide an orientation which shall include, but not be limited to:
 - a. information on the library's vision, mission and values;
 - b. an overview of the *Public Libraries Act, R.S.O. 1990, c. P44*;
 - c. an overview of the Integrated Accessibility Standards Regulation;
 - d. an overview of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56*;
 - e. an overview and copy of the Board bylaws and governance policies;
 - f. a discussion on the role, structure, code of conduct and function of the Board; and
 - g. a tour of the library's branches and introductions to staff members and services.

2. Each Board member will receive:
 - a. the current North Perth Public Library Policy Manual;
 - b. the library's current planning documents;
 - c. a copy and overview of the current budget;
 - d. instructions for obtaining library membership;
 - e. a copy of the *Library Board Development Kit* (Southern Ontario Library Service); and
 - f. a copy of *Cut to the Chase: Ontario Public Library Governance at a Glance*. (Ontario Library Boards' Association).

Section 8: Board Training

1. Ongoing training ensures that Board members focus on good governance, strategic directions and policy implications rather than on operational details.
2. To ensure ongoing education, the Board will:
 - a. schedule time for Board training;
 - b. maintain a membership in the Ontario Library Association and the Ontario Library Boards' Association;
 - c. assign a representative who will attend the regional Trustee Council meetings and report back to the Board; and
 - d. fund two Board members to attend a relevant conference (e.g. OLA Superconference) annually.
3. The Board will receive information from the Chief Executive Officer (CEO) about training and networking offered by various organizations in Ontario.
4. The cost of any training must be approved by the Board before it is undertaken
5. Board members will report on their participation in training events.

6. In the first year of its term, the Board will review and discuss each module of the Library Board Orientation Kit, prepared by Southern Ontario Library Service.
7. Board members are encouraged to participate in training opportunities that include, but are not limited to:
 - a. effective governance,
 - b. planning,
 - c. advocacy,
 - d. funding development, and
 - e. decision making

Section 9: Committees of the Board

1. The North Perth Public Library Board may use ad hoc committees to further the work of the Board. This Board will establish terms of reference and specific duties for each of these committees, as the need arises.
2. Committees report directly to the Board and have no authority other than to draft recommendations or prepare alternatives for the Board's consideration.
3. Committees operate for defined periods of time and have a specific purpose which must be defined in written terms of reference.
4. Ad hoc committees coordinate the work, do the research, and draft the documents to be reviewed and adopted by the Board as a whole.
5. An ad hoc committee that is established by the Board may include non-Board members.

6. Meetings of committees may be called by the chair of the committee or by a majority of the members of a committee.
7. Committees shall not supervise or direct staff.

Section 10: Friends of the North Perth Public Library Committee

1. There shall be a standing fundraising sub-committee of the North Perth Public Library Board that shall be known as "The Friends of the North Perth Public Library Committee". The objective of the Friends of the North Perth Public Library Committee is to promote, assist, and support special projects as approved by the North Perth Public Library Board.
2. Members of the committee must be appointed by Board resolution subsequent to the appointment of NPPL Board members after each municipal election.
 - a. There shall be a minimum of 5 members and a maximum of 11 members;
 - b. One Library Board member and one Library staff member shall each act as liaison;
 - c. The sub-committee will make recommendations for appointment to the group
3. The members are to elect a chair, vice-chair, secretary and treasurer internally subsequent to each municipal election. The following conditions shall apply to all members:
 - a. Membership is open to all;
 - b. All members are to have equal standing;
 - c. Members may attend all meetings of the sub-committee and vote on any motion;
 - d. The Committee Members are volunteers and are not to receive any remuneration by the Board or municipality but will be

covered by the North Perth Public Library's general insurance and will be governed by the Municipality of North Perth applicable by-laws.

Section 11: Board Advocacy

1. Through its advocacy work, the Board seeks to promote the profile of the library and enhance its importance to the community.
2. The Board Chair (or delegate) shall be the official spokesperson for the North Perth Public Library on issues approved by the Board.
3. In pursuing its advocacy activities, the Board shall:
 - a. prepare an annual advocacy plan;
 - b. inform council of the needs of the community, the development of library services, plans and achievements by means of reports;
 - c. participate regularly in activities that build relationships with individuals and organizations that share interests with those of the North Perth Public Library; and
 - d. identify and respond to issues, concerns and government policies that may directly or indirectly affect the North Perth Public Library and ensure that government decision-makers at all levels are aware of the value of the library and its benefit to individuals and to the community.

Section 12: Board Evaluation

1. The evaluation process identifies key areas for Board improvement and the requisite follow-up action.

2. The Board will evaluate its effectiveness on an annual basis.
3. The Chair is responsible for managing the process of the evaluation.
4. The evaluation will be done by establishing an annual Board work plan and subsequently judging performance, in the areas of:
 - a. policy development
 - b. planning
 - c. advocacy
 - d. relationship with the Chief Executive Officer
 - e. finance
 - f. board conduct and practice

Section 13: Evaluation of the Chief Executive Officer

1. It is the Board's responsibility to appoint a qualified and competent individual as the Chief Executive Officer (CEO). The Board oversees the performance of the CEO and supports the CEO's development. As part of this process the Board conducts a formal annual performance appraisal of the CEO. This process facilitates bilateral communication between the Board and the CEO, and ensures that the Board's priorities are being achieved.
2. The CEO's performance will be evaluated after the first six months for a new hire, and annually thereafter in October as per the Municipality's performance review schedule.
3. The Board shall:
 - a. prepare a written job description which states the responsibilities of the CEO;
 - b. develop, with the CEO, performance objectives based on the strategic priorities of the Board; and

- c. appraise the CEO's performance based on the job description, relevant competencies, progress towards achieving the Board's priorities, and compliance with Board policies
4. Information collected to assess the performance of the CEO may include:
 - a. the annual report from the CEO on outcomes of the previous year's objectives and actions;
 - b. data on service performance measures such as circulation, membership, program statistics, collection development etc.;
 - c. seek input from members of the Board, staff and/or outside stakeholders; and
 - d. invite the CEO to be an active participant in their own appraisal
5. In the event that the CEO's performance needs improvement, the Board must clearly state where progress must be made and will:
 - a. offer training and/or mentoring opportunities to address specific issues; and
 - b. re-evaluate the performance of the CEO in six months.

Section 14: Succession Planning

1. An effective Board is comprised collectively of people who have the knowledge, the skills and background necessary to govern with excellence and to lead the library in the realization of its vision.
2. The Library Board will make all possible effort to ensure that a minimum of two Board members continue from one term to the next.
3. Public Libraries Act, R.S.O. 1990, c. P44, s. 10(4) requires that the council appoint library board members. If requested, the Board will collaborate with council on a preliminary selection process.
4. The Board will:

- a. identify any need for potential successors, six months prior to the end of the current term
 - b. undertake a review of the Board's effectiveness in governing and accomplishing the strategic plan
 - c. solicit input from the Chief Executive Officer (CEO)
 - d. identify suitable candidates and solicit their willingness to serve
 - e. inform the potential candidates of the imminent appointment process
 - f. provide the Municipal Clerk with a list of recommended candidates, if requested
5. Upon request, potential candidates will be provided with briefing materials and information about library governance and services.

RELATED DOCUMENTS

- North Perth Public Library BL-01 Board Procedural ByLaws
- [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.

Approved by the Library Board: June 2018

Reviewed: August 2021,

North Perth Public Library



Policy Title: **Procurement**

Policy Type: **Governance**

Effective Date: **June 2018**

Policy Number: **GOV-02**

Last Review/Revision Date: **June 2021**

1. In accordance with the *Public Libraries Act, R.S.O. 1990, Chapter P.44*, the North Perth Public Library Board is responsible for overseeing the Library budget.
2. The North Perth Public Library Board adopts the Municipality of North Perth's *Procurement By-Law* (adopted October 16, 2017 By-Law Number 150-2017) as attached. <https://www.northperth.ca/Modules/Bylaws/Bylaw/Details/cc0c02ed-af49-4995-b983-9d7969fc5867>

North Perth Public Library



Policy Title: **Sale and Disposal of Land**

Policy Type: **Governance**

Effective Date: **June 2018**

Policy Number: **GOV-03**

Last Review/Revision Date: **June 2021**

1. In accordance with the *Public Libraries Act, R.S.O. 1990, Chapter P.44 s.19 (1)*, the North Perth Public Library Board is given authority to sell or dispose of land that is no longer required for its purposes.
2. The North Perth Public Library Board adopts the Municipality of North Perth's *Sale and Disposal of Land By-Law* (adopted November 19, 2007 By-Law Number 152-2007) as attached.



POLICY PURPOSE

The North Perth Public Library Board recognizes and affirms the responsibility over the Library Staff and their Health and Safety in the work environment. This policy outlines and guides staff to the applicable, adopted tools.

POLICY DETAILS

- The North Perth Public Library adopts the Municipality of North Perth's Human Resources Policy Manual (adopted February 3, 2014 Res. 67.02/14), including any current and future amendments made by the Council of the Municipality of North Perth.
- Exceptions will be made where the policy is found to contravene the edicts of the policies developed by the North Perth Public Library Board, or *the Public Libraries Act, R.S.O. 1990*.

SCOPE:

This policy applies and affects the NPPL Board, staff, third parties, patrons, and volunteers.

Approved by the Library Board: May 2018

Reviewed: June 2021, March 11, 2025



Manager of Branch Experience Report

MONTHLY REPORT FOR FEBRUARY 2025

BRANCH BUZZ

We successfully re-integrated art back into the Listowel Branch this month with our first feature from the "North Perth Creative Canvases." We plan to host artwork on a two-month rotation, and adjust this as need permits.

We're currently looking at other ways to incorporate more fixtures for displaying art at all three branches.



VOLUNTEERS/ STUDENT PLACEMENTS

Highlights:

- Wrapped up high school co-op placement from LDSS.
- Welcomed a Teacher Candidate from Nipissing University for their Community Leadership Placement for three weeks. They will be supporting programming and various administrative tasks.
- Updated the information on the Volunteer page of our website and the volunteer application form to include available positions and their requirements, including:
 - Collection Maintenance,
 - Technology Support
 - Programs, Outreach and Special Events

This adjustments will help us efficiently triage applications to match the volunteer's interest with library need.

STAFF TRAINING

- Manager of Branch Experience:
 - Attended the Ontario Library Association (OLA) SuperConference in Toronto (end of January)
 - Inclusive Service Excellence through the Ontario Tourism Education Corporation (OTEC)
 - Mental Health in the Workplace via Ontario Library Service
- Library Assistants:
 - Creating Engaging Library Spaces for All Ages via the Public Library Association

February	Patron visits	Items circulated	New library cards	Program attendees
2025	4193	5085	161	497
2024	4080	5499 ⁴²		232

ATWOOD	February	2024	2025	% Change
Check outs		187	137	↓ 27%
Traffic		86	95	↑ 10%
Membership		611	518	↓ 15%
Active		170	181	↑ 7%
Program Attendees	Adult	8	10	↑ 25%
	Youth	0	0	No change
Passive Program Participants		10	9	↓ 10%

LISTOWEL	February	2024	2025	% Change
Check outs		4997	4748	↓ 5%
Traffic		3640	3744	↑ 3%
Membership		8168	8329	↑ 2%
Active		2580	2697	↑ 5%
Program Attendees	Adult	102	141	↑ 38%
	Youth	88	296	↑ 236%
Passive Program Participants		29	99	↑ 241%

MONKTON	February	2024	2025	% Change
Check outs		315	337	↑ 7%
Traffic		354	354	No change
Membership		413	399	↓ 3%
Active		143	145	↑ 1%
Program Attendees	Adult	27	28	↑ 4%
	Youth	7	22	↑ 214%

Passive Program Participants		10	22	↑120%
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	January	2024	2025	% Change
ILLO Borrowed		44	32	↓27%
ILLO Loaned		57	36	↓37%

****Stats for ILLO are not available until the 11th of each month, so the Board will see the previous month on each stats report.**

Coordinator of Digital Initiatives Report

REPORT FOR FEB 2025

NEW SOCIAL MEDIA PLAN SUCCESS

Since the change in social media tactics, we have seen a 190% growth in views, including reaching a 234% increased reach with non-followers, on facebook. On instagram, we have seen a 23% increase in views as well.

RIVERVIEW PARK TECH TIMES

The CDI has officially started one-on-one tech lessons with residents of Riverview Park Retirement home once a month. First session was extremely smooth, organized and extremely appreciated. This initiative actively works towards the strategic priorities of reducing barriers and growing out in the community.

42,688

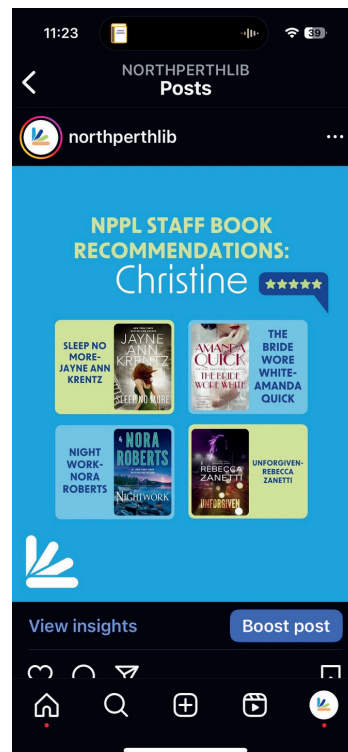
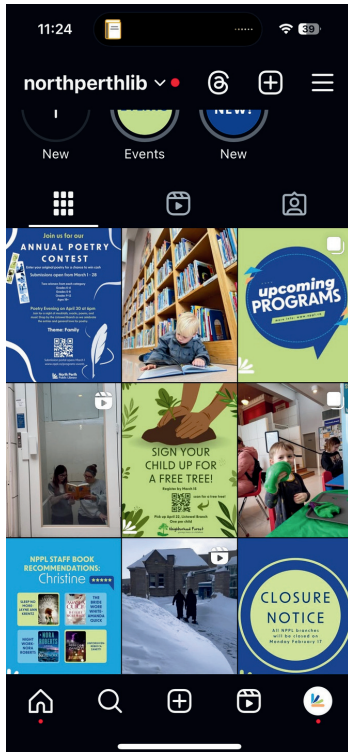
VIEWS ON FACEBOOK

4,341

WEBSITE USERS

15,507

VIEWS ON INSTAGRAM



664

WiFi Users

21

Tech Times

45

98,824

Articles read on Pressreader (PCIN wide)

3,323

Overdrive Checkouts

Library Use by Borrower Report - February 12, 2025

	User "home"	Check out branch	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2023	Listowel	Listowel	599	583	635	652	618	583	662	701	667	655	688	661	7704
2024	Listowel	Listowel	595	612	663	650	631	670	758	748	742	718	708	651	8146
2025	Listowel	Listowel	659	659	0	0	0	0	0	0	0	0	0	0	1318

	User "home"	Check out branch	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2023	Listowel	Atwood	14	15	11	8	6	7	7	16	13	15	13	9	134
2024	Listowel	Atwood	15	12	13	18	15	13	19	15	16	10	9	8	163
2025	Listowel	Atwood	11	13	0	0	0	0	0	0	0	0	0	0	24

	User "home"	Check out branch	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2023	Listowel	Monkton	19	15	10	7	5	3	10	8	10	9	7	8	111
2024	Listowel	Monkton	12	17	12	13	11	9	8	9	5	10	10	10	126
2025	Listowel	Monkton	7	3	0	0	0	0	0	0	0	0	0	0	10

	User "home"	Check out branch	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2023	Atwood	Atwood	21	24	20	22	22	24	35	41	37	33	31	27	337
2024	Atwood	Atwood	25	26	26	30	23	25	33	36	27	28	28	23	330
2025	Atwood	Atwood	27	24	0	0	0	0	0	0	0	0	0	0	51

	User "home"	Check out branch	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2023	Atwood	Listowel	27	23	19	23	25	16	17	24	20	21	23	20	258
2024	Atwood	Listowel	19	25	26	24	21	26	36	34	33	24	29	29	326
2025	Atwood	Listowel	25	29	0	0	0	0	0	0	0	0	0	0	54

	User "home"	Check out branch	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2023	Atwood	Monkton	7	7	5	4	4	4	2	3	4	2	5	5	52
2024	Atwood	Monkton	6	6	5	2	4	5	3	1	4	5	6	5	52
2025	Atwood	Monkton	7	8	0	0	0	0	0	0	0	0	0	0	15

	User "home"	Check out branch	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2023	Monkton	Monkton	30	25	21	28	22	22	27	31	28	36	29	32	331
2024	Monkton	Monkton	28	35	36	27	35	38	40	39	32	35	32	34	411
2025	Monkton	Monkton	32	35	0	0	0	0	0	0	0	0	0	0	67

	User "home"	Check out branch	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2023	Monkton	Listowel	6	9	8	12	11	6	9	9	11	7	4	3	95
2024	Monkton	Listowel	6	7	9	8	6	7	8	7	8	4	9	10	89
2025	Monkton	Listowel	7	11	0	0	0	0	0	0	0	0	0	0	18

	User "home"	Check out branch	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2023	Monkton	Atwood	2	1	3	2	1	0	0	0	1	1	1	1	13
2024	Monkton	Atwood	2	1	1	1	1	2	2	2	0	0	1	1	14
2025	Monkton	Atwood	2	1	0	0	0	0	0	0	0	0	0	0	3