



MEMORANDUM

TO: Mayor Bonnette and Members of Council

FROM: Melanie Southern, Chief Librarian & CEO

DATE: May 27, 2022

MEMO NO.: LIB-2022-0001

SUBJECT: HHPL 2021 Annual Report

PURPOSE OF THE MEMORANDUM:

The purpose of this memorandum is to share Halton Hills Public Library's 2021 Annual Report with Council.

BACKGROUND:

Halton Hills Public Library (HHPL) creates an annual report that highlights achievements made the preceding year. These reports are posted on the Library's website for the public to view and it is shared with the public, partners, donors and stakeholders.

This document was reviewed and approved by the Library Board at its April 2022 meeting. HHPL has been producing an Annual Report document for a number of years, and the past five years are available on the [Library's website](#).

COMMENTS:

The Annual Report is one communication tool HHPL uses to tell its organizational story. It illustrates the connection between the Library's mission and strategy, and demonstrates the impact the Library has on this community. Community partners and donors receive a copy of the annual report along with a personal note of thanks to acknowledge the impact of their contributions.

Attached is a copy of HHPL's annual report highlighting the achievements of 2021. It summarizes the Library's strategic initiatives, includes key performance indicators, and

demonstrates the Library's commitment to Halton Hills. The financial information does not represent the final year-end audited report. Once the annual audit is completed, the website document will include a link to the year-end audited financial report.

The Library is currently completing its next 5-year strategic plan. Concurrently, it is further developing its brand and will launch a new logo in the fall. This will be shared with Council.

CONCLUSION:

The Annual Report is one communication tool Halton Hills Public Library uses to tell its organizational story. HHPL is dedicated to offering this community a variety of collections, services, and programs. Its annual report demonstrates accountability and celebrates achievements from the preceding year.

Reviewed and approved by,

Chris Mills, Chief Administrative Officer