



TOWN OF  
**HALTON HILLS**  
*Working Together Working for You!*

## MEMORANDUM

---

**TO:** Mayor Lawlor and Members of Council

**FROM:** Beverley King, Acting Chief Librarian & CEO

**DATE:** September 18, 2023

**MEMO NO.:** LIB-2023-002

**SUBJECT:** HHPL 2022 Annual Report

---

### PURPOSE OF THE MEMORANDUM:

The purpose of this memorandum is to share Halton Hills Public Library's 2022 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 patrons, partners, donors, and stakeholders.

This document was reviewed and approved by the Library Board at its June 2023 meeting. Previous Annual Reports 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 2022. 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.

**CONCLUSION:**

The Annual Report is one communication tool Halton Hills Public Library uses to tell its organizational story. HHPL is dedicated to offering the 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