

# ANNUAL REPORT

2022



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Prince Township Community Centre  
3042 Second Line West  
Prince Township, ON P6A 6K4



Welcome to the Prince Township Public Library (PTPL), one of the few libraries in Northern Ontario that is operated largely by volunteers.

The PTPL officially opened on November 30, 1987 in the former basement storage unit of the rural public school, Prince Township. This school became what is now known as the Prince Township Community Centre.

Mission Statement: The Prince Township Public Library is committed to enriching the intellectual and cultural lives of all community residents through its resources, services, programs and involvement in community activities. Meeting the needs of individuals of all ages for popular recreational reading materials, lifelong learning and information are high priorities. (2004)

# LIBRARY OPERATIONS

## Summary:

With the guidance of Chief Executive Officer (CEO) Rita Wagner, and supported by a limited & uncertain number of available volunteers, a seasonal student assistant, members of the Friends of the PTPL, and PTPL Board members, the Library has continued its operations throughout this third year of COVID 19 challenges & constraints:

- Offering scheduled on-site library services for 20 hours each week:
  - Maintaining a revolving collection of books, periodicals, audio books, CDs, DVDs.
  - Maintaining a revolving collection of large print books.
  - Facilitating interlibrary loans & information search activities for patrons.
  - Providing access to 6 public workstations (5 with internet linkage) & 3 lending laptops for use by patrons and visitors,
  - Providing accessibility-specific equipment (Daisy reader, high-contrast keyboard, etc.) for use by patrons and visitors.
- Providing book delivery and return services for house-bound borrowers and special needs patrons.
- Hosting/guiding monthly Book Club activities with more than one dozen members.
- Hosting a Mother Goose program of weekly reading and crafts for preschoolers and moms in partnership with Early On Children's & Family Centre.
- Introducing its first Lego Builders Club Challenge gathering.
- Providing a monthly informative Library News article in the Township's Newsletter.
- Maintaining an internet website.
- Maintaining linkages with Ontario Library Services (OLS), other local libraries and commercial book sources (McNaughton etc.) including annual reporting & info survey requirements, purchases, book leasing orders and exchanges.

The Library has continued to accommodate periodic meetings of community & outside organizations, 16 in total.

With limited exceptions, the acceptance of used book donations has had to be suspended.

Some Library equipment – photocopier – needs to be replaced. Additionally, during the year some water damage resulted from a roof leak and some Friends' sale books had to be discarded.

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# BOARD ACTIVITIES



The Board met monthly throughout the year. With the technical expertise of Board Secretary Brittany Agliani, a number of virtual meetings were held via Zoom. The capacity for remote participation remains available should any members request its use.

The Board's major fund-raising project, the PTPL 2023 Community Calendar was again productive. Some forty organizations, most of whom are repeat advertisers in the Calendar, and our faithful retail customers made this year's effort successful.

Chairperson Bev. Couch, as contact point and liaison, contributed to the Calendar's information, design and

coordination with our printers in this, the second year of using a local printing firm (AK GRAPHIX). The Board's team of patient proof readers (checking approximately 2000 data entries) and enthusiastic 'retail' sales people thereafter made the sale of 240 + Community Calendars our most profitable to date.

After some years, Board Chair Bev Couch is stepping back from that role as of 31 Dec. 2022. Her interest in the wellbeing of the Library continues undiminished. Going forward, she will serve on the Board as a member at large.



# STATISTICS

The PTPL has a variety of hardcopy and digital resources, including OverDrive and Ancestry. We have literature available in English, French and Braille and host a high contrast computer station for those with vision difficulties.

## 269

### ACTIVE CARDHOLDERS

This includes 13 non-resident patrons.

## +2,230

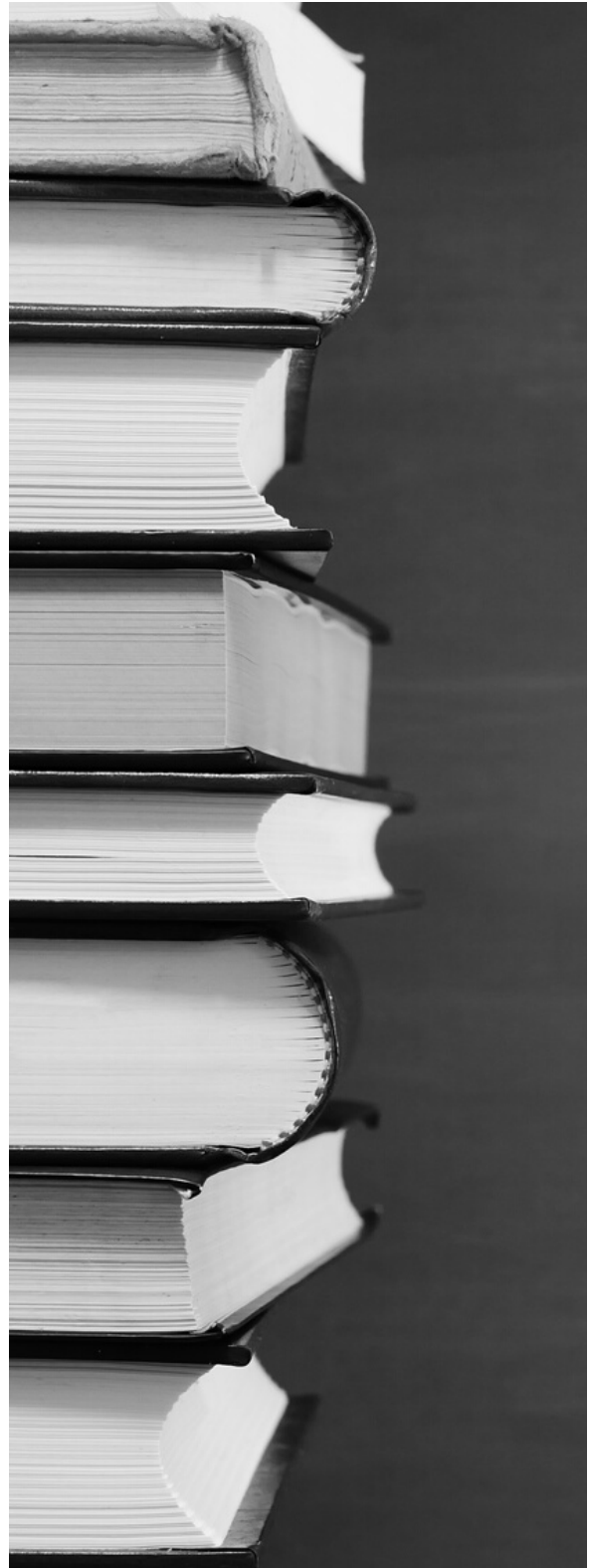
### ANNUAL CIRCULATION

This includes books, inter-library loans, and downloading of e-books, audiobooks and videos

## 5,747

### PRINT TITLES

Other lending materials include magazine subscriptions, print periodicals, data base access, CDs, DVDs, E-books, audiobooks and Braille copies



# FINANCIAL INFORMATION

The Prince Township Public Library raises its own funds plus receives money from the Prince Township Council, the Provincial Government through The Ministry of Tourism, Culture and Sport, and donations. We use Northern Credit Union's business banking services for our financial needs.

## Summary:

Library Account Balance: \$13,167.70 as of January 1, 2022

Total Operating Revenues: \$15,279

Total Operating Expenditures: \$11,865

Operating Deficit from 2021: \$1,738

Library Account Balance: \$14,667.44 as of January 18, 2023

## Funding Sources/Contributions in 2022:

### Direct:

- Prince Township Council Direct Operating Grant - \$5,000
- PTPL 2023 Community Calendar Project - \$6,203 (Extra \$442 raised!)
- Public Library Operating Grant (Ontario Provincial Operating Funding) - \$2,069
- Miscellaneous Revenues: Donations for use of meeting facilities, fines, printing fees, etc. - \$540

### In-Kind:

- Friends of the Library (for the reporting period Sept. 1, 2021 to Aug.31, 2022) - \$5,019
  - Note: This includes costs for summer student including applicable wages, and insurance premiums, and CEO Book Wishlist paid by the Friends of the Library
- Prince Township Council Library Accommodation & Services - Heat, light, phone - \$1,467

## Operational Expenditures:

- Licensing fees for RM, Overdrive, Ancestry - \$1,000
  - Website & internet services - \$2,068
  - Office supplies - \$303
  - Book purchases, book lease contract, magazine subscriptions - \$2,731
  - Honorarium CEO - \$4,200
  - PTPL 2023 Community Calendar Project Expense - \$1,563
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# LIBRARY VOLUNTEERS

The Library members consist of the Board, volunteers and the Friends of the Library.

## LIBRARY BOARD OF TRUSTEES

- Bev Couch (Chair)
- Sandy Fulcher (Treasurer)
- Brittany Agliani (Secretary)
- Mike Matthews (January - November 2022; Prince Township Council Rep)
- Marg Christenson (Friends of Library Rep)
- Rita Wagmer (CEO, non-voting)
- Elizabeth Lamming
- Helen MacKay (December 2022 onwards)
- Mike Matthews (December 2022 onwards)
- Hal McGonigal

## VOLUNTEERS

- Jodi LaFleur
- Marguerite LaHaye
- Elizabeth Lamming
- Mike Landmark
- Margaret Jackson
- Helen MacKay
- Vicki Walls

## FRIENDS OF THE LIBRARY

- |                        |                       |
|------------------------|-----------------------|
| • Brittany Agliani     | • Hal McGonigal       |
| • Bev Couch            | • Judy McGonigal      |
| • Margaret Christenson | • Dorothy Macnaughton |
| • Ron Christenson      | • Richard Macnaughton |
| • Sandy Fulcher        | • Nicholas Pozzebon   |
| • Elizabeth Lamming    | • Vicky Taylor        |
| • Marguerite La Haye   | • Rita Wagner         |
| • Mike Matthews        |                       |

