
St. Marys Public Library



Policy Type: **Governance Policy**

Policy Number: **GOV-04**

Policy Title: **Planning**

Policy Approval Date: **January 2020**

Policy Review Date: **January 2023**

1. Objective

- 1.1 In accordance with the Public Libraries Act, the St. Marys Public Library Board makes certain an effective planning process is in place for the Library;
- 1.2 This planning process is implemented to identify strategic priorities for the Library Board with the community in mind, and is used to plan and achieve these strategic goals/priorities; and
- 1.3 The planning process will enable the St. Marys Public Library to:
 - a. Meet the need of the community;
 - b. Maintain continuity of service;
 - c. Respond effectively to change;
 - d. Budget in an effective and responsible manner; and
 - e. Ensure that the Library Board and staff share a common understanding of what the overarching goals of the Library are.

2. Policy Statement

- 2.1 This policy sets the parameters for the planning process and establishes a formal planning process.

3. Planning Process

- 3.1 The planning process will follow the guidelines outlined in the *Public Libraries Act*, R.S.O.1990, c. P44;
- 3.2 The St. Marys Public Library Board may establish an ad hoc Planning Committee to develop goal and a focus for the planning process. If such a Committee is established, it will consist of the Chief Executive Officer and at least two Board members;
- 3.3 The Library Board and/or the Planning Committee will develop a new or revised Strategic Plan, which will include the Mission, Vision and Values of the St. Marys Public Library, goals and strategies. In this process, the committee will review and consider:
 - a. The character and needs of the community;
 - b. The role of the library in the community;
 - c. Municipal priorities;
 - d. Fiscal needs and restraints;
 - e. Marketing; and
 - f. Advocacy;
- 3.4 The Strategic Plan will be presented to the Board for review and approval. Once approved, the Strategic

Plan will be communicated to the Town Council and to the St. Marys and Perth South Communities; and

- 3.5 The Chief Executive Officer will oversee the implementation of the Strategic Plan, providing frequent updates to the Board during monthly Board meetings. The Board and Chief Executive Officer may develop an Annual Action Plan including targets, timelines and actions to complete aspects of the Strategic Plan.

4. Community Consultation

- 4.1 When developing and reviewing the strategic plan, the CEO will ensure that consultation takes place with staff, customers, the CAO and Mayor and Council of the Town of St. Marys, and the broader PCIN community.

5. Review of the Plan

- 5.1 Before each year, the Library Board and/or the Planning Committee will review and assess the Strategic Plan. This will determine areas of focus for the following year, and will be reported to the Board as part of the ongoing assessment of the Plan and of community assessment;
- 5.2 The Board will review the strategic plan on at least two occasions during its term – once at the beginning of the term, and again at the end of the term; and
- 5.3 The Chief Executive Officer shall provide the Board and the community with an annual summary report on the implementation of the strategic plan. This report shall include the progress made on each element of the plan, indicators of success, challenges to achieving outcomes, and next steps.

6. Related Documents

Public Libraries Act, R.S.O.1990, c. P44

Purpose and Duties of the Board, St. Marys Public Library Policy

Mission, Vision and Values, St. Marys Public Library Foundational Policies

7. History

Date of Latest Board Approval:

Date(s) of Revision(s): March 2005, November 2008, December 2011, October 2015, January 2020

Date of next scheduled review: January 2023