

# Planning Policy

## 1. Introduction – Mandate under the Act

In order to fulfill its mandate under the Public Libraries Act, the Board makes certain that an effective planning process is in place for the Library.

### 1.1. Definitions

“Library” shall mean The St. Marys Public Library

“Board” shall mean the Library Board of the St. Marys Public Library

“CEO” shall mean the Chief Executive Officer of the St. Marys Public Library

“Community” shall include the residents of St. Marys and Perth South, non-resident Library cardholders, and communities served by other libraries with which we share services

## 2. Goals

The planning process will help to ensure that:

- Library needs of the Community are met;
- The Library is able to respond to changing needs and trends in the Community;
- Community input is received during the planning process;
- There is continuity of services regardless of personnel changes in Board or Library staff
- Library funds are spent in a deliberate and responsible manner;
- Services available elsewhere in the Community are not unnecessarily duplicated.

## 3. Responsibilities

The Board appoints a Planning Committee whose duties are described in the Constitution of the Board.

The Board may delegate some tasks to a Planning Committee but maintains all responsibility to meet the requirements of the Libraries Act.

## **History**

Date of Latest Board Approval: October 1, 2015

Date(s) of Revision(s): March 2005, November 2008, December 2011

Date of next scheduled review: October, 2018

## **Related Documents**

Library Policy - Constitution, Section 11.4 Planning Committee

The Public Libraries Act, RSO 1990, c P.44 available at <http://www.e-laws.gov.on.ca>

20. A board,

- a) shall seek to provide, in co-operation with other boards, a comprehensive and efficient public library service that reflects the community's unique needs;
- b) shall seek to provide library services in the French language, where appropriate;
- c) shall operate one or more libraries and ensure that they are conducted in accordance with this Act and the regulations;
- d) may operate special services in connection with a library as it considers necessary;
- e) shall fix the times and places for board meetings and the mode of calling and conducting them, and ensure that full and correct minutes are kept;
- f) shall make an annual report to the Minister and make any other reports or provide any other information required by this Act and the regulations or requested by the Minister from time to time;
- g) shall make provision for insuring the board's real and personal property;
- h) shall take proper security for the treasurer; and
- i) may appoint such committees as it considers expedient. R.S.O. 1990, c. P.44, s. 20; 2009, c. 33, Sched. 11, s. 7 (3).