



## POLICY

**Policy Type:** Board  
**Policy Title:** Planning

**Policy Number:** 01-02

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### Why

Section 20 (a) of the Public Libraries Act, RSO 1990, chapter P. 44 requires that a Library Board “shall seek to provide, in cooperation with other boards, a comprehensive and efficient public library service that reflects the community’s unique needs.” This policy addresses the St. Thomas Public Library Board’s commitment to efficient and effective planning for library service to St. Thomas residents.

### What

The St. Thomas Public Library Board shall make certain that an effective planning process is in place for the Library.

The planning process will help to ensure that:

- The 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;
- Key decision makers in the community make a long-term commitment to Library services;
- There is continuity of services regardless of personnel changes in Board or staff;
- Library funds are spent in a deliberate and responsible manner;
- Services available elsewhere in the community are not unnecessarily duplicated;
- The vision of the Library is met.

### How

The Library Board shall regularly review and assess:

- Current Board planning documents such as the Strategic Plan, Master Plan;
- Customer needs in the community served by the Library;
- The services of the Library in light of assessed client needs;
- The priorities of the City of St. Thomas
- The Library’s mission statement, goals, and objectives;
- Current Library policy in relation to the Library’s mission statement and goals and objectives;

- Community demographics and population and their relationship to Development Charges legislation, Library services and/or funding.

The Library Board shall:

- Report to the community on the Library's progress in fulfilling its plan by means of:
  - Distribution of an annual report
  - Presentations to Council and other community groups

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Reference: Library Board Meeting May 8, 2024