



Agenda  
Library Board

June 2, 2022

6:45 pm

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

Pages

1. **CALL TO ORDER**

2. **DECLARATION OF PECUNIARY INTEREST**

3. **AMENDMENTS AND APPROVAL OF AGENDA**

**RECOMMENDATION**

That the agenda for the June 2, 2022 regular meeting of the St. Marys Public Library Board be approved as presented.

4. **DELEGATIONS**

5. **CONSENT AGENDA**

**RECOMMENDATION**

That consent agenda items 5.1 through 5.4 be approved as presented.

5.1. **Acceptance of Minutes**

5.1.1. **Minutes of the April 7, 2022 Regular Meeting of the Board**

4

5.2. **Monthly Reports**

5.2.1. **Library CEO Report- JUNE**

9

5.2.2. **Adult Learning Update- JUNE**

11

5.3. **Library Statistics**

5.3.1.	Library Statistics Graphs- March in Review	18
5.3.2.	Library Statistics Infographic- March in Review	19
5.4.	Financial Report	
5.4.1.	Library Financial Report	20
5.4.2.	ALPP Financial Report	21
6.	<b>NEW AND UNFINISHED BUSINESS</b>	
6.1.	PCIN Annual Report	22
6.2.	Strategic Plan Draft	26
6.3.	Library and Political Elections Policy	31
6.4.	Adult Learning Training Policy	34
6.5.	Board Legacy Survey	37
6.6.	Planning for Draft Library Budget 2023	
7.	<b>CLOSED SESSION</b>	
	<b>RECOMMENDATION</b>	
	THAT the St. Marys Public Library Board move into a session that is closed to the public in accordance with the Public Libraries Act, Section 16.1(4)(b) personal matters about an identifiable individual, including municipal or local board employees, and Section 16.1(4)(d) labour relations or employee negotiations at	
7.1.	Acceptance of Minutes	
8.	<b>RISE AND REPORT</b>	
	<b>RECOMMENDATION</b>	
	THAT the St. Marys Public Library Board rise from closed session at	
9.	<b>ROUNDTABLE DISCUSSION</b>	
9.1.	Friends of the Library Report	

**10. UPCOMING MEETINGS**

**11. ADJOURNMENT**

**RECOMMENDATION**

That the June 2, 2022 regular meeting of the St. Marys Public Library Board be adjourned at \_\_\_\_\_ pm.



## Minutes

### Library Board

April 7, 2022

6:45 pm

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

Member Present	Councillor Craigmile, Barbara Tuer, Cole Atlin, Lynda Hodgins, Melinda Zurbrigg, Reg Quinton, Joyce Vivian
Member Absent	Mayor Strathdee, Councillor Edney
Staff Present	Rebecca Webb, Staff Liaison, Sarah Andrews, Library CEO

#### 1. **CALL TO ORDER**

The April 7, 2022 Regular Meeting of the St. Marys Public Library Board was called to order at 6:45pm by Board Chair C. Atlin.

#### 2. **DECLARATION OF PECUNIARY INTEREST**

None declared.

#### 3. **AMENDMENTS AND APPROVAL OF AGENDA**

**Moved By** Joyce Vivian

**Seconded By** Lynda Hodgins

That the agenda for the April 7, 2022 regular meeting of the St. Marys Public Library Board be approved as presented.

**Carried**

**4. DELEGATIONS**

Adult Learning Coordinator Nicole Carradine.

**5. CONSENT AGENDA**

**Moved By** Councillor Craigmile

**Seconded By** Reg Quinton

That consent agenda items 5.1 though 5.5 be approved as presented.

**Carried**

5.1 Acceptance of Minutes

5.1.1 Minutes of the March 3, 2022 Meeting

5.2 Monthly Reports

5.2.1 CEO Report- April

5.2.2 ALPP Monthly Report- April

5.3 Library Statistics

5.3.2 Statistics Graphs- February in Review

5.3.1 Statistics Infographic- February in Review

5.4 Financial Report

5.4.1 Library Financial Report

5.4.2 ALPP Financial Report

5.5 Correspondence

5.5.1 PCIN Media Release

**6. NEW AND UNFINISHED BUSINESS**

6.1 Pyramid Recreation Centre Pickup Report

**Moved By** Barbara Tuer

**Seconded By** Melinda Zurbrigg

Motion that the Pyramid Centre Pickup project be pursued and forwarded to Council for consideration.

**Carried**

6.2 Mercury Theatre Report

**Moved By** Joyce Vivian

**Seconded By** Reg Quinton

That C. Atlin and B. Tuer be appointed co-members to the Mercury Theatre committee. Barring two members being permitted to join, B. Tuer will be the appointed member.

**Carried**

6.3 Strategic Plan- Next Steps

**Moved By** Lynda Hodgins

**Seconded By** Barbara Tuer

That the Board support the strategic plan creation process with the support of a committee on which Board members R. Quinton, and C. Atlin will sit.

**Carried**

**Moved By** Lynda Hodgins

**Seconded By** Reg Quinton

Motion to approve the Mission and Vision statements as presented.

**Carried**

6.4 Policies for Review and Approval

6.4.1 OP-15 Accessibility Policy

The Accessibility Policy will be revised and re-presented at a later date.

That the OP-15 Accessibility Policy be approved.

**Defeated**

6.4.2 BL-02 Loan Periods and Fees for Service

**Moved By** Barbara Tuer

**Seconded By** Lynda Hodgins

That the BL-02 Loan Periods and Fees for Service Policy be approved with revisions as discussed.

**Carried**

**7. ROUNDTABLE DISCUSSION**

7.1 Friends of the Library Report

The Newcomers Social will meet in the Library on April 14th, at 7:00pm.

7.1.1 FOL Book Sale

The FOL Book Sale will take place in the Town Hall Auditorium on May 4th through May 8th.

7.1.2 Friends of the Library Dinner Theatre

There is a Dinner Theatre package for sale in partnership with the Community Players. Tickets are available now and can be purchased at the library.

7.2 Vera Symons Memorial Installation

There will be an event in memory of Vera Symons on April 23rd at 1:00pm at which an art installation will be revealed.

**8. UPCOMING MEETINGS**

The next regular meeting of the St. Marys Public Library Board will take place on June 2, 2022 at 6:45pm.

**9. ADJOURNMENT**

**Moved By** Reg Quinton

**Seconded By** Councillor Craigmile

That the April 7, 2022 regular meeting of the St. Marys Public Library Board be adjourned at 8:24pm.

**Carried**

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Chair

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Board Secretary



# INFORMATIONAL REPORT

<b>To:</b>	Chair and Members of the Board
<b>Prepared by:</b>	Sarah Andrews, Library CEO
<b>Date of Meeting:</b>	2 June 2022
<b>Subject:</b>	<b>April and May CEO Report</b>

## PURPOSE

The purpose of this report is to provide the Board with information on Library projects and events for April and May 2022.

## REPORT

### Adult Learning

We were busy completing interviews for the Adult Learning Instructor in May. 26. We interviewed four candidates in two separate rounds. A candidate was selected and Cassandra Beirnes started the first week of May. She is filling Stephanie's maternity leave until early in the New Year.

Nicole and I attended an employer showcase in Stratford in May to introduce the program to community partners and employers.

Nicole and I also visited both the Conestoga location to see the space we were using pre-COVID for our Adult Learning staff two days a week as well as the PIE Office space we have been using since COVID. Our recommendation to the ALPP Advisory Committee is to remain in the PIE space for now as it offers learners the most accessibility. Cass is working there two days a week right now, Wednesdays and Fridays.

### Customer Service Team

This Town-wide committee continue to meet. We have developed a customer service standard as well as maintain an FAQ of Town services. In our next few meetings we will be reviewing services that could be available at multiple sites and staff training on our work.

## **Downtown Space Location Review**

The Town is moving forward with creating the Project Steering Committee. The draft of the Terms of Reference has been finalized and recruitment of committee members will coincide with the process of general committee recruitment completed for the 2022-2026 Council term.

The procurement of a Project Consultant has begun. The RFP to procure a consultant to facilitate and project manage the work of the Steering Committee has been finalized and posted. It will close June 8, 2022 and the awarding is targeted for June 28, 2022.

Planning for the interior demolition of 14 Church Street North is starting. Instructions have been provided to BM Ross and Associates to develop the specifications and procurement documents for the interior demolition work. Site work was completed on May 13, and the target is to release the render late summer. It is anticipated that the interior demolition work will be a Winter 2023 project.

## **Outreach**

CEOs from Stratford, St. Marys and West Perth have been meeting with Provincial election candidates to review the role of libraries in our community and to share our three joint concerns over the next four years. These included firstly that base funding for public libraries through the PLOG grant has been frozen for over twenty years. Secondly, that First Nations Public Libraries are without funding and support and we emphasized their role in creating and sustaining community, acting as a historical link and memory keepers, and in providing programming and collections to their community. Thirdly, we emphasized the need for a digital collection available province wide similar to the models laid out by Alberta and Saskatchewan, where all Ontarians can access the same level of digital content across their provinces.

We have met with the Green Party candidate as well as the NDP candidate. We have been assured a meeting with the Conservative candidate should he be elected. We are waiting to hear from the Liberal candidate.

## **Strategic Plan Development**

Attached in this package is the draft of the strategic plan for review. Once the document is approved I will begin meeting with the community and sharing our directions.

## **Training**

We have been attending a variety of sessions in our Ryan Dowd training package including some very good session on mental health and its impact on patrons.

## **Vera Symons Memorial Prints**

Peter Rice has had cards and art prints made of the Vera Symons memorial stained glass which are now available for sale at the Library. The funds raised will go to the Friends of the Library. Art cards are \$7 each, 8x10 prints are \$25 each, and 11x14 prints are \$50. We are also exploring having a lottery for a framed 16x20 print over the summer/fall.



# INFORMATIONAL REPORT

**To:** Chair and Members of the Board

**Prepared by:** Sarah Andrews, Library CEO

**Date of Meeting:** 16 May 2022

**Subject:** **Adult Learning Monthly Report**

## PURPOSE

To present the Library Board with an overview of service of the Adult Learning Program, Perth. This report is prepared by our Adult Learning Coordinator, Nicole Carradine.

[Click here to enter text.](#)

## REPORT

### End of 2021/22 Performance

We wanted to start by sharing the performance indicators we reached by the end of the 2021/22 fiscal year.

PERFORMANCE INDICATOR	TARGET	ACTUAL	% OF TARGET
<b>Customer Satisfaction</b>	90%	100%	111%
<b>Service Coordination</b>	50%	64%	128%
<b>Suitability</b>	30%	26%	88%
<b>Progress</b>	60%	89%	148%
<b>Learners Served</b>	79	44	56%
<b>SERVICE QUALITY</b>	6.00	6.86	114%

We were able to carry over 20 learners into this current fiscal year and as of right now are sitting at 28 learners for 2022/23, which is 35% of our target already.

We received feedback from our Ministry Liaison regarding the year-end report we submitted in April. The feedback was overall very positive. They were particularly impressed by our service quality score of 6.86 which was higher than the 6.13 that we ended with last year. They said that they had no concerns but did, however, reiterate that we should make sure to focus on increasing our learners served number during this fiscal year.

## Learner Breakdown

Location	# of Learners
St. Marys	18
North Perth	0
East Perth	2
West Perth	2
South Perth	0
Stratford	6
<b>Total:</b>	<b>28</b>

We currently have nine learners working on obtaining their GEDs, thirteen completing digital tech training and the rest are working on various types of upgrading for employment purposes including math, reading and writing.

## General Updates

As mentioned in the April update, we are fully back to in-person sessions. We are happy to report that only one learner has opted to remain online.

During the month of April we met with 6 new learners and the month of May has started strong with 2 more. As mentioned in last month's report, our learners served was one area where we needed to focus on coming into this year, so having eight new learners in the first six weeks is encouraging.

We have been working with the town's IT department to update the computers available for learners. The version of Microsoft Word and Excel they are running is coming to the end of its life. Based on the current prices of licensing that software, we won't have the budget to update all the computers. There is a non-profit grant provided through Microsoft for the software and we are working on completing the application process and are hopeful that we will qualify for a significant price reduction.

## Referrals

We have started partnering with Partners in Employment to complete *Money Matters* with their Youth Job Connect groups. This program works with individuals up to the age of 29. Although there may be a chance of a few in each group not meeting the suitability targets set by The Ministry, those that do make this an extremely beneficial partnership.

We are still working with Durisol to create training for employees that are looking to obtain a promotion within the company and we recently received a referral for a group of customer service agents at FestivalHydro who are needing some Excel upgrading. The number of potential learners is unknown right now, but the fact that these companies are discovering that we are able to support their staff in these types of capacities is exciting.

Although referrals from our more traditional referral partners is still down, I am happy to report that the number of walk-ins we have had is steadily increasing.

## **Stratford Location**

We did end up meeting with Conestoga in April. The classroom we used previously is still available to us however, a couple of things were brought to our attention.

Although they are back in the space, Murray, who is Conestoga's math instructor, is the only instructor currently coming into the college and only in a very limited capacity. He will also be off for the summer starting in June. That, combined with the lack of referrals we've received from Conestoga (despite reaching out to them numerous times) and the current influx of referrals that have been coming from Partners in Employment has us considering staying where we are for now and potentially re-evaluating our Stratford space in August/September.

It is also important to note that Partners in Employment is not charging us for the use of the Stratford office and it is located in a central location and slightly more convenient for our learners to access.

## **Programming**

We created a breakdown of all the programming we offer at Adult Learning for the communications department and are attaching it for you to review.

## **Staffing**

We have hired Cassandra Beirnes. We are currently training them on the curriculum and are hoping that they will be able to start meeting with learners soon.

## ALPP Programming Breakdown

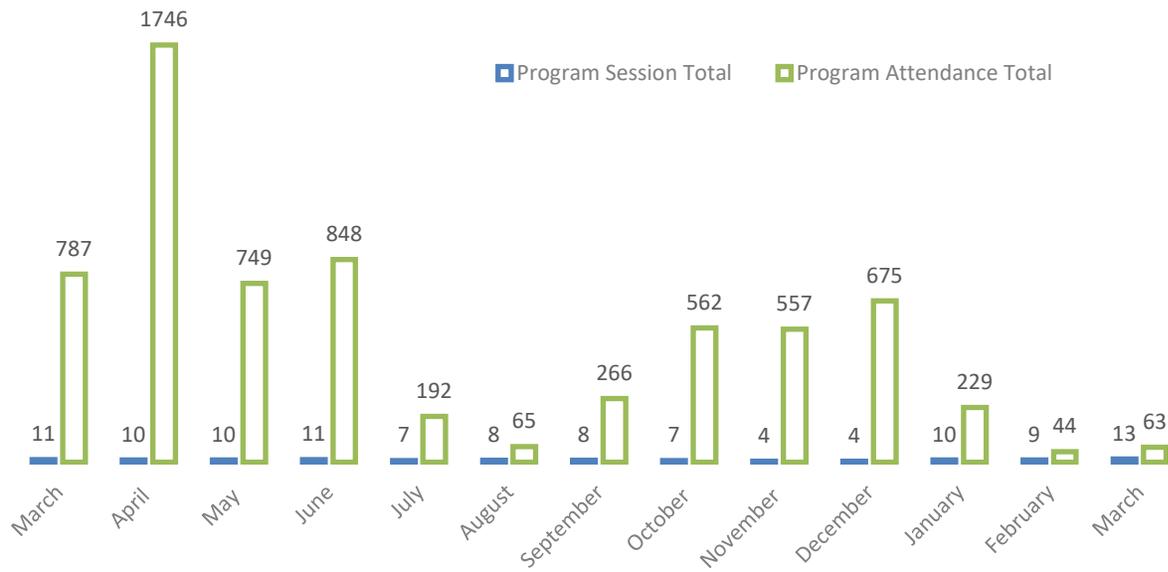
Program/Product	Description	Schedule (if applicable)
<b>Small Group Sessions</b>		
<p>Money Matters</p>	<p>This program was created by ABC Life Literacy and Libro Bank and is comprised of 4 Modules. It was created to help learners understand the basics of managing money, banking and how to create budget.</p> <p>There are number of activities, including how to calculate interest on credit card debt and creating a bill payment calendar, that empowers individuals to take control over their finances.</p> <p>We generally run this program over the course of 4 days, each session being 2.5 hours. This can be consecutive days or over the course of a month.</p>	<p>The hope is to run this a few times this spring and summer.</p> <p>Ideally, we would like to have 5 to 8 individuals per session.</p>
<p>Internet Matters</p>	<p>Internet matters is a brand-new program created by ABC Life Literacy that supports those who struggle with the internet. The modules in this program include what can you do online, staying safe online and using different online tools including google maps, zoom, etc.</p> <p>It is geared more toward older individuals but can also be taught to anyone who struggles with general computer knowledge. The nice thing about doing this in a smaller group is that we can focus on specific needs (ie. How to order groceries from the Independent, etc.)</p> <p>This program is not as long as the Money Matters program and can be completed in two sessions.</p>	<p>There is no specific date set right now, hopefully the next group session will be early June.</p>
<p>Digital Tech Fridays</p>	<p>This was quite popular in 2018/19 and we are going to bring it back. Essentially, every Friday a new digital literacy topic will be chosen to “teach” We will be releasing a calendar with each month’s topics listed. They will include everything from how to create a secure password to</p>	<p>This will be starting June 10th</p>

	<p>attaching a photo or document to an email.</p> <p>Each session will start with a quick lesson or tutorial, followed by some time to use on-site computers to practice or ask questions.</p>	
Group Study & Review	<p>This is a weekly opening in our calendar for current ALPP learners as well as individuals who are updating their skills with other literacy programs to come in and receive extra help and work with others who are also trying to upgrade their skills.</p> <p>With everything having gone to one-on-one, we started implementing this in order to give people the opportunity to connect with others. We have found that a lot of learners feel alone in their studies and this provides a bit of relief and the ability to connect with those who can relate.</p>	<p>Every Wednesday from 12 – 3pm</p> <p>We are hoping to be able to do this one Saturday a month and have chosen the last Saturday of each month as the set date.</p>
Book Club	<p>In June we will be starting an ALPP book club.</p> <p>Members won't need to be current learners, everyone is welcome. Our focus will be on books that are impactful but maybe a bit of an easier read.</p> <p>We are working with the library and have reserved book club collections and will be able to hand them out at the centre for those interested.</p>	<p>Book club meetings will be held the last Monday of every month at 1pm.</p>
Specialty Programming	<p>We are lucky to be connected to numerous other curriculum developers through local Literacy Networks. As different programs are developed and released, we may schedule sessions to see how they are received by community.</p> <p>We also have the ability to create bespoke programming for a specific need. For example, we are currently talking to Durisol in Mitchell about setting up literacy programming for current staff to help them rise within the organization</p>	<p>NA</p>

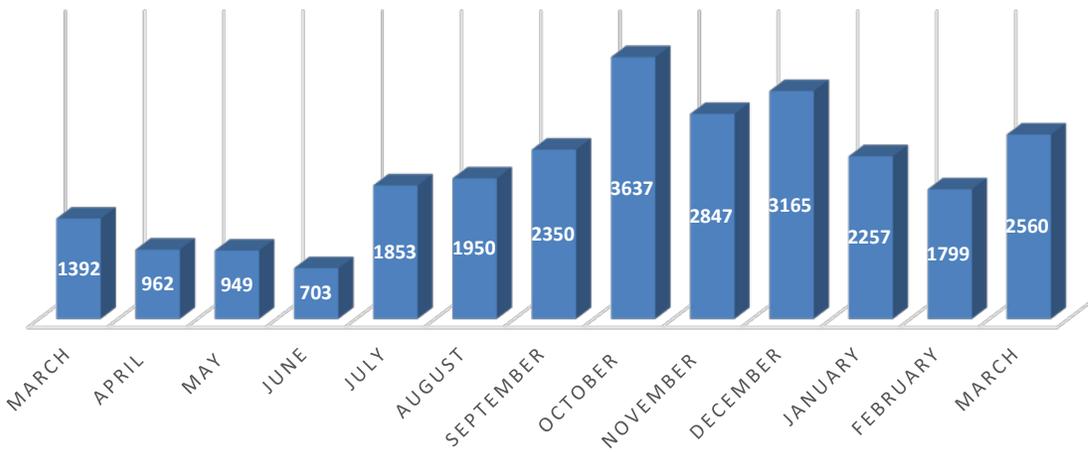
	and also FestivalHydro to support with some Excel training for Customer Service staff.	
<b>One on One</b>		
GED Preparation	<p>Our GED programming starts with ensuring that the GED is the best path for the learner in question. If it is, we run through an GED assessment and create a plan with specific tasks, targets and timelines.</p> <p>Individuals work through their plan and can set up one-on-one sessions or join us for group sessions on Wednesday. Although we do like to set goals, nothing is set in stone and each learner is encouraged to spend as much time covering each topic/lesson as they need. At the end of their time with us we can help them register for their GED and help arrange accommodations if needed with our GED liaison.</p> <p>Our GED Programming is specific to the Canadian GED and we have resources and lesson plans for all five sections of the test.</p>	Individuals can schedule one-on-one sessions as often as needed. Ideally, we like to see our learners at least once a week. Sessions generally last an hour but accommodations can be made if more time is needed.
Education Upgrading	<p>Education Upgrading covers a number of different areas. Often if someone is applying to a college as a mature student they will be required to complete a literacy test, this may indicate areas where they need some refreshing, we can help with that refreshing before their program will accept them.</p> <p>We've also had people who just on their own have decided to come and see us because they've always struggled with something (ie. Reading, math, etc) and want to improve for their own self-esteem. Whatever the reason is, we work with them to create a plan and develop their learning path to get to their ultimate goal.</p>	Individuals can schedule one-on-one sessions as often as needed. Ideally, we like to see our learners at least once a week. Sessions generally last an hour but accommodations can be made if more time is needed.
Digital Technology Training	We also offer one-on-one digital tech training. We have programming that is broad in scope (The Internet or Computer	Individuals can schedule one-on-one sessions as often as needed. Ideally, we like to see

	<p>Basics) and also curriculum based on specific applications (Microsoft Word, Google Docs, Excel, Zoom, etc.)</p> <p>The nice thing about doing digital tech one-on-one is that we can get more nuanced with the needs. For example, if someone is working in an office and they are instituting Microsoft Teams, we can work with them to make sure they are comfortable with Teams. This can also be taken one step further and used in a small group as well. So if that same company was bringing in Teams and wanted to do some training for their staff, we could do that as well.</p> <p>With digital tech our resources are seemingly endless. There is curriculum for most applications and widely used websites, so we have had as much luck in helping with very specific needs as we have had with the more broader “how do I use a computer” need.</p>	<p>our learners at least once a week. Sessions generally last an hour but accommodations can be made if more time is needed.</p>
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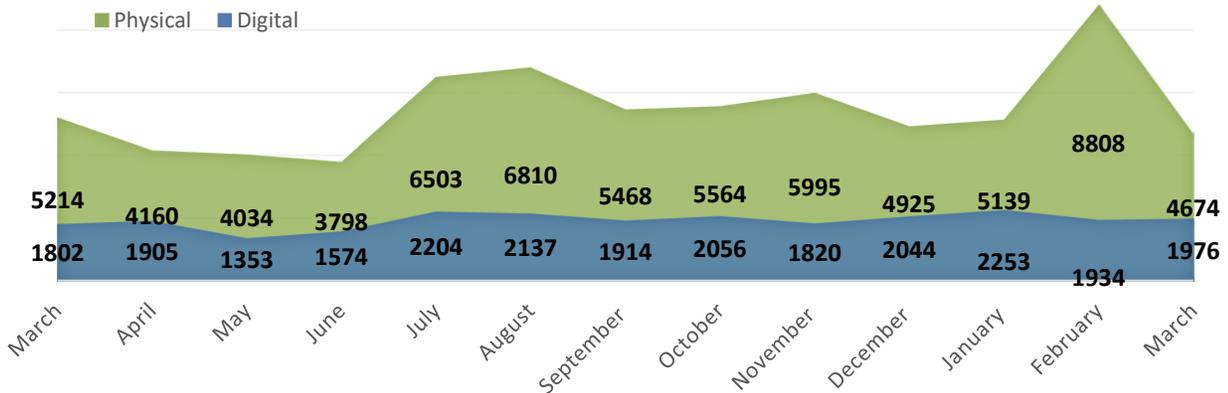
## PROGRAMMING



## LIBRARY VISITORS



## MONTHLY CIRCULATION



# March in Review

St. Marys Public Library  
June 2, 2022



**2560**  
VISITORS TO THE  
LIBRARY



**13**  
PROGRAMS  
OFFERED



**63**  
PROGRAM  
VIEWS +  
ATTENDANCE



**400**  
Database  
Sessions

**1976**

E-BOOKS  
CHECKED OUT



**4542**  
TIMES ITEMS  
WERE CHECKED OUT



**1470**  
FACEBOOK  
FOLLOWERS



**19,915**  
WEBSITE VISITS



Bibliocommons  
Sessions

**2900**

**1619**

ACTIVE  
PATRONS



**69**  
NEW PATRONS (YTD)



## St Marys Public Library

15 Church St. N., PO Box 700  
St. Marys, Ontario N4X 1B4 | 519-284-3346  
[www.stmaryspubliclibrary.ca](http://www.stmaryspubliclibrary.ca)



## Operating Budget vs. Actual - Groupings 2022

### **LIBRARY**

	2022	2022	\$	
			Variance	% of Annual
	YTD Actuals	YTD Budget	Fav (Unfav)	Budget Used
<b>REVENUE</b>				
DONATIONS	(12,204)	<b>(1,200)</b>	11,004	1,017%
FEES, CHARGES & PROGRAM REVENUE	(1,789)	<b>(2,000)</b>	(211)	89%
GRANTS	-	<b>(15,830)</b>	(15,830)	-
REVENUE FROM MUNICIPALITIES	-	<b>(67,620)</b>	(67,620)	-
<b>TOTAL REVENUE</b>	<b>(13,993)</b>	<b>(86,650)</b>	<b>(72,657)</b>	<b>16%</b>
<b>EXPENSE</b>				
ADVERTISING, MARKETING & PROMOTION	-	<b>1,500</b>	1,500	-
CONFERENCES, SEMINARS & TRAINING	-	<b>5,610</b>	5,610	-
CONTRACTED SERVICES	8,800	<b>17,772</b>	8,972	50%
MATERIALS & SERVICES	20,885	<b>113,330</b>	92,445	18%
PROFESSIONAL FEES	-	<b>612</b>	612	-
PROGRAM EXPENSE	2,079	<b>3,060</b>	981	68%
REPAIRS & MAINTENANCE	-	<b>3,060</b>	3,060	-
SALARIES, WAGES & BENEFITS	143,269	<b>459,221</b>	315,952	31%
SUPPLIES	1,508	<b>8,160</b>	6,652	18%
INTERNAL EXPENSE	-	<b>15,594</b>	15,594	-
<b>TOTAL EXPENSE</b>	<b>176,541</b>	<b>627,919</b>	<b>451,378</b>	<b>28%</b>
<b>RESERVE TRANSFERS</b>				
TRANSFER TO (FROM) RESERVES	-	<b>2,664</b>	2,664	-
<b>TOTAL RESERVE TRANSFERS</b>	<b>-</b>	<b>2,664</b>	<b>2,664</b>	<b>-</b>
<b>TOTAL</b>	<b>162,548</b>	<b>543,933</b>	<b>381,385</b>	<b>30%</b>



## Operating Budget vs. Actual - Groupings 2022

### ADULT LEARNING

	2022	2022	\$	
			Variance	% of Annual
	YTD Actuals	YTD Budget	Fav (Unfav)	Budget Used
<b>REVENUE</b>				
FEES, CHARGES & PROGRAM REVENUE	-	(14,350)	(14,350)	-
GRANTS	(53,280)	(145,268)	(91,988)	37%
<b>TOTAL REVENUE</b>	(53,280)	(159,618)	(106,338)	33%
<b>EXPENSE</b>				
ADVERTISING, MARKETING & PROMOTION	-	3,060	3,060	-
COMMUNICATIONS	352	1,020	668	35%
CONFERENCES, SEMINARS & TRAINING	-	750	750	-
<b>MATERIALS &amp; SERVICES</b>				
01-7500-5110 TRAVEL/MILEAGE	63	250	187	25%
01-7500-5120 MEMBERSHIPS	113	250	137	45%
01-7500-5990 MATERIALS & SUPPLIES	-	500	500	-
01-7500-7300 RENT	4,323	9,000	4,677	48%
<b>TOTAL MATERIALS &amp; SERVICES</b>	4,499	10,000	5,501	45%
PROFESSIONAL FEES	-	1,000	1,000	-
SALARIES, WAGES & BENEFITS	36,132	138,839	102,707	26%
<b>SUPPLIES</b>				
01-7500-5100 OFFICE SUPPLIES	646	3,500	2,854	18%
01-7500-5305 JANITORIAL SUPPLIES	-	2,121	2,121	-
<b>TOTAL SUPPLIES</b>	646	5,621	4,975	11%
<b>UTILITIES</b>				
UI2 HYDRO	-	2,222	2,222	-
<b>TOTAL UTILITIES</b>	-	2,222	2,222	-
INTERNAL EXPENSE	-	3,556	3,556	-
<b>TOTAL EXPENSE</b>	41,629	166,068	124,439	25%
<b>RESERVE TRANSFERS</b>				
TRANSFER TO (FROM) RESERVES	-	(4,000)	(4,000)	-
<b>TOTAL RESERVE TRANSFERS</b>	-	(4,000)	(4,000)	-
<b>TOTAL</b>	(11,651)	2,450	14,101	(476%)

# 2021 ANNUAL REPORT



The  
PERTH COUNTY  
INFORMATION  
NETWORK

# 21

# 2021 at a Glance

Through another year of extraordinary circumstances, the Perth County Information Network proved once again that our dedication to providing excellent customer service, valuing access to equitable library services, and setting long term goals not only guided us through unpredictable circumstances, but granted us to thrive.

PCIN libraries were able to provide core library services while navigating staffing levels and evolving COVID-19 regulations. The courier van, which celebrated its first anniversary in the Summer, travelled over 29,120 kilometers, and delivered over 93,800 items between our five library systems.

While library staff and patrons accommodated new procedures, one constant remained at the forefront, staff dedication to providing continuous services to meet the evolving needs of our communities. One of the emergent needs PCIN was eager to assist our community with was offering access for printing of vaccine receipts, free of charge. In addition, our libraries were excited to introduce new and unique collections including Wi-Fi hotspots, provincial park passes and kayaks.

Perth County Information Network is optimistic about 2022, as management and staff look to the future of library services.

**93,881** items shared between libraries

## PCIN in 2021 by the NUMBERS

**1991**  
new card holders

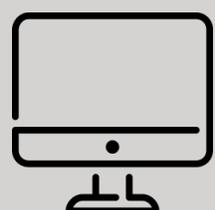
**12,785**  
cards were used  
to check out  
physical and/  
or access digital  
collections

 **372,327**  
physical  
materials  
circulated

 **164,882**  
digital  
materials  
circulated

 **234,313**  
requests  
filled

 **30,190**  
attended  
1,067 in persons &  
virtual programs

 **> 25,600**  
people accessed  
public Internet and wifi

**>1,099,000** transactions

# Library of Things

Our libraries continue to expand their collections to include a variety of items that promote recreation, fitness and digital literacy.

- light therapy lamp
- tennis rackets
- kayaks
- provincial and local park passes
- pool passes
- seeds
- puzzles & board games
- wireless hotspots
- vinyl cutter & heat press
- 3D design mouse
- digital drawing tablet
- video games

Collections vary by library location



Kayaks borrowed from St. Marys Public Library



over 10,000 vaccination receipts were printed for members of our community



Story Walk with West Perth Public Library



Eric, MarkerSpace Assistant at Stratford Public Library

# Member Updates

## NORTH PERTH PUBLIC LIBRARY

In 2021, NPPL had three major accomplishments to take services to the next level. We successfully met provincial standards of a public library through the OPLB's (Ontario Public Library Board) re-accreditation process. This included a full review of policies and procedures, and an evaluation of the library spaces at all three sites. Our library board also passed the motion to move to a fine free model of service to truly achieve the library's mission of "We connect" further into our community. We continued to provide innovative and dynamic library service throughout the challenges and changes that the COVID-19 pandemic presented. | Ellen Whelan, Interim CEO

## PERTH EAST PUBLIC LIBRARY

Our mission at PEPL is to build community by providing space that inspires discovery and lifelong learning. In 2021, PEPL was excited to offer wi-fi hotspots and local and provincial park passes. Additionally, the library board and staff adapted library services and programs as they navigated another year of changing COVID-19 regulations. Interim CEO, Allie Fallis, and library staff were successful in acquiring funds for a StoryWalk project that we plan to roll out in 2022. Library staff are optimistic about the future, and look forward to continue providing their community with opportunities for lifelong learning. | Kendra Roth, CEO

## ST MARYS PUBLIC LIBRARY

The continuation of the pandemic was our impetus to think of ways to offer library services "outside of the box". We began loaning five kayaks, which have proven very popular with locals and tourists. We were involved in events and the adoption of our Town's official, locally designed flag to honour Every Child Matters. Our technology grew to include a 3D printer, sewing machines, a keyboard, and a Cricut cutter and heat press. We continue to share these exciting tools with our community and enjoy watching them create! SMPL had a successful first annual "Love Your Library" event during Ontario Public Library week and we thank our Friends of the Library for assisting as always to make the library a wonderful place. | Sarah Andrews, CEO

## STRATFORD PUBLIC LIBRARY

In 2021 SPL embraced the development of partnerships and the improvement of its building and services. In partnership with the Perth Community Futures Development Corporation, our MakerSpace expanded its services to offer more support to local entrepreneurs and small businesses. SPL also launched Immigrant Services, with the YMCA of Three Rivers, to support the Newcomer Community in Stratford. To help with physical accessibility, we were happy to add more parking spaces and automated door openers. Finally, we entered into a partnership with the Stratford and District Horticultural Society to embark on a redesign of the Library's front garden space, with completion to take place in Spring 2022. | Julia Merritt, CEO

## WEST PERTH PUBLIC LIBRARY

In 2021, WPPL received our provincial re-accreditation through the Ontario Library Service. We extended our open hours to 54 hours per week and added two new part time staff positions. A new website and logo were launched, giving the library's brand an updated look. Our collections were enhanced with the addition of a young adult graphic novel collections, digital magazines and a subscription to Creative Bug. Our programs went out into the community with activities happening at Mitchell Lions Park, and Story Walks at the Wetlands showcasing children's books from local authors. Lastly we launched a mobile print service where you can submit a print job from home or school, 24/7. | Rosemary Minnella, CEO

For more information about PCIN and partnership opportunities:

**[perthcountylibraries.ca](http://perthcountylibraries.ca)** Kendra Roth, PCIN Management Chair  
519-595-8395 [kroth@pcin.on.ca](mailto:kroth@pcin.on.ca)



# St. Marys Public Library

## Strategic Plan

### 2022-2026



## **Our Strategic Plan**

The St. Marys Public Library Strategic Plan 2022-2026 provides an overview of our direction over the next four years to support the community and build back stronger following the last two years of the pandemic. The Library Board works to set this direction, provides governance and empowers the Library CEO to actively achieve these goals. We will use this plan to ensure that library services are meeting the evolving need of our community. Five key areas for growth are:

- Building Strong Community
- Diverse and Accessible Library Collections
- Dynamic and Accessible Library Spaces
- Fun and Inclusive Programs and Services
- Engaging and Supportive Lifelong Learning

We will actively move forward with our strategic initiatives and grow our community while being mindful of our deeply rooted foundational beliefs articulated in our Mission, Vision and Values Statements.

## **Mission, Vision, and Values Statements**

Our Library has revisited and refreshed our statements to reflect the work the community and the Library Board wants to achieve.

### **Our Mission**

The St. Marys Public Library provides free and equitable access to library services and promotes universal access to a broad range of knowledge, experience, information and ideas in a welcoming and supportive environment. New technologies extend access to global information beyond the Library walls.

### **Our Vision**

Our Library encourages the spirit of exploration, the joy of reading and the pursuit of knowledge for people of all ages and backgrounds, beginning with the very young.

Our Library is a gathering place that connects people to each other, to their community, and to their hopes and dreams.

Our Library treasures the past and works to build a sustainable future that is full of possibilities.

Our Library is a strong community resource that promotes and enriches the democratic, cultural, educational and economic life of our municipalities.

## Our Values

**Stewardship, Sustainability and Accountability:** Managing our resources effectively and responsibly toward a sustainable future.

**Creativity:** Encouraging innovation and the development of skills for a twenty-first century citizen.

**Accessibility:** Ensuring equitable and inclusive access to services, information and facilities by all members of our communities.

**Respect and integrity:** Valuing individual needs, experiences and differences, and conducting ourselves in an ethical and professional manner.

**Community Connectedness:** Providing quality services that meet the needs of the greater community and defining our role through close relationships with community partners and the Town.

**Intellectual Freedom:** Protect the free exchange of information and ideas.

**Literacy and Lifelong Learning:** Enriching lives through the joys of reading and continuous learning by supporting the kinds of literacies necessary to be a successful citizen.

**Teamwork:** Fostering a work culture that advocates innovation, leadership, cooperation, communication, respect, support and training.

**Heritage:** A deep appreciation for the community and its heritage and the role that our library has played within the Town.

## Moving our Strategic Directions Forward – Our Initiatives

### 1. Building Strong Community

Firstly, by focusing on Community Connections, we will build on the belief that “together we are stronger” and will seek out and develop collaborative relationships with organizations and groups within our wider community. Our library is for all community members in St. Marys and Perth South, including community members who face challenges and barriers in a variety of ways. The Library has the ability to level the playing field for many members of our community, and we will work to promote our services to improve the quality of life for all residents. We will use advocacy to relay the continuing value and relevancy of the library.

### 2. Diverse and Accessible Library Collections

We will grow our Library Collections, and will provide our community with the diverse, interesting and accessible collection they want. We will keep up to date on emerging trends in publishing and formats of providing entertainment, literacy, and knowledge to our community. We will grow our paper and electronic offerings and ensure timeliness, relevance and representation of experience, thought and perspective.

3. **Dynamic and Accessible Library Spaces** are a key focus for our library and as the community grows, we will grow with it. We will provide welcoming and accessible gathering places that highlight our heritage. Our spaces will welcome a variety of activities and community partners to meet the needs of the community, including those who face barriers. We will maximize the community’s investment and increase access for all.
4. **Fun and Inclusive Programs and Services** are a core part of the work our library does to contribute to our communities’ richness and experience. These include programming for all ages and experiences. Programming that speaks to diverse experiences and represents a wide array of thought, new perspectives and encourages community learning will be our focus. Whether they are storytimes filled with stories, songs and squeals of delight, information programs exploring new flavours or author readings which open our eyes to our community and the world beyond, the library will seek to offer engaging opportunities to connect. We will work with our county and regional partners to open up the world to our community and showcase our community to the region.

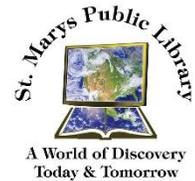
#### 4. Engaging and Supportive Lifelong Learning

We will encourage and support a love of reading, lifelong learning, intellectual freedom and inclusivity by providing access to materials, experiences and perspectives that encourage thought, discussion and connection. We will inspire individual and community learning, support the community through programs and services that help them achieve their goals, and strive to remove barriers to their success. We will welcome new community members and engage those transitioning into new life stages and learning opportunities and support their success. We will offer supports that are flexible, responsive and accessible.

This approach to learning will include encouraging our own staff to be innovative, active members of the community and supporting our CEO to nurture them for long term success.

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# St. Marys Public Library



Policy Type: **Operational**

Policy Number: OP-14

Policy Title: **The Library and Political Elections**

Policy Approval Date: June 2, 2022

Policy Review Date: 2026

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## 1. Objective

- 1.1 The Library must act and appear to act in a non-partisan way at all times, but especially during elections, while supporting the democratic process, freedom of expression and informed discussion on political issues. The Library must comply with legislation related to elections. These regulations are included in the Municipal Elections Act, 1996 as amended by Bill 181, the Municipal Elections Modernization Act, 2016. Specifically, Clause 88.18 Use of municipal, board resources states:

*Before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period.*

- 1.2 The purpose of this policy is to provide a consistent and clear approach on how Library resources can and cannot be used during governmental and/or political elections.

## 2. Scope

- 2.1 This policy applies to Board members, employees and volunteers of the Library in their dealings with candidates, political parties and electors, and the use of Library resources during the campaign periods for municipal, provincial and federal elections.

## 3. Fundamental Principles

- 3.1 St. Marys Public Library stands by and supports intellectual freedom—the dissemination of information and ideas without fear of persecution. The Library strives to engage and encourage discussions that impact civil, social, economic or political issues in an equitable, neutral and just manner for those seeking elected office. The Library will balance the freedom of expressions and assembly, and will not provide any unfair advantage to any candidate.

## 4. Campaign Contributions

- 4.1 In accordance with the *Municipal Elections Act*, Section 70(4), the *Elections Finances Act*, Section 16(1), and *Canada Elections Act*, Section 404(1), the Board may not make a contribution to

the campaign of any candidate or political party in the form of money, goods or services.

## 5. Use of Library Resources and Property

- 5.1 All candidates and political parties have equal access to publicly available resources and services of the Library.
- 5.2 Meeting rooms **may not be rented with the intent of promoting one particular political party** in accordance with the ~~St. Marys Public Library Circulation Services 6.6 Meeting Room Policy.~~
- 5.3 Candidates cannot use equipment, supplies, staff or other operational resources of the Library outside of typical user services (i.e. Photocopying, faxing, computer usage), nor may they use the Library's logo, slogan, or other similarly branded Library resources or property in any campaign material including printed literature, signage and websites.
- 5.4 'All-candidates' meetings can be held at the Library, either as a Library program or sponsored by another group, provided that all candidates are invited to attend such meetings. A candidate cannot be featured or promoted in association with any other regular Library program or event.
- 5.5 Candidates and political parties are permitted to distribute campaign materials on public street sides and sidewalks around the Library, unless prohibited by a municipal by-law or election policy.
- 5.6 Library resources may not be used to support, endorse, or otherwise provide unfair and unequal advantages to candidates or supporters of candidates
- 5.7 In accordance with the *Canada Elections Act* section 81.1(1) federal election candidates or their representatives are allowed to campaign in facilities that are available for free to the public. ~~During municipal and provincial elections candidates will be granted the same right to campaign in the Library.~~
- 5.8 No election sign, poster specific to a candidate or political party, brochures or any advertising can be posted on the grounds of the Library or in the Library building.

## 6. Employee and Volunteer Participation in Election Campaigns

- 6.1 Any employee working in the Library who is running as a candidate in the municipal election will comply with Section 30 of the *Municipal Elections Act*.
- 6.2 A Library employee or volunteer involved in a political campaign must be politically neutral in carrying out his or her Library duties and must not participate in campaign activities during his or her working hours. Furthermore, they will comply with the following:
  - 6.2.1 Will not campaign or actively work in support of an election, candidates or political endeavours during working hours unless they are on a leave of absence without pay, lieu time, float day or vacation leave
  - 6.2.2 Employees may engage in election related activities as long as those activities are separate from their official positions and duties. Political activities must not have an impact (perceived or actual conflicts of interest) on an employee's day-to-day work.
  - 6.2.3 Employees and volunteers will not use resources owned by the Library
  - 6.2.4 Library volunteers will not participate in election campaigns during hours which have been

- agreed upon as volunteer services to the Library
- 6.2.5 While at work staff will not wear anything that promotes a specific candidate or party. They will not post, distribute or promote any election candidate or party while on library property

## 7. Library Board Members as Candidates

- 7.1 Board members may continue their Library board responsibilities when they are running for office.

## 8. Requests for information about the Library

- 8.1. The CEO will coordinate requests for information about the Library received from candidates or political parties.
- 8.2 Information that is provided by the Library to one candidate or political party will be provided to all other candidates and political parties upon request during an election.
- 8.3 Any candidate or political party may request a meeting with the CEO or tour of the Library.

## Related Documents

St. Marys Public Library Circulation Services 6.6 Meeting Room Policy

Relevant Legislation

Federal:

Canada Elections Act

Provincial:

Election Act, R.S.O. 1990, c. E.6

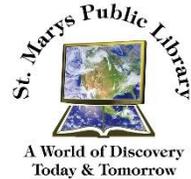
Election Finances Act

Municipal:

Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched.

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# St. Marys Public Library Adult Learning Department



Policy Type: Operational

Policy Number: OP-04

Policy Title: Training Support Policy

Policy Approval Date: June 2022

Policy Review Date: June 2026

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## 1. Objective

In accordance with the **Ministry Labour, Training, and Skills Development** Agreement and the Service Provider Guidelines for the Literacy and Basic Skills program, provisions are in place to offer training supports for learners who are registered with the Adult Learning Programs of Perth (Adult Learning). Training Support is available as a means of reducing and removing barriers to participation in the Literacy and Basic Skills program.

## 2. Policy Statement

2.1. This policy sets out the process that staff use to provide Training Support to Learners.

## 3. Types of Coverage

- 3.1. As outlined in the **Ministry Labour, Training, and Skills Development** Agreement for Literacy and Basic Skills, Training support is available for the following:
- Child Care;
  - Transportation;
  - Academic Credential Assessment;
  - Accommodation(s) for persons with disabilities; and
  - Other subsidy requests.

## 4. Cost Coverages

- 4.1. Learners who receive support from Ontario Works, Ontario Disability Support Program, Workplace Safety and Insurance Board or any other government funded agencies may not be eligible for Training Support if support is covered by those outside agencies;
- 4.2. Training support is only intended to subsidize the list of coverages stated within this policy. It is provided to assist with costs that are a barrier to attending the Adult Learning Program;
- 4.3. Child Care Expenses:
- May be covered up to a rate of \$5.00 per hour per child up to \$25.00 per day; and
  - Are eligible for reimbursement provided the Child Care Providers are not the spouse or relatives living with learners.

- 4.4. Mileage:
- a. May be provided to Learners who live outside the catchment area of St. Marys or Stratford; and
  - b. Mileage may be reimbursed at a rate of up to \$0.30 per kilometer, to a maximum agreed upon by the Program Coordinator and Chief Executive Officer of Library Services.
- 4.5. Taxi Fare may be subsidized:
- a. If the weather is not suitable, within reason, for walking;
  - b. If the distance from the Learner's residence to the Literacy and Basic Skills classroom is greater than one and one-half (1.5) Kilometer; and
  - c. If the Learner is physically unable to walk due to an injury, illness or other medical condition.
- ~~4.6. Academic Credential Assessment:~~
- ~~a. May be subsidized up to \$100 for the application fee to write the Grade Twelve Equivalency Exam (G.E.D.); and~~
  - ~~b. Subsidy amount will be determined based on criteria set forth by the Administration.~~
- 4.7. Other Subsidy Requests
- a. Learners may request a subsidy for ~~additional support other than listed above~~. Provided the request is reasonable and specific to the learner's ability to use the service, a funding request will be considered for approval by the Administration; and
  - b. Funding for subsidy requests are based on the financial capacity of the Adult Learning annual budget. As such, the Adult Learning Program is not obligated to cover any subsidy costs within this policy, including other subsidy requests.

## 5. Payment of Expenses and Documentation

- 5.1. Adult Learning will maintain supporting documentation for all training support disbursements, including learners' applications for training support, attendance records, original receipts, type of expense, and amounts paid out;
- 5.2. As per the Canada Revenue Agency requirements regarding taxable benefits, Training Support is taxable under *The Income Tax Act*. T4A slips will be issued to Learners receiving Training Support in excess of \$500.00 per year;
- 5.3. The Adult Learning Centre follows the Town of St. Marys procedures and policies regarding finances and payments. In order to process payment of Training support, Learners must complete a direct deposit form and attach a void cheque;
- 5.4. Along with 5.1., Learners must sign a Training Support invoice for any support provided. This will also be signed by staff and act as proof of Training Support reimbursement submission. This is a Ministry mandate;
- 5.5. Taxi fares will be approved by the Adult Learning Program. The coordinator of the program will set up a payment plan through the local taxi company should learners be approved for this reimbursement;
- 5.6. Child Care will be reimbursed monthly, upon Learner approval. Learners will complete a reimbursement claim form and submit to Adult Learning Coordinators; and
- 5.7. Parking tokens and bus tickets will be provided to learners who drive a personal vehicle or take public transit. Upon approval, tokens/tickets will be provided to learners up to a maximum determined by the Program Co-ordinator.

## Related Documents

*Ministry Labour, Training, and Skills Development Agreement*  
 Service Provider Guidelines for the Literacy and Basic Skills

## **History**

Date of Creation: May 2019

Date of Latest Board Approval: 2022

Date(s) of Revision(s): 2022

Date of next scheduled review: June 2026



## Board Legacy Survey 2022

1. What do you see as the board's major successes during this term?
2. What do you see as the board's major challenges currently?
3. What are the board's strengths?
4. What are the board's weaknesses?
5. What skills does the board need looking to the future?
6. What would you have liked to know before you joined the board?
7. If you don't mind me asking, do you intend to remain on the board for the next term?
8. What board committees would you like to sit on in the future (if you plan to reapply)?