



Agenda
Library Board

September 15, 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 September 15, 2022 regular meeting of the St. Marys Public Library Board be approved as presented.

4. **CLOSED SESSION**

RECOMMENDATION

That the Library Board move into a session that is closed to the public at _____ pm as authorized under the Public Libraries Act, Section 16.1(4)(b) personal matters about an identifiable individual, and (d) labour relations or employee negotiations.

- 4.1. **Minutes CLOSED SESSION**

- 4.2. **ADMIN 46-2022 CONFIDENTIAL 2022 Library CEO Performance Review**

5. **RISE AND REPORT**

RECOMMENDATION

That the Library Board rise from a closed session at _____ pm.

6. DELEGATIONS

None

7. CONSENT AGENDA

RECOMMENDATION

That consent agenda items 7.1 through 7.6 be approved as presented.

7.1. Acceptance of Minutes	4
7.2. CEO Report	6
7.3. Library Statistics	8
7.4. Adult Learning Monthly Report	10
7.5. Financial Report - Library	12
7.6. Financial Report - Adult Learning	16

8. NEW AND UNFINISHED BUSINESS

8.1. Strategic Plan Draft	18
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RECOMMENDATION

THAT the Library Board accept this report, and;

THAT the Library Board approve the draft Strategic Plan to be shared with the new Library Board for their approval.

8.2. Board Legacy Survey Report	24
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RECOMMENDATION

THAT the Library Board accept this report.

8.3. Program Policy Review	28
8.4. Collections Policy Review	33
8.5. 2022-23 Holiday Schedule	38

8.6. Perth South Agreement

39

RECOMMENDATION

THAT the Library Board accept this report, and;

THAT the Library Board approve the signing of this agreement to continue our support of Perth South with our library services.

8.7. Database Purchases 2023

41

RECOMMENDATION

THAT the Library Board accept this report, and;

THAT the Library Board approve the use of donation funds to pay for the PressReader database for one year.

9. ROUNDTABLE DISCUSSION

9.1. Friends of the Library Report

10. UPCOMING MEETINGS

11. ADJOURNMENT

RECOMMENDATION

That the September 15, 2022 regular meeting of the St. Marys Public Library Board be adjourned at _____ pm.



Minutes

Library Board

August 3, 2022

6:45 pm

Video Conference

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

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

1. CALL TO ORDER

The August 3, 2022 Special Meeting of the St. Marys Public Library Board was called to order at 6:47pm by Board Chair C. Atlin.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Joyce Vivian

Seconded By Reg Quinton

That the agenda for the August 3, 2022 special meeting of the St. Marys Public Library Board be approved as presented.

Carried

4. CLOSED SESSION

Moved By Reg Quinton

Seconded By Lynda Hodgins

THAT the Library Board move into a session that is closed to the public at 6:51pm as authorized under the Public Libraries Act, Section 16.1(4) (a) security of the property of the Board, and (c) a proposed or pending acquisition or disposition of land by the Board.

Carried

4.1. Adult Learning Relocation

5. RISE AND REPORT

Moved By Reg Quinton

Seconded By Joyce Vivian

THAT the Library Board rise from closed session at 7:57pm.

Carried

Moved By Reg Quinton

Seconded By Joyce Vivian

THAT Adult Learning move forward with an RFP process to secure a new location.

Carried

6. ADJOURNMENT

Moved By Lynda Hodgins

Seconded By Joyce Vivian

THAT the special meeting of the St. Marys Public Library Board be adjourned at 8:01pm

Carried



INFORMATIONAL REPORT

To:	Chair and Members of the Board
Prepared by:	Sarah Andrews, Library CEO
Date of Meeting:	15 September 2022
Subject:	2022-09-01 CEO Monthly Report

PURPOSE

To provide the Library Board with an overview of operational project and updates since the last meeting June 2, 2022.

[Click here to enter text.](#)

REPORT

Staff

The Library has received a letter of resignation from Salina Bortollon-Perry effective Friday August 23rd. She has been completing a contract at the MOC as a Document File Clerk. The part-time position at the Library has been temporarily covered by one of our casuals, Meaghan Everett. The position with the Library was posted August 16th and the position will be filled early this Fall.

Collections

The Library began lending Pickleball sets to patrons in August, which contain two rackets, balls in a carrying case. Other non-traditional items that we are currently lending include tennis rackets and balls, fishing rods with tackle kits, MiFis, a laptop, etc.

Databases

The list of electronic databases available to libraries through the OLS consortium for 2023 will be available shortly. The deadline for selecting choices is October 19th. The price list for 2023 will be released September 14th. Attached is a report outlining some suggestions for our collection for 2023.

Programs

Movies in the Park - We have hosted four movies since our last meeting, welcoming the community to Cadzow Park to enjoy popcorn and a film. Attendance was the following: June 30th hosted 300 people to see Spiderman, 100 people to see Bad Guys on July 15, 60 people to see Encanto July 29, 75 people to see Sing2 on August 19, and 100 people to see Jurassic World on September 2. We have one final film, Lightyear, on September 16th.

Drag Queen Storytime was held in the library garden July 30, 2022. 20 people attended included several families with young children. Afterwards there was a meet and greet to socialize, have a treat and play games. Positive feedback was received from participants. A man was present, silently protesting the event while holding religious quotes, but families did not interact with him and the

presenters did not feel threatened. The event was sponsored by Huron-Perth PRIDE and they are very keen to continue to work with our Library on future events. The Friends of the Library have offered to host next year's event.

Summer Reading Program - Our summer reading program was a success again this year. Families could participate in in-person programs held in the Auditorium of Town Hall and could also track their reading on our BeanStack reading software. We held 53 in-person programs and 221 readers participated in tracking. 115,000 minutes of reading were complete this year. Our Summer students were fantastic this year and the children and families really enjoyed them. We thank them and our library program staff for all their hard work!

Yak Shack - Staff have been busy this summer assisting with the kayak rentals. We had moved to an online process this year to ensure we had all required paperwork completed prior to the loan of equipment. There have been some challenges with the software regarding cancellations, and we look forward to making some more improvements to the process for the 2023 season.

Services

The Pyramid Pickup Station

The Funding proposal went forward to Council for approval to use some of the remaining Modernization Funding June 14th. The project was approved pending the selection of a location for the Sports Hall of Fame at the PRC. Once that was confirmed, staff met with Pyramid Centre staff to determine a location for the station. It will be located in the front entrance of the most northern door by the Swimming Pool, against the South wall. Library staff have been in touch with the vendor to confirm a late September install. Before that, staff will be undertaking the work to prepare parts of the collection to be housed in the unit for RFID tagging.

Library Pantry

The Library has received funding for our Pantry from the St. Marys Presbyterian Church. We have received \$3,000 for the next twelve months, to be divided into a monthly allocation for supplies. Staff have confirmed with the Huron-Perth Health Unit that we are good to move forward distributing food through both the pantry and a fridge. The Friends of the Library have offered to purchase a fridge for this purpose as well. Staff hope to have the pantry available to the community in September with the fridge coming near the end of the month, as well as begin to market this service to the community as one more Stonetown Support. The Library CEO has been asked to sit on the Food Security Committee with other service providers, beginning in September.

Partnerships

Perth South

The Library received an installment of funding from Perth South for 2022 on July 25th. (\$34,486.00). A copy of the 2022 Agreement is included in this Board Package.

PCIN

PCIN Managers began meeting in August to review the proposed PCIN budget. It will be going to the PCIN Board Meeting September 14th.

Board Governance

Library staff worked on finalizing the strategic plan documentation, the legacy survey, and some policies for this meeting, as well as working on the orientation material for the new Library Board this summer.

Sarah Andrews, Library CEO

June & July in Review

St. Marys Public Library
September 15, 2022



3000 (June)
2455 (July)
VISITORS TO THE
LIBRARY



7 (June)
7 (July)

PROGRAMS
OFFERED



28 (June)
10 (July)
PROGRAM
VIEWS +
ATTENDANCE

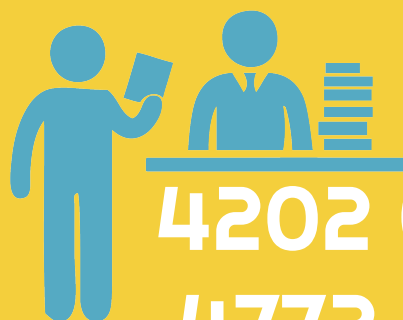
Database
Sessions



3713 (June)
3800 (July)

1973 (June)
2011 (July)

E-BOOKS
CHECKED OUT



4202 (June)
4772 (July)

TIMES ITEMS
WERE CHECKED OUT



Bibliocommons
Sessions

2800 (June)
2933 (July)

1904

ACTIVE
PATRONS
(current)



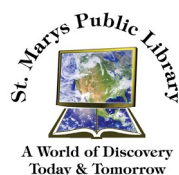
288

NEW PATRONS (YTD)



WEBSITE VISITS

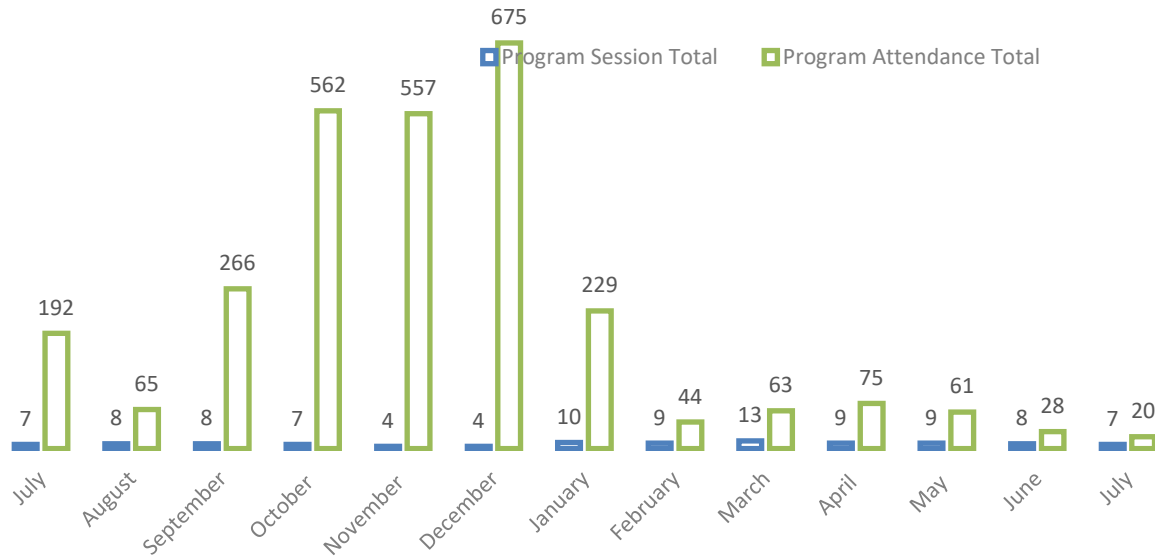
19,233 (June)
20,688 (July)



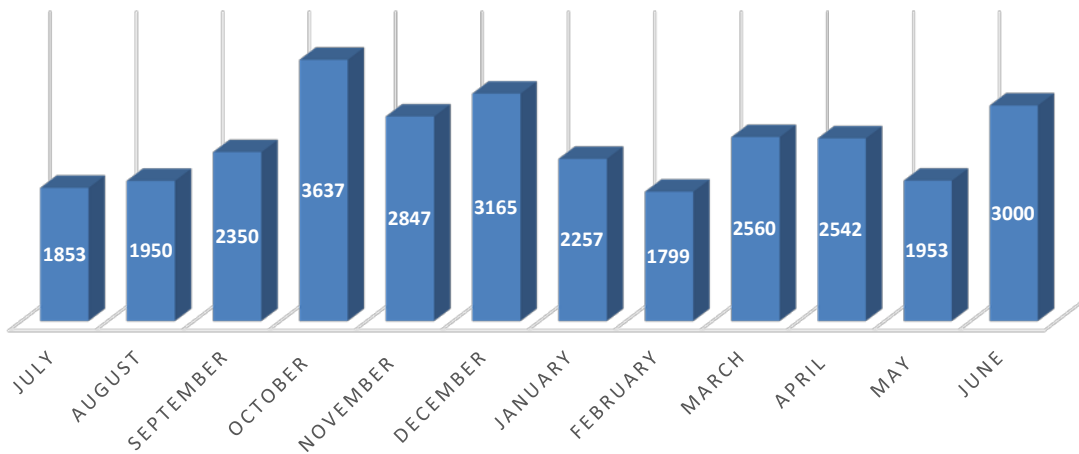
St Marys Public Library

15 Church St. N., PO Box 700
St. Marys, Ontario N4X 1B4 | 519-284-3346
www.stmaryspubliclibrary.ca

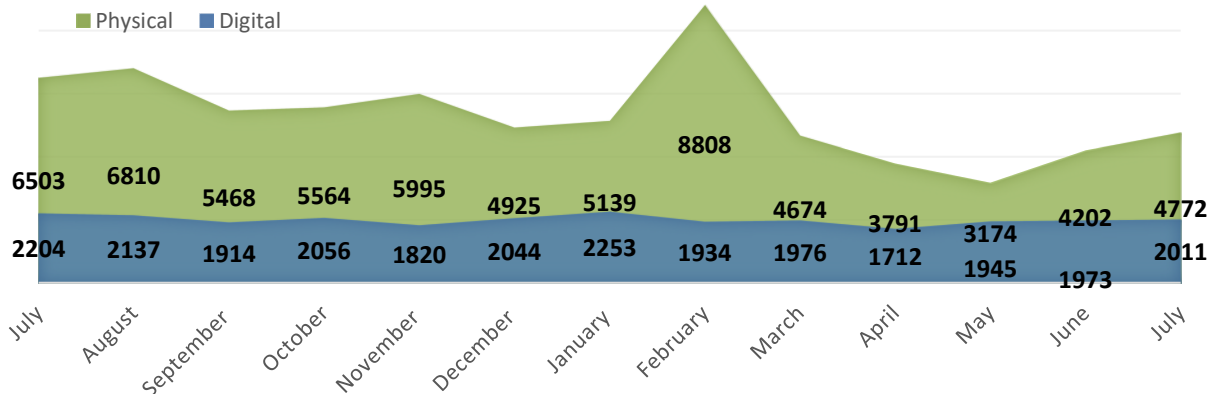
PROGRAMMING



LIBRARY VISITORS



MONTHLY CIRCULATION





INFORMATIONAL REPORT

To:	Chair and Members of the Board
Prepared by:	Sarah Andrews, Library CEO
Date of Meeting:	15 September 2022
Subject:	Adult Learning Program Perth Monthly Report

PURPOSE

To provide the Library Board with an overview of operations of the Adult Learning Program.

RECOMMENDATION

THAT the Library Board accept this report.

REPORT

There is not much to report since our last update. In August we registered two additional learners. There are a few others that have come in for initial meetings recently and we are hopeful that we will be able to register them in the upcoming weeks. Unfortunately, August is a notoriously slow month for new intakes but we are anticipating and already feeling the beginnings of a surge as summer turns to fall and individuals are finding themselves with more time to focus on personal development.

We have been working diligently on finding work-arounds for our current learners due to the ongoing construction on Wellington Street. Although we are onsite and available for learners, we have had some who either find it difficult to find parking or are not eager to walk through the construction zone.

On a more positive note, we have started our pop-ups at The Friendship Centre. There are four sessions scheduled between now and the end of October and the first three are completely booked up with individuals looking for digital tech upgrading. We have also scheduled Excel training sessions with staff at Festival Hydro. This training will take place in the middle to end of October and will result in at least eleven additional learner registrations.

Learner Breakdown

2022/23 Learners	Target	% of Target
37	79	47%

Learner Breakdown by Location

Location	# of Learners
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St. Marys	22
Stratford	11
North Perth	1
East Perth	1
South Perth	0
West Perth	1
Outside Perth	1

Library	Budget Line	Annual Budget	Year to Date	Remaining Budget	January	February	March	April	May
01-7410-4160	ONTARIO SPECIFIC GRANTS (PLOG)	\$ (10,830.00)	\$ -	\$ (10,830.00)	-	-	-	-	-
01-7410-4170	CANADA SPECIFIC GRANTS	\$ (5,000.00)	\$ -	\$ (5,000.00)	-	-	-	-	-
01-7410-4200	REVENUE - PERTH SOUTH	\$ (67,620.00)	\$ -34,486.00	\$ (33,134.00)	-	-	-	-	-
01-7410-4210	FEES/SERVICE CHARGES	\$ -	\$ -11.90	\$ 11.90	-	-	9.51	-	-
01-7410-4215	MEMBERSHIP FEES	\$ -	\$ -7.00	\$ 7.00	-	-	5.00	-	-
01-7410-4221	PHOTOCOPY REVENUE	\$ (1,000.00)	\$ -1,181.22	\$ 181.22	-	149.72	-	83.77	-
01-7410-4405	FINES - OTHER	\$ (1,000.00)	\$ -826.64	\$ (173.36)	-	23.50	-	267.14	-
01-7410-4505	DONATIONS	\$ (1,200.00)	\$ -16,835.17	\$ 15,635.17	-	4,070.70	-	394.10	-
01-7410-4550	OTHER REVENUE	\$ -	\$ -3,676.18	\$ 3,676.18	-	163.40	-	459.00	-
01-7410-4555	REVENUE - FRIENDS OF THE LIBRARY	\$ -	\$ -1,484.48	\$ 1,484.48	-	1,484.48	-	-	-
01-7410-5005	FULL TIME WAGES	\$ 194,101.00	\$ 112,064.99	\$ 82,036.01	7,396.29	10,770.79	14,053.26	14,175.03	14,186.15
01-7410-5006	OVERTIME	\$ -	\$ 486.52	\$ (486.52)	-	-	-	-	-
01-7410-5010	PART TIME WAGES	\$ 172,412.00	\$ 100,754.71	\$ 71,657.29	9,576.96	11,734.52	10,967.82	10,025.11	10,001.56
01-7410-5015	CPP/EI	\$ 25,458.00	\$ 15,336.87	\$ 10,121.13	1,213.47	1,593.01	1,784.34	1,770.62	1,778.25
01-7410-5016	GROUP BENEFITS	\$ 17,337.00	\$ 12,562.61	\$ 4,774.39	3,842.72	1,392.72	1,192.72	1,192.72	1,192.72
01-7410-5017	EHT	\$ 7,171.00	\$ 4,166.58	\$ 3,004.42	332.17	440.77	489.81	473.81	475.53
01-7410-5018	WSIB	\$ 10,121.00	\$ 5,017.63	\$ 5,103.37	393.59	524.37	582.99	563.87	563.58
01-7410-5019	OMERS	\$ 32,621.00	\$ 16,942.48	\$ 15,678.52	1,305.87	1,671.76	1,849.98	1,893.74	3,020.14
01-7410-5050	BOARD RENUMERATION	\$ 1,000.00	\$ 101.76	\$ 898.24	-	-	101.76	-	-
01-7410-5100	OFFICE SUPPLIES	\$ 8,160.00	\$ 2,951.41	\$ 5,208.59	67.00	710.74	-	730.61	-
01-7410-5105	OFFICE EQUIPMENT	\$ -	\$ 99.63	\$ (99.63)	-	-	-	-	-
01-7410-5110	TRAVEL/MILEAGE	\$ 2,369.00	\$ 260.38	\$ 2,108.62	-	-	-	-	68.22
01-7410-5120	MEMBERSHIPS	\$ 700.00	\$ 1,679.21	\$ (979.21)	90.06	1,303.74	-	45.03	-
01-7410-5121	MEMBERSHIP - PCIN	\$ 31,668.00	\$ 28,945.00	\$ 2,723.00	-	-	-	-	-
01-7410-5130	PROFESSIONAL DEVELOPMENT	\$ 5,610.00	\$ 228.96	\$ 5,381.04	-	-	-	-	25.44
01-7410-5135	MEETING EXPENSES	\$ 510.00	\$ 35.44	\$ 474.56	-	-	-	-	-
01-7410-5155	ADVERTISING	\$ 1,500.00	\$ -	\$ 1,500.00	-	-	-	-	-
01-7410-5175	COURIER/FREIGHT CHARGES	\$ 2,040.00	\$ 280.58	\$ 1,759.42	25.29	-	60.98	46.36	36.86
01-7410-5310	CONTRACTED SERVICES	\$ 17,772.00	\$ 8,981.44	\$ 8,790.56	-	99.39	27.07	3,311.56	5,460.17
01-7410-5610	PROGRAM EXPENSES	\$ 3,060.00	\$ 2,703.10	\$ 356.90	612.79	-	809.35	556.92	112.21

01-7410-5700	CAPTIAL BOOK PURCHASES	\$ 60,934.00	\$ 30,889.00	\$ 30,045.00	2,025.42	1,616.36	4,989.76	2,768.16	1,264.85
01-7410-5701	ELECTRONIC SERVICES	\$ 7,701.00	\$ 3,901.97	\$ 3,799.03	1,227.14	-	1,881.10	793.73	-
01-7410-5705	MAGAZINES & NEWSPAPERS	\$ 3,898.00	\$ 3,153.72	\$ 744.28	1,803.19	-	270.43	-	270.43
01-7410-5813	REPAIRS/MAINT - COMPUTER EQUIP	\$ 3,060.00	\$ 1,183.35	\$ 1,876.65	-	-	-	-	-
01-7410-5990	MATERIALS & SUPPLIES	\$ -	\$ 241.00	\$ (241.00)	-	-	-	-	241.00
01-7410-5992	NON TRADITIONAL COLLECTION	\$ 2,000.00	\$ -	\$ 2,000.00	-	-	-	-	-
01-7410-5995	FOL MATERIALS AND SUPPLIES	\$ -	\$ 3,458.40	\$ (3,458.40)	-	-	-	-	-
01-7410-6200	AUDIT FEES	\$ 612.00	\$ -	\$ 612.00	-	-	-	-	-
01-7410-7100	BANK CHARGES	\$ 510.00	\$ 333.71	\$ 176.29	48.25	47.65	46.91	47.41	47.45
01-7410-8520	TRANSFER TO RESERVE	\$ 2,664.00	\$ -	\$ 2,664.00	-	-	-	-	-
01-7410-8993	INTERNAL CHARGES IT	\$ 15,594.00	\$ -	\$ 15,594.00	0	0	0	0	0
Total 7410 LIBRARY		\$ 543,933.00	\$ 298,251.86	\$ 245,681.14	\$ 24,068.41	\$ 30,687.30	\$ 38,432.16	\$ 32,367.37	\$ 38,079.02

June	July	August	September	October	November	December
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-	-	-
-	-	-
-	-	- 34,486.00
-	-	-
- 2.00	-	-
- 148.84	- 147.51	- 88.12
- 57.99	- 269.43	- 89.11
- 335.45	- 279.85	- 5,275.98
- 2,770.27	- 63.25	- 15.50
-	-	-
21,598.38	15,803.82	14,081.27
-	486.52	-
18,268.71	14,751.71	15,428.32
2,912.42	2,185.02	2,099.74
1,195.88	1,275.31	1,277.82
779.33	597.76	577.40
928.90	772.76	687.57
2,861.27	2,131.73	2,207.99
-	-	-
1,075.61	367.45	-
-	99.63	-
192.16	-	-
102.81	-	137.57
-	28,945.00	-
-	203.52	-
-	28.34	7.10
-	-	-
39.92	30.43	40.74
35.27	20.91	27.07
54.22	223.02	334.59

10,911.89	3,307.24	4,005.32
-	-	-
809.67	-	-
-	994.97	188.38
-	-	-
-	-	-
-	3,246.15	212.25
-	-	-
47.97	48.07	-
-	-	-
0	0	0
\$58,499.86	\$74,759.32	\$ 1,358.42

Adult Learning Budget Line	Annual Budget	Year to Date	Remaining Budget	January	February
01-7500-4160 ONTARIO SPECIFIC GRANTS	-\$145,268.00	-\$85,245.00	-\$60,023.00	-\$10,655.00	-\$10,655.00
01-7500-4550 OTHER REVENUE - STRATFORD	-\$14,350.00	\$0.00	-\$14,350.00	\$0.00	\$0.00
01-7500-4562 CONTRIBUTION FROM RESERVE	-\$4,000.00	\$0.00	-\$4,000.00	\$0.00	\$0.00
01-7500-5010 PART TIME WAGES	\$113,673.00	\$54,354.75	\$59,318.25	\$6,371.88	\$8,738.40
01-7500-5015 CPP/EI	\$8,994.00	\$4,046.46	\$4,947.54	\$470.18	\$645.36
01-7500-5016 GROUP BENEFITS	\$750.00	\$736.05	\$13.95	\$736.05	\$0.00
01-7500-5017 EHT	\$2,217.00	\$1,059.95	\$1,157.05	\$124.25	\$170.40
01-7500-5018 WSIB	\$3,139.00	\$1,335.67	\$1,803.33	\$128.75	\$203.60
01-7500-5019 OMERS	\$10,066.00	\$3,003.92	\$7,062.08	\$323.58	\$445.26
01-7500-5100 OFFICE SUPPLIES & EQUIPMENT	\$3,500.00	\$800.90	\$2,699.10	\$0.00	\$646.44
01-7500-5110 TRAVEL/MILEAGE	\$250.00	\$63.03	\$186.97	\$63.03	\$0.00
01-7500-5120 MEMBERSHIPS	\$250.00	\$112.57	\$137.43	\$67.54	\$0.00
01-7500-5130 PROFESSIONAL DEVELOPMENT	\$250.00	\$900.00	-\$650.00	\$0.00	\$0.00
01-7500-5155 ADVERTISING	\$3,060.00	\$183.17	\$2,876.83	\$0.00	\$0.00
01-7500-5170 COMMUNICATIONS (PHONE)	\$1,020.00	\$575.71	\$444.29	\$0.00	\$0.00
01-7500-5262 LEARNER TRAINING SUPPORT	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00
01-7500-5302 HYDRO	\$2,222.00	\$0.00	\$2,222.00	\$0.00	\$0.00
01-7500-5305 JANITORIAL SUPPLIES	\$2,121.00	\$0.00	\$2,121.00	\$0.00	\$0.00
01-7500-5610 PROGRAM EXPENSES	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00
01-7500-5700 BOOK PURCHASES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-7500-5990 MATERIALS & SUPPLIES	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00
01-7500-6200 AUDIT FEES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00
01-7500-7300 RENT	\$9,000.00	\$8,633.94	\$366.06	\$0.00	\$0.00
01-7500-8520 TRANSFER TO RESERVE	\$0.00	\$0.00	\$0.00		
01-7500-8993 INTERNAL CHARGES IT	\$3,556.00	\$0.00	\$3,556.00	0	0
TOTAL 7500 ADULT LEARNING	\$2,950.00	-\$9,438.88	\$12,388.88	-\$2,369.74	\$194.46

March	April	May	June	July	August	September	October	November	December
-\$10,660.00	-\$10,655.00	-\$10,655.00	-\$10,655.00	-\$10,655.00	-\$10,655.00				
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
\$6,148.13	\$3,740.34	\$5,080.72	\$9,971.71	\$7,200.75	\$7,102.82				
\$455.75	\$280.74	\$379.35	\$743.90	\$538.42	\$532.76				
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
\$119.89	\$72.94	\$99.08	\$194.45	\$140.43	\$138.51				
\$143.25	\$87.15	\$118.38	\$232.34	\$256.70	\$165.50				
\$380.50	\$336.63	\$332.23	\$487.96	\$358.67	\$339.09				
\$0.00	\$0.00	\$0.00	\$154.46	\$0.00	\$0.00				
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
\$45.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00				
\$0.00	\$0.00	\$0.00	\$0.00	\$101.76	\$81.41				
\$0.00	\$0.00	\$351.65	\$72.82	\$77.73	\$73.51				
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
\$4,322.55	\$0.00	\$0.00	\$2,400.00	\$0.00	\$1,911.39				
					\$0.00				
0	0	0	0	0					
\$955.10	-\$6,137.20	-\$4,293.59	\$4,502.64	-\$1,980.54	-\$310.01	\$0.00	\$0.00	\$0.00	\$0.00



FORMAL REPORT

To:	Chair and Members of the Board
Prepared by:	Sarah Andrews, Library CEO
Date of Meeting:	15 September 2022
Subject:	2022-09-03 Library Strategic Plan Report

PURPOSE

To provide the Library Board with an updated draft of the Library's Strategic Plan.

RECOMMENDATION

THAT the Library Board accept this report, and;

THAT the Library Board approve the draft Strategic Plan to be shared with the new Library Board for their approval.

BACKGROUND

The Library began the process of reviewing its Mission, Vision and Values, as well as its strategic directions in 2021 with a public survey and have collected those responses to help shape this strategic plan draft. This edition of the plan includes the revisions made at our June meeting as well as includes the some of the proposed initiatives for the next four years for review.

REPORT

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. 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, resources, 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. Our 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.

Initiatives to Achieve Strategic Direction
Foster community by providing opportunities for social interaction, sharing and informed civic dialogue
Embrace diversity and advocate for equity and inclusion within our community. Integrate diversity, equity and inclusion into our operations to eliminate barriers and enable equitable access. Cultivate opportunities to address social issues and celebrate new voices, ideas and differences
<p>Grow our relationships with service clubs, non-profits and our business community.</p> <ul style="list-style-type: none"> - Meet with the service clubs and the BIA annually over the next four years to share our new directions and promote library services - Partner to support initiatives which support the community and align with our strategic goals - Promote our services to partner audiences and encourage library awareness and use - Grow existing initiatives including our Community Pantry, lending of non-traditional materials and other initiatives that support these audiences
<p>Grow our relationship with PCIN members and continue to find and implement initiatives that make our work more efficient and impactful</p> <ul style="list-style-type: none"> - Opportunities around shared programming - Opportunities around shared casual staff
Continue to remain aware of initiatives outside of our County which may benefit our community and demonstrate leadership in bringing those ideas to our community partners
Actively seek input from the community and engage in conversations regarding where people are and what role the library can play in enhancing their lives
Keep the community informed on what is happening in both St. Marys Library and the larger Perth County Information Network (PCIN)

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 to provide 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.

Initiatives to Achieve Strategic Direction
Ensure our budget is reflective of growth and changes in popular formats
Ensure consortium relationships are strong and continue to offer access to a wealth of content
Look to support an Ontario wide e-collection of databases to supplement or replace our current offerings
Continue to add accessible sections of the collection <ul style="list-style-type: none"> - 2022 addition of material for patrons with Dyslexia (\$500 grant received) - Continue to access and promote the CELA materials to the community - Continue to ensure our accessible equipment is available to borrow
Install and maximize promotion of our PRC pickup kiosk
Continue to purchase materials that represent and support members of our community who are marginalized
Continue to grow our non-traditional collection items based on community demand and inspiration
Enhance ways to locate collection items that represent our diverse community

3. Dynamic and Accessible 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.

Initiatives to Achieve Strategic Direction
Continue to lead creative placemaking, positioning the library as a "place" of literacy exploration
Secure additional space for programming, films, makerspace, studio and study/conference spaces for patrons and space to learn, be curious, experiment, play, create and just hang out
Continue to offer access to technologies that connect to the Internet, offer word processing, allow low to no cost 2D and 3D printing and scanning, video conferencing, meeting technologies, educational supports
Continue to represent and support members of our community who are marginalized via our free phone, low-cost printing, lending MiFis and laptops, access to meeting rooms and videoconferencing software
Continue to offer equipment that gives patrons an experience, including our piano keyboard, kayaks, fishing equipment, tennis and pickleball rackets, parks passes, museum passes, etc.
Offer space for the community to socialize and engage with others, where they can connect with power outlets, charge devices, and connect
Ensure we have a welcoming space for Adult Learning that the community can access, use and enjoy while they accomplish their goals
Continue to ensure our virtual presence is attractive, accessible and engaging for patrons
Implement some digital signage for sharing information with patrons

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.

Initiatives to Achieve Strategic Direction
Continue to offer literacy-based programming for children and adults. <ul style="list-style-type: none"> - Summer Reading Program - Books Clubs - Writing workshops - Author events
Continue to offer programs that bring the world to our community via guest speakers, film screenings, shared programming with PCIN member libraries, author meet-and-greets
Continue to represent and support members of our community who are marginalized in our programming <ul style="list-style-type: none"> - Access to community supports (Community Resource Worker, nonprofit supports, etc.)
Highlight our community's diversity and strength through: <ul style="list-style-type: none"> - A Living Library Event - Celebrations commemorating the Indigenous Experience, Black History
Offer programming that encourages and facilitates social networking and community connectedness <ul style="list-style-type: none"> - Game nights, book clubs, lectures, maker programs, seminars, study space, workspace
Provide opportunities through the Adult Learning program that are fun, engaging and encourage learners to reach their desired goals
Make staff more accessible to the community through a Book-a-Librarian model <ul style="list-style-type: none"> - Build tech skills, build a book list, welcome a newcomer to our resources, show people how to use a database, show people how to use the makerspace

5. Engaging and Supportive Lifelong Learning

We will 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.

Initiatives to Achieve Strategic Direction
Use social media channels to share initiatives and activities in the library and in our community
Grow our non-traditional collection to support lifelong literacy
Be responsive to feedback from the community about their life stages and needs
Provide a space for community members to engage and connect to learn new skills in person and digitally. <ul style="list-style-type: none"> - How to play chess, how to apply to university, how to manage a budget, how to cook, how to create a podcast
Actively support staff development through webinars, conference participation and staff development days to continue to grow everyday skills as well as a deeper understanding of some of our strategic goals
Oversee an Adult Learning Program that assists in removing barriers to success
Creating a fun work environment where everyone is respected and heard

REVIEWED BY

Recommended by the Department

Sarah Andrews
Library CEO

Cole Atlin
Library Board Chair



FORMAL REPORT

To:	Chair and Members of the Board
Prepared by:	Sarah Andrews, Library CEO
Date of Meeting:	15 September 2022
Subject:	2022-09-04 Board Legacy Survey Report

PURPOSE

To provide the Library Board with an overview of feedback on the Library Board's Legacy Feedback Survey.

RECOMMENDATION

THAT the Library Board accept this report.

BACKGROUND

The St. Marys Public Library Board circulated a set of eight questions to its members to survey the experiences of being part of this governance board. The intent of the survey was to collect these experiences and provide them to the next Board as a legacy tool.

REPORT

Board members provided the following feedback on the survey questions:

1. What do you see as the board's major successes during this term?
 - Transitioning with the pandemic, moving forward on larger strategic objectives, supporting the CEO, moving to a better governance model (as opposed to a management board)
 - Survived COVID and continues to provide service
 - Allowing for implementation of new programs and now borrowing initiative
 - Working through COVID. Not that the Board had that much work
 - Navigating covid with multiple closures and development / providing online opportunities
 - Able to navigate through a challenging time with covid
 - Providing services through the pandemic
 - Becoming a de facto social services department (i.e. helping people book vaccines, laminating vaccine cards)

- Managed, through the pandemic, to onboard an excellent candidate for the CEO position
- The Board's major success this past term was hiring Sarah Andrews as our Librarian. I'm not sure how we would have navigated COVID without Sarah.

2. What do you see as the board's major challenges currently?

- Lack of unifying vision moving forward for space. Volunteering is a large time commitment and they may feel unappreciated
- I don't think the Board is fully aware of all that the library offers or does
- Raising profile of the library in the community. Plans for future direction of library and community engagement
- Space and maintenance of space
- Space, fundraising and united path forward
- People my age making use of the library.....dealing with parking and entering the building
- Space continues to be one of the Board's challenges as library services and the community itself expands
- It's been difficult to move forward projects like an updated Strategic Plan during Covid. At times it has been challenging having Board meetings virtually, or even in a hybrid format. There are always challenging personalities on any Board, but I think that we have successfully addressed some of the group dynamics

3. What are the board's strengths?

- Intelligent people that respect people the mission of the Library. People are there to make sure that the Library prospers
- Cooperative, friendly, supportive
- Advocacy and promotion
- We work well together
- Commitment, policy revisions or updates
- The young people that attend the different programs, so I think the creativity of the staff is great..
- A strong FOL presence
- A passionate Board for the future and direction of the Library Board Member Survey 2022
- We are very fortunate to have a young enthusiastic Chair

4. What are the board's weaknesses?

- Busy people that are often crunched for time

- We are not fully aware of the policy and procedures. I would like the Board to review some at each meeting. We need to know what the library offers
- Understanding of future directions. Planning for future. Making the library viable and important in the community
- Strategic direction
- Time required to input change, or continue on status quo path
- Being aware of what all the library has to offer
- There is a lack of diversity on the Board with regards to age, sexual orientation, race, etc. That having been said, the makeup of the Board probably reflects the community
- The Board would benefit from more diversity of age, experience and culture

5. What skills does the board need looking to the future?

- Fundraising, events and promotion
- Planning and working politically to meet space needs. A reno/extension
- Marketing and promotion. Future planning ability
- How to deal with budgets. Review the responsibilities of the Board
- Vision of what the library should be with the taxpayers backing
- Not able to suggest anything
- An accounting/bookkeeping professional that would be willing to be on a finance sub-committee
- A published author
- Fundraising skills would be a great asset. The ability to work collaboratively and respectfully with the Librarian and with other Board members is a given

6. What would you have liked to know before you joined the board?

- I don't remember what it was like to not be on the Library Board, hahaha
- Know how to communicate and not be afraid of questioning things
- Future needs of the community for library services
- More about OLS. They are a great resource
- Difficult to expect more with the current time commitment without a dedicated staff
- More requirements of the board
- That there is adequate Directors' insurance!

7. If you don't mind me asking, do you intend to remain on the board for the next term?

- I do
- No, too busy with FOL
- Sure
- No, I have served two terms and feel it is time for new blood
- Not sure
- With the health problems that took some of my freedom, I do not intend to remain on the board
- I have done two terms on the Library Board so I would prioritize a new experience/challenge but I would not object to another term
- Yes

8. What board committees would you like to sit on in the future (if you plan to reapply)?

- N/A
- N/A
- Whatever is needed
- Adult Learning
- Not sure
- I have served on the Senior Services board for a number of years but do not intend to apply again
- I prefer committee that deal with people. I would sit on the personnel committee
- Wherever I am most needed

REVIEWED BY

Recommended by the Department

Sarah Andrews
Library CEO



INFORMATIONAL REPORT

To:	Chair and Members of the Board
Prepared by:	Sarah Andrews, Library CEO
Date of Meeting:	15 September 2022
Subject:	2022-09-05 Program Policy Review

PURPOSE

To provide the Library Board with an opportunity to review the existing Program Policy with some recommendations from the Policy Committee.

[Click here to enter text.](#)

REPORT

The recommended revisions to the Program Policy are primarily to incorporate the concepts of diversity and inclusion within this policy. Edited changes are noted; crossed out text to be removed and highlighted text to be added.

St. Marys Public Library



Policy Type: **Operational Policy**

Policy Number: **OP-09**

Policy Title: **Programming**

Policy Approval Date: **September 2022**

Policy Review Date: **November 2026**

1. Objective

- 1.1 The St. Marys Public Library Board believes that programs complement other library services, providing an opportunity to highlight collections, promote services, and share knowledge or expertise. These programs are strong mechanisms for outreach and promotion, which allow the library to forge partnerships with a wide variety of groups and individuals, in order to attract users of all ages, backgrounds and abilities;
- 1.2 The St. Marys Public Library Board believes programs raise the library's profile, as well as a posing a positive impact on library use; and
- 1.3 Programming will support the St. Marys Public Library Board's Mission, Vision and Values, and include educational, recreational and cultural events or activities freely accessible to members of the public.

2. Policy Statement

- 2.1 This policy outlines the provisions of the programs at the St. Marys Public Library;
- 2.2 This policy will provide staff with the necessary guidelines to assist them in developing Library programs; and
- 2.3 This policy will be used in conjunction with the St. Marys Public Library Programming and Marketing Plan.

3. Selection Criteria

- 3.1 Events and programs offered at the St. Marys Public Library will:
 - a. Be responsive to current interests and needs of the communities served;
 - b. Be tailored to meet specific needs of the communities served;
 - c. Reflect the diversity found in our community and be inclusive of all members of our community;
 - d. Be consistent with the Library's Strategic Directions/service priorities;
 - e. Be limited on attendance based on safe use of space; and
 - f. Ensure programs are open to all on a first come, first served basis, either with pre-registration or general admission;
- 3.2 Additional criteria that is considered, although not necessary to ensure programs are acceptable include:
 - a. Creating and/or promoting community partnership;
 - b. Encouraging literacy and an enjoyment of reading;

- c. Highlights materials and services offered at the library;
 - d. Offer training and assistance with new technologies at either the Library or Adult Learning Centre;
 - e. Promote awareness of contemporary issues and information required to engage and inform the community;
 - f. Celebrations of local history/cultural awareness; and
 - g. Attracting new and unique user audience to the Library.
- 3.3 Programs may be sponsored, conducted, hosted, or offered in partnership with other organizations to:
- a. Support the Library or Municipality's Strategic Plan;
 - b. To support the interest and needs of the communities;
 - c. To provide information to the communities;
 - d. To promote and increase awareness of the Library's resources and services;
 - e. To promote literacy; and
 - f. To participate as a partner in Perth County Information Network initiatives.
- 3.4 Programming opportunities must take into consideration community interest, available space, hours of operation
- 3.5 Library programs will be advertised to the community in a variety of formats;
- 3.6 Library programs and outreach activities will be approved by the Chief Executive Officer; and
- 3.7 Programs will be developed to ensure they complement and do not compete with another service or program that exists within the Municipality's departments.

4. Intention of Programming

- 4.1 Programs offered or hosted at the St. Marys Public Library are intended to:
- a. Raise the library's profile, reinforcing its essential role within the community
 - b. Encourage use of the library's resources
 - c. Support customers in the use of the library's resources
 - d. Support all types of literacy and life-long learning
 - e. Support the values of diversity and inclusivity.
- 4.2 St. Marys Public Library is committed to providing equitable access to services for all members of the St. Marys and Perth South communities; and
- 4.3 Library programming shall not exclude topics, books, speakers, media and/or other resources because they may be controversial.

5. Audience

- 5.1 The St. Marys Public Library Board believes balanced programming for all ages is an important aspect of the Library's mission;
- 5.2 Further, the St. Marys Public Library will offer programs to children, teens, adults and families that supports and aligns with section 3 of this policy; and
- 5.3 In accordance with the Accessibility Policy, the Library encourages and supports the participation of everyone, and will make accommodations where possible, to enable participation to all programs.

6. Evaluation

- 6.1 In order to ensure offered programs are impactful, relevant and enjoyable for the public, the St. Marys Public Library regularly evaluates the program through community responses and suggestions for future events;
- 6.2 Programs at the library are designed with measurable outcomes determined by the programming team and are evaluated after each program;

- 6.3 The Library will make available a process for user feedback and expressions of opinions/program concerns; and
- 6.4 The Chief Executive Officer will ensure adequate funding is allocated each budget year to support this policy.

7. Suggestions for Programs

- 7.1 The community is encouraged to make suggestions to the Library regarding programming;
- 7.2 The Programming Team will evaluate these suggestions based on criteria outlined in section 3. Not all suggestions will be used or implemented, however, the Team will evaluate each suggestion the Library receives; and
- 7.3 Suggestions can be made in person, through social media or through email to staff working at the library. The Programming Team will receive each suggestion and a decision will be made in a reasonable period.
- 7.4 The St. Marys Public Library understands that an acceptance of differences can place individual and collective values in conflict. We are committed to tolerance and understanding

8. Endorsements

- 8.1 The St. Marys Public library Board does not imply endorsements or recommendations for any products or services mentioned during a program run in the library; and
- 8.2 The activities, beliefs or opinions of speakers expressed in a Library program do not state or reflect those of the Library, the Library Board or Library staff.

9. Related Documents

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

OLA's Position on Children's Rights in the Library, Ontario Library Association 1998

Canadian Federation of Library Associations, Position Statement on Diversity and Inclusion, 2008

Accessibility Policy, St. Marys Public Library Policy

Advocacy Policy, St. Marys Public Library Policy

Childrens' and Teen's Services Policy, St. Marys Public Library Policy

Circulation Policy, St. Marys Public Library Policy

Programming and Marketing Plan, 2019-2023, St. Marys Public Library Programming and Marketing Plan

10. History

Date of Latest Board Approval: August 2019

Date(s) of Revision(s): November 2008, March 2003, October 2015, August 2019

Date of next scheduled review: 2026

Appendix A

The Ontario Library Association Position on Children's Rights in the Library

Children in Public Libraries have the right to:

1. Intellectual freedom;
2. Equal access to the full range of services and materials available to other users;
3. A full range of materials, services and programs specifically designed and developed to meet their needs;
4. Adequate funding for collections and services related to population, use and local community needs;
5. A library environment that complements their physical and developmental stages;
6. Trained and knowledgeable staff specializing in children's services;
7. Welcoming, respectful, supportive service from birth through the transition to adult user;
8. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of children's services; and
9. Library policies written to include needs of the child.

Adopted at the Ontario Library Association
Annual General Meeting
November 1998



INFORMATIONAL REPORT

To:	Chair and Members of the Board
Prepared by:	Sarah Andrews, Library CEO
Date of Meeting:	15 September 2022
Subject:	2022-09-06 Collections Policy Review

PURPOSE

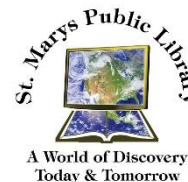
To provide the Library Board with an opportunity to review the existing Collections Policy with some recommendations from the Policy Committee.

[Click here to enter text.](#)

REPORT

The recommended revisions to the Collections Policy are primarily to incorporate the concepts of diversity and inclusion within this policy. Edited changes are noted; crossed out text to be removed and highlighted text to be added.

St. Marys Public Library



Policy Type: **Operational Policy**

Policy Number: **OP-01**

Policy Title: **Collection Development**

Policy Approval Date: November 2022

Policy Review Date: November 2026

1. Objective

- 1.1 The collections support the St. Marys Public Library mission to stimulate the imagination and inquiry, through literature, reference and culture. The purpose of the Collection Development Policy is to provide guidance for library staff and patrons, outlining a clear understanding of the criteria involved in acquisition and management of the Library's collection in order to fulfil the overall mission, vision and values.

2. Policy Statement

- 2.1 This policy sets out the parameters for the development of the collections and decisions on the selection of materials and is the basis for collection evaluation, planning and budgeting.

3. Collection Development Philosophy

- 3.1 In establishing this policy, the Library Board recognizes section 2(b) of the Canadian Charter of Rights and Freedoms which guarantees the freedom of thought, believe, opinion, and expression, including freedom of the press and other media of communication;
- 3.2 Recognizing the intellectual freedom and libraries statement provided by the Canadian Federation of Library Association, libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming environment. To that extent, the St. Marys Public Library Board:
- a. Acknowledges and accepts the responsibility to safeguard and facilitate access to all resources of which promotes expression of knowledge, imagination, ideas and opinions regardless of materials which some individuals and groups consider unconventional, unpopular or unacceptable;
 - b. While the Library recognizes the rights of individuals to reject any library materials for personal use, the library will defend and promote equitable access to the widest possible range of content, and will resist censorship, or the adoption of systems, that deny or restrict access to resources;
 - c. Will uphold the principles of intellectual freedom in the performance of collection development;
 - d. Access to materials, barring legislative or legal limitations, will be permitted to all patrons, regardless of age, sex, gender, nationality etc. Parents, not staff, are responsible for monitoring and limiting the use of Library materials by children;
 - e. The Library will not purchase, retain or accept materials for the collection that contravenes Federal or Provincial law; and
 - f. The library is committed to developing indigenous collections in accordance with policy FN-05 Respect and Acknowledgement Declaration.
- 3.3 The St. Marys Public Library will have a collection dedicated to children and teen materials. To ensure

the collections are comprehensive, the Chief Executive Office, with support from the Collection Development Clerk will:

- a. Ensure the maintenance and organization of a comprehensive children's and youth collection based on the Collection Development Policy;
- b. Ensure the collections reflect the changing educational needs and personal interests of children and teens. As well as trends in society; and
- c. Ensure that adequate funds are allocated to support the development and maintenance of these two collections.

4. Library Goals

4.1 For the Library to remain a vital information center to the **Town of** St. Marys and surrounding catchment, the Library will:

- a. Assemble and administer, in organized collections, books and related educational, informational and recreational materials in order to promote the communication of ideas, an enlightened citizenship and enriched personal lives;
- b. Provide contemporary and popular materials in a variety of formats according to patron demand, market trends and availability;
- c. Provide a progressive, user-oriented service which responds to and anticipates the educational, cultural, leisure and other information needs of the community;
- d. Provide a wide range of resources for self-development and independent study, and to complement formal education;
- e. Provide materials which stimulate and support enjoyment of, and participation in, cultural life;
- f. Place special emphasis on acquiring materials created by Canadians and materials about Canada; and
- g. Provide access to information of local interest or concern, including local history and authors, when possible.

4.2 The St. Marys Public Library supports The Canadian Federation of Library Associations' (CFLA-FCAB) statement that:

- a. A diverse and pluralistic society is central to our country's identity. Libraries have a responsibility to contribute to a culture that recognizes diversity and fosters social inclusion.
- b. The St. Marys Public Library strives to deliver inclusive service. We recognize and energetically affirm the dignity of those we serve, regardless of heritage, education, beliefs, race, religion, gender, age, sexual orientation, gender identity, physical or mental capabilities, or income.
- c. The St. Marys Public Library understands that an acceptance of differences can place individual and collective values in conflict. We are committed to tolerance and understanding.
- d. The St. Marys Public Library acts to ensure that people can enjoy services free from any attempt by others to impose values, customs or beliefs.

5. Selection Criteria and Maintenance

5.1 All acquisitions, whether purchased, donated or leased, are selected to meet high standards in quality, content, expression and format. Criteria include:

- a. Suitability and quality of physical form, layout and construction;
- b. Suitability of subject and style for intended audience;
- c. Timeliness and accuracy of the information;
- d. Present and potential relevance to community needs;
- e. Strengths and weaknesses of the current collection;
- f. Demand in the community for a certain subject or title; and

- g. Purchase price and other budgetary considerations.
- 5.2 Lost materials are replaced as the CEO and/or Collections Clerk deems appropriate, which may include replacement with materials other than the item lost Loans;
- 5.3 Multiple copies of single titles will only be purchased for express loan items, and are purchased at the discretion of the CEO and/or Collections Clerk;
- 5.4 The collection materials are available primarily in English. The Library provides materials in languages other than English primarily through participation in PCIN, the interlibrary loan network and, where available, through digital resources;
- 5.5 In order to maintain an active working collection of high standards, materials are withdrawn from the collection on a regular and systemic basis based on:
 - a. The circulation health of the item (circulation rate);
 - b. Worn or damaged materials;
 - c. The relevancy of information; and
 - d. Other practices deemed relevant by the CEO.
- 5.6 The Board recognizes the right of an individual or group to make a request for reconsideration of a specific item in the collection. Requests by individuals or groups to have an item or items reconsidered for the Library's collection must be submitted in writing to the CEO. Responses to these requests are guided by the board's position that:
 - a. People have the right to reject for themselves material of which they do not approve but they do not have the right to restrict the intellectual freedom of others (see Foundational Document FN-04)
 - b. It is the right of parents and legal guardians to develop, interpret and enforce their own code of ethics upon their minor children.

6. Local History

- 6.1 The Library will, when possible, collaborate with the St. Marys Museum, to provide access to local history through books, materials, and electronic databases;
- 6.2 The Local History collection covers history of the following:
 - a. The St. Marys and surrounding area from the earliest period to the present;
 - b. All subjects pertaining to local history; and
 - c. Through print or digital resources, as they become available.
- 6.3 Materials in the St. Marys Public Library's Local History are permitted for circulation to the public with a Library card.

7. Accountability

- 7.1 In accordance with the Constitution of the Board, the CEO provides overall direction to the Library. As such, accountability for the overall development, maintenance, and management of the collection of materials is the responsibility of the CEO, which delegates this professional activity to qualified and knowledgeable employees;
- 7.2 Accountability for the application of this policy resides with the Library Board, ensuring that:
 - a. The CEO acts in accordance with this policy;
 - b. The CEO develops a detailed collection development procedure, and that those guidelines are adhered to and followed; and
 - c. The terms of the policy are applied.

8. Gifts, Memorials and Donations

- 8.1 The St. Marys Public Library welcomes gifts, memorial donations and monetary donations to be used

towards the collection development. While donors may request specific items for the collection, materials selection will be subject to this policy, along with the collection development procedures;

- 8.2 In-kind donations will be accepted by the Library. It is understood that all gifts and donations to the Library are freely given without any conditions;
- 8.3 The Library reserves the right to remove or dispose any donated materials, at any time, when deemed appropriate and based on the criteria within this policy; and
- 8.4 Materials not added to the St. Marys Public Library collection may be directed to the Friends of the Library for the bi-annual book sale.

9. Related Documents

Canadian Federation of Library Associations, Position Statement on Diversity and Inclusion, 2008

Constitution Act, 1867 to 1982, Canadian Charter of Rights and Freedoms

Copyright Act, R.S.C., 1985, c. C-42

Criminal Code, R.S.C., 1985, c. C-46

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

Constitution of the Board, St. Marys Public Library By-Law

Intellectual Freedom Policy, St. Marys Public Library Policy

Respect and Acknowledgement Declaration Policy, St. Marys Public Library Policy

10. History

Date of Latest Board Approval: November 2022

Date(s) of Revision(s): December 2012, March 2012, September 2019, November 2019

Date of next scheduled review: November 2026



INFORMATIONAL REPORT

To: Chair and Members of the Board

Prepared by: Sarah Andrews, Library CEO

Date of Meeting: 15 September 2022

Subject: **2022-09-07 Holiday Hours Schedule**

PURPOSE

To provide the Library Board with an overview of the hours of operation over the 2022-2023 Holiday period.

[Click here to enter text.](#)

REPORT

We would recommend that we set the holiday hours for the library as the following:

Fri. Dec. 23	Sat. Dec. 24	Sunday Dec. 25	Mon. Dec. 26	Tue. Dec. 27	Wed. Dec. 28	Thu. Dec. 29	Fri. Dec. 30	Sat. Dec. 31	Sun. Jan. 1
Reg Hours	Closed	Christmas Day	Boxing Day	Closed	Open regular hours	Open regular hours	Open regular hours	Closed	New Years Day

Due to the way that statutory holidays of Christmas Eve and New Years Eve fall this year, the Library would only be open two hours each Saturday. Making the decision to close those days allows library staff normally scheduled to work those days to instead have the full day with their families. Staff are also recommending the library be closed on Tuesday Dec. 27 to compensate for Christmas Day falling on a Sunday. The proposed schedule will allow staff to have a four day break with their families. Normal hours would resume Monday January 2.



FORMAL REPORT

To:	Chair and Members of the Board
Prepared by:	Sarah Andrews, Library CEO
Date of Meeting:	15 September 2022
Subject:	2022 Perth South Contract

PURPOSE

To provide the Library Board with a copy of the 2022 Perth South Agreement.

RECOMMENDATION

THAT the Library Board accept this report, and;

THAT the Library Board approve the signing of this agreement to continue our support of Perth South with our library services.

BACKGROUND

The St. Marys Public Library Board extends their library services to the municipality of Perth South as defined within this contract annually. The Library then receives two payment within that year as indicated in the contract. We have received a payment this summer as per the contract.

REPORT

We have received the 2022 contract for signing.

REVIEWED BY

Recommended by the Department

Sarah Andrews
Library CEO

Cole Atlin
Library Board Chair

THIS AGREEMENT made in duplicate this ____ day of _____, 2022

BETWEEN: THE CORPORATION OF THE TOWNSHIP PERTH SOUTH
(Hereinafter called "Municipality")
OF THE FIRST PART

AND THE ST. MARYS LIBRARY BOARD
(Hereinafter called "Library Board")
OF THE SECOND PART

WHEREAS Section 29(1) of the Public Libraries Act provides for a municipality to contract for library services;

AND WHEREAS the Council of the Municipality deems it in the public interest to provide library services to the residents of the Municipality;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual terms and conditions hereinafter set forth, the parties hereto agree as follows:

1. The Municipality agrees to purchase library services as are regularly provided to other users by the Library Board, for the annual fee of \$68,972 for the year 2022.
2. The annual fee shall be payable as follows:
(a) One-half of year's fees by July 31.
(b) Balance of fees by December 15.
3. At the end of this term, the Library Board shall notify the Municipality in writing of proposed fees for the next contract term.

IN WITNESS WHEREOF the parties hereto have executed this Agreement.

SIGNED, SEALED AND DELIVERED

In the Presence of THE CORPORATION OF THE TOWNSHIP PERTH SOUTH

Robert Wilhelm, Mayor

Lizet Scott, Clerk

ST. MARYS PUBLIC LIBRARY BOARD

, Library Board Chair

, Chief Executive Officer



FORMAL REPORT

To:	Chair and Members of the Board
Prepared by:	Sarah Andrews, Library CEO
Date of Meeting:	15 September 2022
Subject:	Database Subscriptions for 2023

PURPOSE

To provide the Library Board with an overview of database subscription renewals and changes recommended for 2023.

RECOMMENDATION

THAT the Library Board accept this report, and;

THAT the Library Board approve the use of donation funds to pay for the PressReader database for one year.

BACKGROUND

The St. Marys Public Library has provided access to electronic databases to our community for several years. We purchase some of those databases through our Ontario Library Service (OLS) consortium, while others we purchase directly from the vendor. Our Library Budget currently has a line allocating \$7,701.00 in the 2022 budget. We received some additional funds directly from the municipality in 2020 to purchase some new database subscriptions to increase access to materials through COVID. These subscriptions were for two years and will be ending late in 2022. These titles have really enhanced our collection and offer timely and extensive content to users in person and from home. If the Library wishes to continue to offer the current suite of databases some additional funds will need to be directed to these purchases.

REPORT

Database access provides our community with timely information both in person and remotely in a variety of languages to assist patrons to enhance their lives and decision making. Currently the St. Marys Public Library offers the community access to eleven databases. These include the following:

Ancestry - Search billions of genealogical records including census and voter lists, birth, marriage and death notices, military records, immigration and travel documents, dictionaries, directories and family trees. Available in library.

Consumer Reports - Find ratings and reviews, product and safety information on a wide array of items available in the marketplace. Available in library and remotely.

Creativebug - Offers thousands of art and craft videos taught by recognized design experts and artists. Available in library and remotely.

Learning Express - A suite of highly-acclaimed eLearning solutions provides interactive tutorials, practice tests, e-books, flashcards and articles for academic skill-building, standardized test preparation, career development and more. Available in library and remotely.

Hoopla - A digital media service offered by your library that allows patrons to borrow movies, music, audiobooks, ebooks, comics and TV shows to enjoy on your computer, tablet, phone or TV. Titles can be streamed or downloaded. Replaced our subscription to Kanopy.

Mango Languages - An easy, fun and engaging way to learn new over 70 languages. Use this tool for in depth learning or to pick up conversational and common phrases for travel around the world. Available in library and remotely.

Novelist - Assists readers in deciding what to read next. Search by author, title, series, or the kind of book you like to read. Available in library and remotely.

Press Reader - Access to more than 7,000 of the world's top newspapers with PressReader and magazines as soon as they're available on shelves. Publications include regional papers like the London Free Press, Toronto Star, the Globe and Mail. Available in library and many remotely.

Teen Health and Wellness - Provides middle and high school students with nonjudgmental, straightforward, curricular and self-help support. Topics include diseases, drugs and alcohol, nutrition, mental health, suicide and bullying, green living, LGBTQ issues, and more.

Tumblebooks - A collection of animated and talking picture books for children with book levels from pre-reader on up. Several teachers in the community have commented that they love being able to refer families to this database for enhanced literacy.

World Book Student Edition - This database offers all of the articles from the print version of the World Book Encyclopedia, a Biography Center, a dictionary, an atlas, an extensive multimedia collection, links to thousands of editor-selected websites, interactive features, and new and enhanced research capabilities.

Database Title	Cost	Recommendation	Budget Line
Ancestry	\$195.72	Maintain	Electronic Resources
Consumer Reports	\$780.00	Maintain	Electronic Resources
Creativebug	\$645.20	Cease	
Learning Express	\$1,772.00	Maintain	Electronic Resources
Hoopla	\$5,000	Maintain	Use up remaining 2021 money
Mango Languages	\$232.48	Maintain	Electronic Resources
Novelist	\$613.89	Maintain	Electronic Resources

PressReader	\$8179.85	Maintain 1 yr.	Donation funds
Teen Health and Wellness	\$55.94	Maintain	Electronic Resources
Tumblebooks	\$819.25	Maintain	Electronic Resources
World Book Student Edition	\$107.89	Maintain	Electronic Resources
2023 TOTAL	\$ 12,757.02		
BUDGET	\$7,701.00		

PressReader has proven to be very popular in the community, as the following user statistics reflect.

Year	Months	Article Opens	Unique Users	Sessions	Issue Opens
2021	September	19,412	37	392	490
	October	21,661	32	512	674
	November	26,678	69	515	751
	December	20,141	51	385	507
2022	January	20,513	69	429	787
	February	20,944	68	350	565
	March	29,191	66	468	877
	April	22,924	73	382	1,019
	May	19,319	49	408	615
	June	27,413	63	438	678
	July	24,997	55	422	697
	August	11,494	28	188	286

Terms Definition

Article Opens	The number of articles viewed by a user when reading a newspaper or magazine at a Hotspot Location
Unique Users	Represents the number of individual users (counted only once) in a Hotspot over the course of a specified period of time
Sessions	Are the set of user interactions with the Hotspot that occur during a given time frame. A user can have more than one session.
Issue Opens	The number of unique publication issues read in a hotspot.

FINANCIAL IMPLICATIONS

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.

REVIEWED BY

Recommended by the Department

Sarah Andrews
Library CEO

Cole Atlin
Library Board Chair