

LA 115 Planning Policy

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Policy:

The Board shall maintain an effective planning process for the Library in order to fulfill its mandate under the *Public Libraries Act, RSO 1990, c. P44, s. 20(a)*: “*A Board shall seek to provide, in co-operation with other boards, a comprehensive and efficient public library service that reflects the community’s unique needs*”. This policy establishes a formal planning process.

The planning process ensures that:

- a) the Library is able to respond to changing needs and trends in the community
- b) key decision makers in the community make a long-term commitment to library services
- c) services available elsewhere in the community are not necessarily duplicated
- d) library funds are responsibly expended in a deliberate and accountable manner
- e) continuity of services is maintained regardless of personnel changes in the board or staff.

Procedure:

To this end, the Board shall:

- a) in the second (2nd) year of its four (4) year term, develop a formal planning document that includes the mission and visions statements, and priorities
- b) develop a cycle of reviewing and assessing:
 - i. client needs in the community served by the Library
 - ii. the services of the Library in the light of client needs
 - iii. the Board's mission statement, goals and objectives
 - iv. current board strategic planning documents
- c) report to the community on the Library's progress in fulfilling its plan by means of:
 - i. distribution of an annual report
 - ii. presentations to Council, service groups and community organizations.

Reviewing and assessing the Library's current environment will be addressed through a situational analysis which may include:

- a) **Community Analysis** – a range of community related information with possible implications for library service, including demographic data, municipal planning documents, and information on local agencies and services, is gathered and formally analyzed at least once every four (4) years, and the results used in the planning of library service.
- b) **Consultation with users** – Library users are consulted regularly concerning library service (for example, by means of surveys, focus groups, formal and informal interviews, open houses, suggestions box, website, etc.)