



Policy Name: GOV-08 Governance Policy - Planning

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Date Amended:

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The library 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). This policy establishes a formal planning process.

1. The planning process ensures that:
 - a) the vision of the library board is realized
 - b) the library is able to respond to changing needs and trends in the community
 - c) key decision makers in the community make a long-term commitment to library services
 - 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

2. To this end, the library board shall:
 - a) in the second year of its four-year term, develop a formal planning document that includes the mission and vision statements and priorities
 - b) develop a cycle for 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 and feedback
 - iii. the priorities of the municipality
 - iv. current board strategic planning documents: mission statement, goals and objectives
 - c) ensure public information and communication about the planning process and the plan are accessible to persons with disabilities
 - d) review and assess the library's current environment through a situation analysis