



## Planning Policy

Board motion number: 2025-021

Date of next review: March 2029

Date: March 26, 2025

Date of original motion: October 2009

Policy type: Board

Chair's signature: \_\_\_\_\_

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### Purpose

This policy establishes a formal planning process for the Library Board 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".

### Policy

The planning process will help ensure that:

- the vision of the library board is realized
- the library is able to respond to changing needs and trends in the community
- key decision makers in the community make a long-term commitment to library services
- services available elsewhere in the community are not unnecessarily duplicated
- library funds are responsibly expended in a deliberate and accountable manner
- continuity of services is maintained regardless of personnel changes in the board or staff

#### 1. Planning Process

##### a) Formal Planning Document – every 3 to 5 years

The board will develop a formal planning document that will be considered a "living" document and will include at a minimum:

- i) mission statement / tagline
- ii) goals

This may include strategies and methods of evaluation

## **b) Strategic directions and service priorities - Annually**

Annually the library board will set strategic directions and service priorities for the library to be reflected in the annual budget estimates.

Based on that direction, the Chief Executive Officer will develop an operational and capital plan/budget. The plan will highlight significant achievements of the previous year and action items for the coming year.

## **2. Situational Analysis**

The library board will review and assess the library's current environment through the following:

### **a) Statistical Summary – semi-annually**

An in-depth summary of:

- i) Circulation of materials – eResources, print and audio/visual items
- ii) Program information – type of programs and attendance figures
- iii) Customer feedback – received from all sources and categorized by topic and tone

### **b) Community Information**

Environmental scans to be reviewed as required on:

- i) demographic data
- ii) municipal planning documents
- iii) information on local agencies and services

### **c) Develop a cycle for reviewing and assessing**

- i) client needs served by the library in the community
- ii) the services of the library in light of client needs and feedback
- iii) the priorities of the municipality
- iv) current board strategic planning documents: mission statement, goals and objectives