

Burk's Falls Armour & Ryerson Union Public Library Board Policy Manual

Section:
Governance

Number:
A-6

Title:
Planning

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Adopted: October 2016

Reviewed: May 15, 2019

Revised:

Policy

The Library Board shall establish and maintain an effective, formal planning process. This includes the production of a strategic plan used to guide the Board for a three to five year term. 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 are aware of the current and future needs of the library
- d) services available elsewhere in the community are not unnecessarily duplicated
- e) library funds are responsibly expended in a deliberate and accountable manner
- f) continuity of services is maintained regardless of personnel changes in the board or employees
- g) the library continues 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".

Procedures

1. By the second year of its term (consistent with municipal election terms), the Board will develop a formal work plan document that includes the mission and vision statements, and priorities.
2. To this end, the library board shall:
 - a) 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 municipalities
 - iv. current board strategic planning documents: mission statement, goals and objectives
 - b) report to the community on the library's progress in fulfilling its plan by means of:
 - i. distribution of an annual report

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- ii. presentations to Councils, service groups and community organizations
 - c) ensure public information and communication about the planning process and the plan are accessible to persons with disabilities.
3. 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 years, and the results used in the planning of library service.
 - b) **Consultation with users** - Library users are consulted regularly concerning library service (e.g. by means of surveys, focus groups, formal and informal interviews, open houses, suggestion box, website, etc.). The Library ensures that the invitation to comment and the feedback process are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communications supports, upon request.
4. By the end of the municipal term or no less often than every four years, the strategic plan for the library will be reviewed and updated.