



Dryden Public Library Board

POLICY

SECTION: Governance	NO: GN-02
TITLE: Planning	Date: October 2022
	Next Review Date: October 2026

1.0 Policy Statement

1.1 The Dryden Public Library Board “shall seek to provide... a comprehensive and efficient public library service that reflects the community’s unique needs.”¹ This policy outlines how this goal will be met.

2.0 Purposes of Planning

2.1 Planning ensures that:

- 2.1.1 our mission and vision are met.
- 2.1.2 we can respond to the changing needs of the community.
- 2.1.3 we can respond to trends in the library sector.
- 2.1.4 our goals are clear to stakeholders, partners, and key decision makers.
- 2.1.5 key decision makers in the community are aware of library services
- 2.1.6 we do not duplicate services without reason
- 2.1.7 Library funds are managed deliberately and accountably.
- 2.1.8 there is no change in service when there are changes in staff or board members.

3.0 Planning Process

3.1 Each Library Board will:

- 3.1.1 review our mission and vision statements.
- 3.1.2 create a strategic plan.
- 3.1.3 oversee carrying out the current strategic plan.
- 3.1.4 review the Library’s operational plans.
- 3.1.5 complete a legacy document for the incoming board.

3.2 We will report to the community on our progress in fulfilling our plan by:

- 3.2.1 Issuing an annual report.

¹ the Public Libraries Act, RSO 1990, c. P44, s. 20(a)

- 3.2.2 Regularly presenting to Council and community groups.
- 3.3 We will make sure the plan and information about the planning process are accessible.

4.0 Assessment

- 4.1 Our current environment will be assessed and reviewed by:
 - 4.1.1 **Community analysis** – A range of community-related information with possible implications for library service, including demographic data, is analyzed at least once every four years. Including city plans, studies, and demographic data.
 - 4.1.2 **Consultation with users** – Community members are consulted regularly concerning library service (e.g. by means of surveys, focus groups, formal and informal interviews, open houses, suggestion box, website, social media, etc.). An analysis of public comments and suggestions is carried out at least every 4 years and the results are used in the planning of library service.

5.0 Operational Plans

- 5.1 The CEO is responsible for maintaining operation plans, including:
 - 5.1.1 Collection Development
 - 5.1.2 Accessibility
 - 5.1.3 Technology
 - 5.1.4 Programming
 - 5.1.5 Annual Workplan
 - 5.1.6 Facilities
- 5.2 The Board will receive copies of updated operational plans.1

Related Documents:

Dryden Public Library. *FN-01 Mission Statement and Tagline*

Dryden Public Library. *FN- 02 Statement of Values*

Dryden Public Library. *OP-17 Accessibility Policy*

History			
Approval Date:	September 2022	Approved by:	Susan Reany-Iskra
Amendment Date:	September 2022	Approved by:	Angie Barton
Amendment Date:	September 2022	Approved by:	
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