



Dryden Public Library Board

POLICY

SECTION: Governance	NO: GN-02
TITLE: Planning	Date: June 2018
	Next Review Date: June 2021

1.0 Policy Statement

1.1 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): "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 the formal planning process, and guidelines for planning.

2.0 Purposes of Planning

2.1 The Library Board recognizes that comprehensive planning is essential to the ongoing growth and operation of the Dryden Public Library.

2.2 The Library Board establishes a planning process to ensure that:

- 2.2.1 the mission and vision of the Library Board is realized.
- 2.2.2 the library is able to effectively respond to the changing needs of the community.
- 2.2.3 the library is able to identify and participate in trends within the community and throughout the library sector as a whole.
- 2.2.4 the goals and direction of the Library Board are clear to stakeholders, community partners and key decision makers.
- 2.2.5 key decision makers in the community make a long-term commitment to library services.
- 2.2.6 services available elsewhere in the community are not unnecessarily duplicated.
- 2.2.7 Library funds are managed in a deliberate and accountable manner.
- 2.2.8 continuity of service is maintained regardless of changes to the library personnel or board.

3.0 Planning Process

3.1 To ensure the objectives in section 2.2 are met the Library Board establishes the following planning process:

- 3.1.1 Over the course of its four year term the Library Board will:
 - 3.1.1.1 review the mission and vision statement of the Library.
 - 3.1.1.2 undertake the planning and implementation of a strategic plan.
 - 3.1.1.3 review library planning documents including the technology plan, collection plan, programming plan and accessibility plan.
 - 3.1.1.4 develop a timeline for the review and revision of library policy.
 - 3.1.1.5 complete a legacy document for the incoming board.

3.2 The Library Board will keep the community informed of the planning process by:

- 3.2.1 Reporting to the community on the library's progress in fulfilling their strategic goals through the distribution of an annual report and regular presentations to Council, service organizations and community groups.
- 3.2.2 Ensuring that public information and communication about the planning process and the plan are accessible to persons with disabilities.

4.0 Assessment

4.1 Reviewing and assessing the Library's current environment will be addressed through means which may include:

- 4.1.1 **Community analysis** – A compilation of a community profile which may include demographic data, municipal planning documents and information on local agencies and community partners, which is gathered and formally analyzed at least once every four years, and the results used in the planning of library services.
- 4.1.2 **Consultation with users** – Library users are consulted regularly concerning library services (e.g. by means of surveys, focus groups, formal and informal interviews, open houses, suggestions 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.

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:	November 2017	Approved by:	L Ayers
Amendment Date:	June 2018	Approved by:	L Ayers
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	