



Planning

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 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. 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
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. report to the community on the library's progress in fulfilling its plan by means of:

- v. distribution of an annual report
- vi. presentations to Council, service groups and community organizations
- d. ensure public information and communication about the planning process and the plan are accessible to persons with disabilities

Related Documents:

- **Public Libraries Act**, R.S.O. 1990, c. P44
- Guelph Public Library. F1: Mission
- Guelph Public Library. F2: Vision
- Trillium Public Library. OP 15 – Accessibility in the Library

Notes:

Reviewing and assessing the library's current environment will be addressed through a situational analysis which may include:

- Community analysis
- Consultation with users
- Consultation with non-users

The invitation to comment and the feedback process should be accessible to persons with disabilities upon request.