

GRAND VALLEY PUBLIC LIBRARY BOARD

PLANNING POLICY

Date of Review/Approved: April 11, 2018 Motion # 7

Date of Last Review:

Chairperson's Signature:

The Board shall maintain an effective planning process for the library in order to fulfill its mandate under the Public Libraries Act, RSO 1990, cP44, s20(a). "A Board shall seek to provide, in cooperation 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 of the Board ensures that:

- the vision of the 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 changes in the Board or staff complement.

2. To this end, the Board shall;

- develop a formal planning document (strategic plan) that includes the mission, vision statement, and service priorities (objectives);
- develop a cycle of reviewing and assessing
 - community needs
 - services of the library in light of community needs and feedback
 - the current strategic plan
 - the priorities of the municipality
- report to the community on the library's progress in fulfilling its plan by means of:
 - distribution of an year-in-review report
 - presentations to Council, Town staff, and other community groups

- ensure public information and communication about the planning process and the strategic plan are accessible to persons with disabilities.
3. The Board shall review and assess the library's current environment through a community analysis and ongoing consultation with patrons.
- **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.
 - **Patron Consultation:** Patrons are consulted regularly concerning library service by means of surveys, website polls, focus groups, public forums, etc. The Library will ensure that the opportunity to provide feedback is available to persons with disabilities.