



# Leeds and the Thousand Islands Public Library Board

## Policy

<b>SECTION: GOVERNANCE</b>	<b>NO: GN-05</b>
<b>TITLE: Planning Policy</b>	<b>Date: February 2022</b>
	<b>Next Review Date: February 2025</b>

### 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”. The purpose of this policy is to establish a formal planning process and guidelines for planning.

### 2.0 The Purpose of Planning

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

2.2 The goal of the planning process is to ensure that:

- 2.2.1 The mission and vision of the library board is realized
- 2.2.2 The library is able to respond to the changing needs of the community
- 2.2.3 The library is able to identify and participate in new trends within the community and within the larger library sector
- 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 are prepared to 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 The 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:

- Review the mission and vision statement of the Library.
- Undertake the planning and implementation of a strategic plan.
- Develop a timeline for the review and revision of library policy.
- 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 on the library’s progress in fulfilling their strategic goals through the public distribution of an annual report

3.2.2 Providing regular presentations to Council, service organizations and community groups/stakeholders about library activities

3.2.3 Ensuring that public information and communication about the planning process and the plan are made accessible to persons with disabilities.

#### 4.0 Consultation and Assessment

4.1 The Leeds and the Thousand Islands Public Library Board understands that assessing the Library’s current services and role within the community, and consulting with patrons and stakeholders is an essential step in the planning process.

4.2 In the early stages of a new planning process the board will assess the current environment through means which may include:

4.2.1 **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

4.2.2 **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.

History			
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