

# Library Board Planning Policy

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**Date Created:** October 11, 2000

**Date Reviewed:** November 2022

**Motion Number:** 2023-31

## Purpose

The East Gwillimbury Public Library Board shall maintain an effective planning process for the library 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.

The planning process ensures that:

- The vision of the library is realized,
- The library can respond to changing needs and trends in the community,
- Services available elsewhere in the community are not unnecessarily duplicated,
- Library funds are responsibly expended in a deliberate and accountable manner, and
- Continuity of services is maintained regardless of personnel changes in the Board or staff.

## Process

To this end, the Board shall:

1. In the final year of its four-year term, create a legacy document for the new Library Board outlining successes, challenges, and future outlooks.
2. In the first year of its four-year term, develop a Strategic Plan which includes the mission and vision statements and priorities. The Strategic Plan will encompass the term of the Library Board.
3. Ensure the CEO reports to the board on:
  - a. Customer needs in the community served by the library,
  - b. The services of the library in the light of customer needs and feedback, and
  - c. The priorities of the municipality.
4. Report to the community on the library’s progress in fulfilling its plan by means of:
  - a. Distribution of an annual report,
  - b. Presentations to Council, service groups, and community organizations.
5. Ensure public information and communication about the planning process and the plan are accessible to persons with disabilities.

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

## 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 are used in the planning of library service.

### **Consultation with Users**

Library users are consulted regularly concerning library service (e.g., by means of surveys, focus groups, formal and informal interviews, open houses, suggestion box, the 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.