

Section	Governance and Administration	Section #:	1
Sub-section	Planning	Sub-section #:	1.3
Topic	Planning Policy	Policy #	1.3.1

Policy

The 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 formal planning procedures.

The planning process is intended to define the mission and overall direction of the library. The Board shall use the Strategic Plan as an essential part of its governance function, and a tool for advocacy, and shall seek opportunities to communicate the process and relevant content of the Strategic Plan whenever possible.

Purpose

The planning process ensures that:

- a. The library is able to respond to changing needs and trends in the community,
- b. Key decision makers in the community make a long-term commitment to library services,
- c. Services available elsewhere in the community are not unnecessarily duplicated,
- d. Library funds are responsibly expended in a deliberate and accountable manner, and
- e. Continuity of services is maintained regardless of personnel changes in the Board or staff.

Procedure

The second year of a new Board term or as deemed appropriate, the Board and the CEO will undertake a Library Services Review. This review will provide the basis for the development of a new Strategic Plan with current priorities, strategic directions and actions. The development of the Review will involve consultation with staff and the public in order to assess and understand the community needs for the library service, and to analyze the library's strengths and weaknesses. This Review will also be formulated in consideration of demographic and sectoral trends, provincial and national library community priorities, and Ministry guidelines.

The Library Board, in consultation with staff, will develop a Strategic Plan on a regular five year schedule or as deemed appropriate.

The Strategic Plan will contain the Board's Vision, Mission Statement, Objectives, Actions and Timelines.

Each year, the CEO shall develop an annual workplan with specific objectives and timelines based on the Strategic Plan, and these items will be incorporated into the Library Services budget. This workplan along with the proposed budget will be presented to the Board for their approval on an annual basis.

The Board will monitor and evaluate the implementation of the Strategic Plan on a quarterly basis.

A legacy document shall be prepared by the Board and the CEO in the final year of a Library Board term, as a basis for development of the strategic direction in the first year of a new Board. This document shall outline the Library's progress in implementing the Strategic Plan, and offer suggestions for the incoming Board, ensuring continuity and consistency in governance.

Review: Each Board term

History:		
Date of Original Board Motion:	December 14, 2010	10.067
Date of Amendments: (if any)	December 15, 2015	2015.102
	April 23, 2019	2019.029
Date of Next Review	2023	
Attachments		