

# Madawaska Valley Public Library Policy Manual

**Policy Type: Governance**

**Policy Number: GOV-06**

**Policy Title: Planning**

**Initial Approval Date: June 2012**

**Last Review / Revision Date: 2018**

**Review Date: 2022**

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## Objective

To establish a formal planning process for the Township of Madawaska Valley Public Library Board (the Board).

## Scope

The Board shall maintain an effective planning process for the Madawaska Valley Public Library (the library) in order to fulfill its mandate under the *Public Libraries Act*, R.S.O., 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.”

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 staff.
  
2. To this end, the Board will:
  - 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 communities served by the library
    - ii) The services of the library in the light of client needs and feedback
    - iii) The Board’s mission statement, goals, and objectives
    - iv) Current Board strategic planning documents: mission statement, goals and objectives
    - v) The priorities of the municipality
  - c) Report to the community on the library’s progress in fulfilling its plan by means of:
    - i) Distribution of annual report

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- ii) Presentations to the municipal 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.
- 3. Reviewing and assessing the library's current environment will be addressed through a situational analysis which may include:
  - a) **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. The time frame for such analysis may be adjusted as required.
  - b) **Consultation with clients/users:** Library clients/users are consulted regularly concerning library service using various means, but not limited to, surveys, focus groups, formal / informal interviews, open houses, suggestion box, website. 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.

### Related Documents:

*Public Libraries Act*, R.S.O. 1990, c. P44

Policy Number FN-01

**Mission Statement and Mandate**

Policy Number FN-02

**Statement of Values**

Policy Number OP-17

**Meeting the Requirements of the AODA Regulations**