

Muskoka Lakes Township Public Library
LIBRARY BOARD POLICY

Policy Type: Governance	Policy Number: GOV-08
Policy Title: Planning	Policy Approval Date: 11/09/21
Chairperson: V. Duke	Policy Review Date: 11/25

Intent:

The purpose of the Planning Policy is to establish a planning process that enables the Muskoka Lakes Township Public Library (herein after referred to as the Library) to:

- Meet the needs of the community
- Maintain continuity of service
- Respond effectively to change
- Budget in an effective and responsible manner
- Assist the Library Board (herein after referred to as the Board) and staff to have a common understanding of what the Library is trying to achieve

Procedures:

1. The planning process ensures that:
 - a) the vision of the Board is realized
 - b) the Library is able to respond to changing needs and trends in the community
 - c) services available elsewhere in the community are not unnecessarily duplicated
 - d) Library funds are responsibly expended in a deliberate and accountable manner
 - e) continuity of services is maintained regardless of personnel changes in the Board or staff

2. The Board shall:
 - a) develop a cycle for reviewing and assessing:
 - i. user needs in the community
 - ii. the services of the Library in the light of user needs and feedback
 - iii. current Board strategic planning documents: Mission Statement, Vision Statement, Statement of Values, Goals and Initiatives

 - b) report to the community on the Library’s progress in fulfilling its plan by:
 - i. an annual presentation to Township Council and posting to the Library website
 - ii. distribution of monthly CEO reports to the Board and Township Council

 - c) ensure public information and communication about the planning process and the plan are accessible to persons with disabilities.



3. To assist with planning Library services, the current environment is reviewed and assessed using different means, including:
 - a) Community analysis – A range of community related information with possible implications for Library services, including demographic data, municipal planning documents, and information on local agencies and services, is gathered and formally analyzed at least once every four years.
 - b) 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, suggestion 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.

Related Documents:

- MLPL GF-01 Mission Statement
- MLPL GF-02 Vision Statement
- MLPL GF-03 Statement of Values
- MLPL Strategic Plan
- MLPL Community Analysis and Planning Document

