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The Mississippi Mills Public Library Board shall maintain an effective planning process for the Library in order to fulfill its mandate under the *Public Libraries Act*, R.S.O. 1990, c. P.44, 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.

1. The planning process ensures that:
 - a) the mission, vision and values of the Board are 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 (i.e. securing resources)
 - g) strategic direction, monitoring and evaluation activities take place
2. To this end, the Board ensures the following activities are completed:
 - a) develop, in the second year of its four-year term, a planning document (e.g., Board work plan) that includes the mission and vision statements, and priorities
 - b) develop a cycle for reviewing and assessing:
 - i. client needs in the community served by the Library
 - ii. the services of the Library in the light of client needs and feedback
 - iii. the priorities of the Municipality
 - iv. current Board strategic planning documents: mission statement, goals and objectives
 - v. current Library planning documents: technology, accessibility and collection
 - c) report to the community on the Library’s progress in fulfilling its plan by means of:
 - i. distribution of an annual report
 - ii. presentations to 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:
- 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.
 - 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, 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

- *Public Libraries Act*, R.S.O. 1990, chapter P.44
- Corporation of the Town of Mississippi Mills, By-law No. 07-08
- *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, chapter M.56
- Ontario Library Boards' Association (OLBA), Leadership by Design, *Cut to the Chase*
- Mississippi Mills Public Library, *Mission Statement* (FN-01)
- Mississippi Mills Public Library, *Vision Statement* (FN-02)
- Mississippi Mills Public Library, *Statement of Values* (FN-03)
- Ontario Library Service, Trillium Public Library: Sample Policies