



Policy Name:	<b>Planning</b>
Policy Type:	<b>Governance</b>
Policy Number:	<b>GOV-05</b>
Original Adoption Date:	<b>May 2024</b>
Current Approval:	<b>May 2024</b>
Review:	<b>May 2027</b>
Motion:	<b>2024:29</b>

## Planning

### 1. Purpose:

In order to fulfill its mandate under the ***Public Libraries Act, R.S.O. 1990, c. P44, s. 20(a)*** the Library Board shall maintain an effective planning process for the Library:

“A Board shall seek to provide, in cooperation with other Boards, a comprehensive and efficient public library service that reflects the community’s unique needs”.

### 2. Policy:

This policy establishes a formal planning process.

### 3. Procedure:

- a. The Orillia Public Library Board shall make certain that an effective planning process is in place for the Library that ensures that:
  - i. the vision of the Library Board is realized.
  - ii. the Library can respond to changing needs and trends in the community.
  - iii. community input is received through the planning process.
  - iv. key decision-makers in the community make a long-term commitment to library services.
  - v. services available elsewhere in the community are not unnecessarily duplicated.
  - vi. Library funds are spent deliberately and responsibly.
  - vii. continuity of services is maintained regardless of personnel changes in the Board or staff.
- b. To this end, the library Board shall:



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- i. Develop a cycle for reviewing and assessing, at least once each term:
  - 1) Patron needs in the communities served by the Library.
  - 2) The services of the Library in light of patron needs and feedback.
  - 3) The priorities of the municipality.
  - 4) Current board strategic documents: mission and vision statements, values, strategic directions, and action plans.
  - 5) Plans, alone or in partnership, relating to accessibility, technology, facility needs, asset management, collections, and programming.
- ii. Report to the community on the Library's progress in fulfilling its plan through:
  - 1) Distribution of an annual report.
  - 2) Presentations to Council, service groups, and community organizations.
- iii. Review and assess the Library's current environment will be addressed through a situational analysis which may include:
  - 1) **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.
  - 2) **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.).



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## Related Documents

- Orillia Public Library Board Annual Workplan Template
- Orillia Public Library: Collection Development (OP-04)
- Orillia Public Library: Financial Control and Oversight (GOV-06)
- Orillia Public Library: Mission Statement (FN-01)
- Orillia Public Library: Programming (OP-06)
- Orillia Public Library Strategic Plan
- Orillia Public Library: Vision Statement (FN-02)
- [\*Public Libraries Act, R.S.O. 1990\*](#)