



Kenora Public Library Board

POLICY

SECTION: Governance	NO: GOV-04
TITLE: Planning	DATE: February 28, 2024
	Next Review Date: February 2026

The Kenora Public Library Board will 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.

The Kenora Public Library Board will use the following formal planning process.

The planning process ensures that:

- The vision of the library board is realized
- The library is able to respond to changing needs and trends in the community
- Key decision makers in the community are aware of the need to make a long-term commitment to library services
- Services available elsewhere in the community are not unnecessarily duplicated.
- Library funds are responsibly expended in a deliberate and accountable manner through strategic and annual budget directions
- Continuity of services is maintained regardless of personnel changes in the board or employees

To this end, the Board shall:

- in the second year of its four-year term, develop a formal planning document that includes the mission and vision statement, and priorities
- develop a cycle for reviewing and assessing:
 - a) client needs in the community served by the library
 - b) the services of the library in the light of client needs and feedback
 - c) the priorities of the municipality
 - d) current board strategic planning documents: mission statement, goals and objectives
- report to the community on the library's progress in fulfilling its plan by means of:
 - a) distribution of an annual report
 - b) presentations to Council, service groups, and community organizations
- ensure public information and communication about the planning process and the plan are accessible to persons with disabilities.

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, c. P44

Kenora Public Library. **FOU-01 Vision, Mission, Values and Goals**

Trillium Public Library. **OP 15 – Accessibility in the Library**

History			
Approval Date:	Feb. 28, 2024	Approved by:	Marj Poirier
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	