

<b>RAINY RIVER PUBLIC LIBRARY</b>		
<b>Category: FOUNDATIONAL</b>		<b>Number: FO3</b>
<i>MANDATORY</i>	<b>Topic: PLANNING</b>	Page: 1 of 2
<b>Date:</b> Jan. 25, 2011 <b>Reviewed:</b> <b>Mar. 24, 2015</b>	<b>Authorized by:</b>	

This policy establishes a formal planning process for the library.

The board shall 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.”

1. The planning process ensures that:
  - a) The library responds to changing needs and trends in the community
  - b) The community makes a long-term commitment to library services
  - c) Services available elsewhere in the community are not unnecessarily duplicated
  - d) Library funds are spent in a deliberate and accountable manner
  - e) Continuity of service is maintained regardless of personnel changes in the board or staff
  
2. To this end, the board shall:
  - a) Develop a formal planning document that includes a mission statement and priorities
  - b) Develop a cycle for reviewing and assessing:
    - i. Client needs in the community
    - ii. The services of the library in the light of client needs
    - iii. The board’s mission statement, goals and objectives
    - iv. Current board strategic planning documents
  - c) Report to the community on the library’s progress, using:
    - i. An annual report
    - ii. Presentations to funding municipal councils, service groups and community organizations

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3. Periodically, the board shall undertake a situational analysis, including:
  - a) A range of community-related information with implications for library service. This can include demographic data, municipal planning documents and information on local agencies and services. This information is gathered and analyzed at least once every four years, and the results will be used in the planning of library service.
  - b) A consultation of library users about library service, through surveys, focus groups, formal and informal interviews, open houses, suggestion boxes, websites, and any other methods deemed useful by the board and staff.