

Muskoka Lakes Township Public Library LIBRARY BOARD POLICY

Policy Type: Governance

Policy Number: GOV-08

Policy Title: Planning

Policy Approval Date: 11/11/25

Chairperson: V. Duke

Policy Review Date: 11/29

Intent:

This policy outlines the planning process that enables the Muskoka Lakes Public Library (herein after referred to as the Library) to:

- Reflect the vision of the Library Board (herein after referred to as the Board) and assist the Board and staff to have a common understanding of what the Library is trying to achieve
- Respond to changing needs and trends of the community
- Provide services that are unique and do not duplicate services available elsewhere in the community
- Maintain continuity of service regardless of personnel changes in the board or employees
- Budget in an effective, responsible and accountable manner
- Provide key decision makers in the community with information to enable them to support and make a long-term commitment to Library services

Regulations:

The Board shall maintain an effective planning process for the Library in order to fulfill its mandate under the ***Public Libraries Act***, to provide a comprehensive and efficient public library service that reflects the community's unique needs.

Guiding Principles:

1. The Board shall:
 - a) in the second year of its four-year term, develop a formal planning document that includes the mission and vision statements, and priorities
 - b) develop a cycle for reviewing and assessing:
 - i. user needs in the community
 - ii. the services of the Library in light of user needs and feedback as well as the priorities of the township
 - iii. the Board's current strategic planning documents: Mission Statement, Vision Statement, Statement of Values, Goals and Initiatives
 - c) report to the community on the Library's progress in fulfilling its plan by:
 - i. presentations to Township Council, service groups and community organizations
 - ii. posting to the Library website
 - iii. distribution of monthly CEO reports to the Board

- d) ensure public information and communication about the planning process and the plan are accessible to persons with disabilities.
- 2. To assist with planning Library services, the current environment is reviewed and assessed using different means, which may include:
 - a) Community analysis – A range of community related information with possible implications for Library services, including demographic data, municipal planning documents, information on local agencies and services and comparative library data reports, is gathered and formally analyzed at regular intervals.
 - 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