Policy Type: **Governance**

Policy Number: GOV - 06

Policy Title: **Planning**

Policy Approval Date: December 13, 2010

Policy Review Date: May 15, 2023

SEVERN TOWNSHIP PUBLIC LIBRARY

The 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 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" This policy establishes a formal planning process.

1. The planning process ensures that :
    a. The Library is able to respond to changing needs and trends in the community
    b. Key decision makers in the community make a long-term commitment to library services
    c. Library funds are responsibly expended in a deliberate and accountable manner
    d. Continuity of services is maintained regardless of personnel changes in the Board or staff
2. To this end, the Board shall :
    a. In the second year of its four year term, develop a formal planning document that includes the mission and vision statement 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
        iii. The Board's mission statement, goals, and objectives as well as current policies