



## BRACEBRIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

CATEGORY: Governance #5

POLICY REPLACING: New

SUBJECT: Strategic Planning

BOARD APPROVAL DATE: September 8, 2020

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### RATIONALE:

The Bracebridge Public Library Board (Board) shall maintain an effective planning process 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".

This policy outlines the process, through which this mandate will be addressed, for developing and implementing a Strategic Plan for the Bracebridge Public Library (Library).

### POLICY STATEMENT:

The Board is accountable for ensuring there is a current strategic plan, that is effectively implemented, monitored, and evaluated within a four-year period, commencing from the date of Board approval of the plan.

The strategic plan describes future directions, with explicit measurable goals and objectives that are achievable by the Library during the period covered by the Strategic Plan. The mission, vision and values of the Library as updated at the beginning of each Board term, are the framework upon which the strategic plan is developed.

### Purpose

This planning process will ensure that:

- a) the vision of the Board is articulated and realized
- b) input from Library staff, community members, clients, (Bracebridge) Town Council, and supporters of the Library is listened to and acted on
- c) the Library is progressive in identifying and implementing best practices
- d) the Library can respond to changing needs and trends in the community
- e) Town Council understands and supports the goals of the Library on an ongoing basis
- f) assessment and evaluation are key measures of successful implementation

To this end, the Board shall:

- a) select a maximum of 4 members of the Board to sit on a Strategic Planning Committee (Committee) which will be responsible for determining a framework for the planning process
- b) develop a formal planning document that includes the Library's mission and vision statements, priorities, and strategies for implementation
- c) develop a cycle for reviewing and assessing:
  - i. client and community needs served by the Library
  - ii. the services of the Library in the light of client needs and feedback



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- iii. the priorities of Town Council
- d) report to the community on the Library's progress in fulfilling its strategic plan through the following:
  - i. wide distribution of an annual report
  - ii. on-going presentations to Town Council, service groups and community organizations
  - iii. ensuring public information and communication about the planning process
  - iv. ensuring the plan is accessible to persons with disabilities

### **Procedure**

A comprehensive review of the strategic plan will be undertaken at the beginning of every new Board term, or when significant changes in circumstances require a review.

As part of the review process, input will be sought from Library staff, community members, clients, supporters of the Library and Town Council.

Annually the Board, through the Committee, will formally review the strategic plan assessing the progress being made toward the achievement of the specific goals and objectives.

The Committee may recommend changes and remedial actions to the Library's operations to ensure successful implementation. These recommendations will be brought to the Board for discussion and potential approval.

In fulfilling this mandate the Committee will report to the Board on a quarterly basis or as required.

The Library budget will be expressed as a program budget linked to achieving the goals in the Strategic Plan.

### **RELATED DOCUMENTATION:**

Foundation #1 - Purpose, motto, guiding principles

Governance #3 - Committees of the Board

Public Libraries Act, R.S.O. 1990, c. P44

### **PREVIOUS REVISIONS:**

None