

**Peterborough Public Library
PLANNING POLICY**

1. Authority/Intent:

The Peterborough Public Library Board (hereinafter called the Board) shall establish, monitor, and regularly evaluate Framework, Strategic and/or Long Term, Annual Work and Project Plans to direct the provision of library facilities, services, and programs.

Such plans shall clearly identify what the Board hopes to accomplish over time to ensure that the Peterborough Public Library's (hereinafter called the Library) Mission is fulfilled in response to identified community needs and expectations.

2. Mission Statement:

The Board shall ensure that the Library has a Mission Statement that clearly and succinctly identifies what the Library aspires to achieve and provides the foundation for all other plans and policies.

3. Beliefs/ Values Statements:

The Board shall ensure that the Library has a current Beliefs/ Values Statement that reflects the fundamental beliefs and values shared by the Board, Library staff, and the community as the context for the Mission Statement. Each new Board shall review the Library's Mission, Beliefs, and Values Statements as part of its orientation.

4. Strategic Plan and/or Long Term Plan:

The Board shall ensure that the Library develops, maintains, and evaluates a Strategic and/or Long Term Plan, which reflects Board, staff, stakeholder, user, non-user, community, municipal interests and concerns and broader library trends; and coincides with the Board's term of office.

The Board should review such plans annually to assess progress, relevance, and to accommodate changing priorities.

5. Annual Work Plan:

The Board shall direct Library staff to develop, implement, and evaluate an Annual Work Plans that reflects Strategic Plan priorities, direction from other governing authorities, and changing community needs. The Board shall regularly review, monitor and evaluate the Work Plan to ensure its effectiveness.

6. Capital and Operating Budgets:

At its September meeting each year, the Board shall assess the current Work Plan and identify priorities for the upcoming year. Staff shall develop the Annual Work Plan for the up-coming year as the foundation for the Library's next annual capital and operating budgets.

Staff shall prepare a draft Work Plan for the October meeting, capital and operating

budget for the Board's consideration at its annual November meeting before submitting to Senior Administration for consideration and refinement; and to City Council for approval.

7. Planning Committee:

The Board may appoint a Planning Committee as a standing committee to assist staff with the development, monitoring, and evaluation of all plans.

8. Progress Reports:

The Board may at any time direct staff to prepare progress reports on Strategic and/or Long-term, Annual Work Plans, and Project Plans for distribution as requested by the City, Province, or granting agencies.

9. Public Consultation:

The Board shall ensure that stakeholders, library users, and potential users, are consulted to determine needs and expectations for the preparation of Strategic/ Long Term Plans.

The Library shall encourage and support on-going feedback and evaluation of all facilities, services and programs.

10. Annual Report:

The Board shall ensure that the results of the Library's plans are conveyed to the Library's users, community, municipality, and other library's through the preparation and distribution of an annual report.

BOARD APPROVAL:

DATE: February 25th, 2003

SCHEDULED REVIEW: February 2005