



# OXFORD COUNTY LIBRARY BOARD GOVERNANCE POLICY MANUAL

Board Motion Number:	2022-04	Date of Review:	2026
Date Approved:	March 21, 2022	Chairperson's signature:	

## PLANNING

### BACKGROUND

Section 20(a) of the Public Libraries Act, RSO 1990, chapter P.44 requires that a library board “shall seek to provide, in cooperation with other boards, a comprehensive and efficient public library service that reflects the community’s unique needs”. An effective planning process will help to ensure that the library can provide this service.

### PURPOSE

The Oxford County Library Board shall make certain that an effective planning process is in place for the library that ensures that:

- a) the library needs of the community are met
- b) the library is able to respond to changing needs and trends in the community
- c) community input is received during the planning process
- d) key decision makers in the community make a long-term commitment to library services
- e) there is continuity of services regardless of personnel changes in board or staff
- f) library funds are spent in a deliberate and responsible manner
- g) services available elsewhere in the community are not unnecessarily duplicated

### PROCEDURES

1. To ensure an effective planning process, the Board shall, once each term, review and assess:
  - a) client needs in the communities served by the library;
  - b) the services of the library in the light of assessed client needs;
  - c) the library's mission statement, goals and objectives;
  - d) current planning documents.