

Policy Type: **Governance**

Policy Number: **G-6**

Policy Title: **Planning Policy**

Policy Approved: November 2023

Effective: January 2024 - December 2026

---

## 1. PURPOSE

1.1 The Windsor Public Library Board shall maintain an effective planning process to fulfill its mandate under the *Public Libraries Act section 20 (a)*, as amended, and ensure the vision of the library Board is realized. The library is able to respond to changing needs and trends in the community; and decisions support innovation and the long term plans of the City of Windsor.

## 2. SCOPE

2.1 The Windsor Public Library Board, within the meaning of the *Public Libraries Act* as amended, provides governance and management of public library services in Windsor.

2.2 The Windsor Public Library Board supports the *Municipal Freedom-of-Information and Protection of Privacy Act (MFIPPA)*, *Copyright Act*, *Canadian Criminal Code*, *Canadian Charter of Rights and Freedoms*, and other laws governing intellectual property.

2.3 The Planning Policy applies to all Windsor Public Library Board members, employees, volunteers and agents; supports the principles of universal and equitable access and reflects the WPL Mission, Vision, Values and Customer Service Pledge:

**WPL Mission Statement:** “The mission of the WPL is to enrich our community by providing access to resources that inform and entertain.” “We believe in the freedom to read, learn and discover.”

## 3. SHORT AND LONG TERM GOALS

To accommodate these goals, the Windsor Public Library Board shall regularly:

3.1 Review and assess:

- a) Financial plans and obligations.
- b) Customer needs.
- c) Library services, facilities and resources.
- d) The priorities of the municipality.

3.2 Report to the City Council, the community and employees on the library’s progress in fulfilling its plans.

3.3 Set, monitor and evaluate employees’ priorities and goals.

#### **4. SUCCESSION PLANNING**

- 4.1 To recruit new Board members: Board members will identify potential candidates and encourage them to apply to be on the Board.
- 4.2 To hire a new Chief Executive Officer (CEO), the Board will:
- a) Review library long and short term priorities plus management skill gaps.
  - b) In consultation with the City of Windsor, recruit and hire a new CEO.
  - c) Support the development of all employees.
- 4.3 The CEO shall be responsible for employee succession planning, transition plans and mentoring of employees.

#### **5. INNOVATION**

- 5.1 The Windsor Public Library Board is committed to providing innovative and excellent customer service as an integral part of its mission and strategic priorities. Windsor Public Library values intellectual curiosity and innovation.
- 5.2 “Innovation” is defined as significant and positive change that is a result of continuous or incremental advances in service; technology; or introduces a new idea, device or method. An innovation is an idea that has been transformed into practical reality.  
Windsor Public Library’s innovations:
- Reflect the Windsor Public Library’s mission “...to enrich our community by providing access to resources that inform and entertain. We believe in the freedom to read, learn and discover.”
  - Improve customer service or procedures, expand access to resources or improve access.
- 5.3 The Windsor Public Library Board is committed to establish a mutually beneficial partnership with public and private agencies, organizations, foundations and enterprises, with the intent of:
- a) Supporting public library innovation through: research, testing, delivery, data collection and evaluation.
  - b) Sharing innovative best practices with the public library community.
  - c) Piloting community / library engagement projects.
- 5.4 The Windsor Public Library Board engages new technologies and innovation that puts discovery learning in the hands of residents and employees, recognizing that innovation and technology enhance the customer experience, promote life-long learning, cultivate community collaboration and strengthens accountability.