

TRUSTEES' HANDBOOK—POLICIES
BOXFORD TOWN LIBRARY

Policy on Planning

The Library engages in a regular schedule of planning in order to ensure that the Library is using its resources, effectively to meet the changing needs of the community.

It is the responsibility of the Long-Range Planning Subcommittee, the Library Director and a committee of residents and staff members to engage in a process to examine community needs and library trends. Once the analysis is complete, plans are made to adjust current services and develop new services to address the identified needs. Goals and objectives to accomplish necessary changes to library services and collections are written and submitted to full Board of Library Trustees for approval.

It is the responsibility of the Library Director to review planning goals and objectives annually and to prepare an annual update for the Board. Each plan, and annual update, is also submitted to the Massachusetts Board of Library Commissioners.