

documents, and information on local agencies and services, is gathered and formally analyzed at least once every four years, and the results used in the planning of library service.

- b) Consultation with users - Library users are consulted regularly concerning library service (e.g. by means of surveys, focus groups, formal and informal interviews, open houses, suggestion box, website, etc.).

**Report to the
Community:**

The Board shall report to the community on the library's progress in fulfilling its plan by means of:

- i. distribution of an annual report
- ii. presentations to Council, service groups and community organizations

Approved Date: January 16, 2019

Supercedes Date: October 15, 2014

Review Date: October 2022

Reference: Library Board Meeting, January 16, 2019