

2018 3rd Quarter Work Plan – Library Services

4. a) 7.

Initiative/Source/ Strategic Plan Reference	Actions/Milestones	* Lead ** Support	Timing	Status	
Develop and Strengthen Library's Human Resources	Undertake an assessment of the Board's accomplishments	*Board	Q1	In Progress	
	Prepare a legacy document for incoming Board	*Board	Q3-4	In Progress	
	Develop a plan for engaging potential board members	*Board	Q2-3	In Progress	
	Recruit/train new contract hire for Technology and Training Coordinator position	*Sarah, Heidi, Kim	Q1-2	Completed	
	Achieve excellence in governance and service delivery	Hire and train summer students & co-op placement student	*Sarah, **Kathleen, **All staff	Q2-3	Completed
		Develop standardized staff and volunteer training guidelines/packages	*Sarah, Kim	Q2-3	On Hold
		Reassessment of staff roles and responsibilities	*Sarah	Q3-Q4	Not Started
		Work with Dr. Skinner & Amber Colibaba/Trent Centre for Aging to complete volunteerism project.	*Board, Sarah	Q1-2	Completed
		Develop and revise volunteer model in consultation with Amber Colibaba/Trent Centre for Aging	*Board, Sarah	Q1-4	On Hold
		Revise and expand volunteer policies and procedures Create job descriptions	*Sarah, Board	Q1-4	On Hold
Ensure policies are consistent with OPL guidelines		*Board, Sarah	Q1-4	In Progress	
Review current Board Strategic Plan 2012-2016, to determine next steps for future strategic planning to potentially align to the Township's Corporate Strategic Plan		*Sarah	Q1-4	In Progress	
Broaden the public's perception of the library		Research and implement a new fundraising opportunity at the library (Paint Nite, Book Sale Shelves, pop-up book sales)	*Sarah, **All staff	Q1-Q4	Completed
		Foster a healthy, engaged & connected community	Investigate potential outreach opportunities to engage with non-users	*Heidi, Sarah	Q1-4

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	Introduce a variety of new adult programs for the Fall/Winter	*Sarah, Branch Librarians	Q3-4	In progress
	Introduce new programming opportunities at the library -Art Display, Quarterly Poetry Night, Scrabble Club, Red Maple program	*All Staff	Q1-4	Completed
	Investigate formal mechanisms to involve library users on a regular basis in evaluating library services.	*Sarah, All Staff	Q1-Q4	In progress
	Review, strengthen and develop options for increasing monetary donations to the library.	*Board	Q1	Completed
	Build stronger connections with New-To-You stores and develop promotional strategies that are consistent and effective	*All	Q1-4	In progress
Cultivate and expand community partnerships	Explore opportunities to extend partnerships with community groups and organizations and expanded roles with current partners	*Sarah, Board, All Staff	Q1-4	In Progress
Foster a healthy, engaged & connected community	Determine Selwyn Public Library's response to the Truth and Reconciliation and develop services to support the Indigenous communities (programming with Lovesick Lake)	*Board, Sarah	Q1-4	In Progress
	Focus on building stronger school/library connections (afterschool program, maker-related programming, teen tech buddies, Red Maple program)	*Kathleen **All	Q1-4	In Progress
	Build on our current relationship with seniors residences -Family Storytime, Technology workshops	*All	Q1-4	Not started
Extend the reach of Library programs and services	Research and apply for new funding and grant opportunities in order to enhance/expand library programs and services	*Sarah **All	Q1-4	Completed /Ongoing
	Continue to support home schooling parents	*Kathleen	Q1-4	In Progress
Foster a healthy, engaged &	Complete requirements of 2017-2018 Senior community Grant – “Grandpal program”	*Kathleen **Sarah	Q1-2	Completed

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connected community	Revise and implement Grandpal Program for 2018-2019 year	*Sarah	Q3-4	In Progress
Build the library's technology proficiency and innovation	Develop a system for online program registration, using Google Forms. Provide training sessions for volunteers.	*Heidi **Kathleen	Q1	Completed
Achieve excellence in governance and service delivery	Continue to support updates in Overdrive/Libby platforms.	*Heidi (Melissa)	Q1-4	In Progress
	Investigate the opportunity to introduce a new electronic collection/platform for 2019 (<i>Cloud Library/Hoopla</i> – electronic books, magazines, videos, etc.)	*Sarah, Heidi	Q1-4	In Progress
	Focus on ongoing and continued training on integrated library system (ILS)	*Heidi **All staff	Q1-4	In Progress
	Explore further opportunities to incorporate technology into our programming	*Kathleen, Heidi **All	Q1-4	In Progress
	Upgrade our wireless access point in Bridgenorth to a system that provides us with usage statistics	*Leigh, Sarah	Q1	On Hold
2019 Budget & Work Plans	Prepare draft capital and operations budgets for consideration as part of budget process <ul style="list-style-type: none"> ○ Draft Capital budget due September 18, 2018 ○ Draft Operations budget and narratives due December 14, 2018 	* Sarah ** Board	Q2-Q4	In Progress
Achieve excellence in governance and service delivery	Prepare Draft work plans for 2019 <ul style="list-style-type: none"> ○ Due November 30, 2018 		Q4	Not started
Library Support for other Initiatives	Business Process Review/Evaluation of Service Area(s)	*Janice Lavalley	Q1-4	Not started
	Waste Reduction Initiatives	*Janice Lavalley		

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