# 2020 Work Plan – Library Services

<table>
<thead>
<tr>
<th>Initiative/Source/Strategic Plan Reference</th>
<th>Actions/Milestones</th>
<th>* Lead ** Support</th>
<th>Timing</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Develop and Strengthen Library’s Human Resources</strong></td>
<td><strong>Achieve excellence in governance and service delivery</strong></td>
<td><em>Sarah**Board</em></td>
<td>Q1-4</td>
<td>On Hold</td>
</tr>
<tr>
<td><strong>Revise and expand volunteer model in consultation with Amber Colibaba/Trent Centre for Aging</strong></td>
<td><em>Sarah**Board</em></td>
<td>Q1-4</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td><strong>Support new Ennismore Branch Librarian</strong></td>
<td><em>Sarah</em></td>
<td>Q1</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td><strong>Recruit/train new contract hire for Bridgenorth Branch Librarian position</strong></td>
<td><em>Kim, Sarah</em></td>
<td>Q1</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td><strong>Review &amp; revise New-To-You Store policies, guidelines, and procedures in consultation with Community Care partners</strong></td>
<td><em>Board, Sarah</em></td>
<td>Q1-4</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td><strong>Support more opportunities for staff and volunteer training and development</strong></td>
<td><em>Board, Sarah</em></td>
<td>Q1-4</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td><strong>Reassessment of staff roles and responsibilities</strong></td>
<td>*Sarah, *<em>Board, All staff</em></td>
<td>Q3-4</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td><strong>Ensure policies are consistent with OPL guidelines</strong></td>
<td><em>Sarah, Board</em></td>
<td>Q2-3</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td><strong>Determine strategic directions for Selwyn Public Library and develop a comprehensive 2020-2023 Strategic Plan</strong></td>
<td><em>Board, Sarah</em></td>
<td>Q1-2</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td><strong>Broaden the public’s perception of the library</strong></td>
<td><strong>Foster a healthy, engaged &amp; connected community</strong></td>
<td>*Sarah, *<em>All staff</em></td>
<td>Q1-Q4</td>
<td>In Progress</td>
</tr>
<tr>
<td><strong>Research and implement a new fundraising opportunity at the library (pop-up book sales, concert)</strong></td>
<td>*Sarah, *<em>All Staff</em></td>
<td>Q1-4</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td><strong>Market the Library to non-users – identify new areas &amp; methods for outreach (pop-up library at arena/Bridgenorth market)</strong></td>
<td>*Sarah *<em>Board</em></td>
<td>Q3-4</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td><strong>Continued development and promotion of the monthly Art Display in conjunction with a board established art display sub-committee</strong></td>
<td><em>All Staff</em></td>
<td>Q1-4</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td><strong>Investigate formal mechanisms to involve library users on a regular basis in evaluating library services; provide multiple avenues for residents to provide feedback to the library</strong></td>
<td><em>Sarah, All Staff</em></td>
<td>Q1-Q4</td>
<td>In Progress</td>
<td></td>
</tr>
</tbody>
</table>

**Legend for Status:**  
*In Progress* - Task has been assigned and work has begun;  
*Not Started* - Task has been assigned but work has not yet begun;  
*Completed* - Task has been completed;  
*On Hold* - Task is on hold pending further information/direction.
## 2020 Work Plan – Library Services

<table>
<thead>
<tr>
<th>Initiative/Source/Strategic Plan Reference</th>
<th>Actions/Milestones</th>
<th>* Lead ** Support</th>
<th>Timing</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Build stronger connections with New-To-You stores and develop promotional strategies that are consistent and effective</td>
<td>*All</td>
<td>Q1-Q4</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>Re-evaluation of the 2014-2017 Marketing Plan</td>
<td>*Board</td>
<td>Q4</td>
<td>Not Started</td>
<td></td>
</tr>
<tr>
<td>Review, strengthen and develop options for increasing monetary donations to the library (donate button)</td>
<td>*Sarah, **Board</td>
<td>Q3</td>
<td>Not Started</td>
<td></td>
</tr>
</tbody>
</table>

### Cultivate and expand community partnerships
- Continue to encourage collaboration with community groups and organizations to provide timely and topical programs of interest to the community
  - *Sarah, Board, All Staff | Q1-4 | In Progress |
- Identify new partnership opportunities;
- Increase partnership reach with current partner organizations (Home Library Service, Community Care)
  - *Board, Sarah, **All Staff | Q1-4 | In Progress |
- Determine Selwyn Public Library’s response to the Truth and Reconciliation and develop services to support the Indigenous communities (programming with Lovesick Lake, art display)
  - *Board, **Sarah | Q1-4 | In Progress |
- Focus on building stronger school/library connections (Lakefield District Public School, afterschool programming, maker-related programming, Red Maple program)
  - *Kathleen **All | Q1-4 | In Progress |
- Build on our current relationship with seniors residences
  - *All | Q1-4 | In Progress |
- Cultural Master Plan
  - Develop Scope of Work – review with Council and Township stakeholders - Heritage Committee, Library Board, PRAC etc…
  - Prepare and issue RFP – consulting services
  - Collaborate/consult with Township stakeholders and the Public
  - *Staff Task Team (Economic Development, Clerks, Building & Planning, Parks & Recreation, Library) | Q2-Q4 | Not Started |

### Foster a healthy, engaged & connected community

### 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 | In Progress |
- Continued development and review of Home Library Service to ensure success, effectiveness and efficiency
  - *Kelsey, Sarah | Q1-4 | In Progress |

**Legend for Status:** *In Progress* - Task has been assigned and work has begun; *Not Started* - Task has been assigned but work has not yet begun; *Completed* - Task has been completed; *On Hold* - Task is on hold pending further information/direction.
# 2020 Work Plan – Library Services

<table>
<thead>
<tr>
<th>Initiative/Source/Strategic Plan Reference</th>
<th>Actions/Milestones</th>
<th>Lead/Support</th>
<th>Timing</th>
<th>Status</th>
</tr>
</thead>
</table>
| **Foster a healthy, engaged & connected community** | Continue to support home schooling parents  
Introduce a new electronic collection/platform (*Cloud Library*)  
Revise and implement Grandpal Program for 2020-2021 school year  
Implement an adult programming strategy by determining the success of our one-off programming for adults and exploring programming that takes place on a re-occurring basis  
Explore digitization of Local History Collections | *Kathleen  
*Heidi **Sarah  
*Sarah  
*Sarah, **All Staff  
*Sarah, **All | Q1-4  
Q1-2  
Q3-4  
Q1-3  
Q3-4 | In Progress  
In Progress  
In Progress  
In Progress  
Not Started |
| **Build the library’s technology proficiency and innovation** | Provide training sessions for volunteers for our new CloudLibrary eBook/eAudiobook platform  
Introduce new technologies and provide opportunities for patrons to explore and learn. Ongoing training for staff and patrons on new technology and software  
Focus on ongoing and continued training on integrated library system (ILS)  
Continue to explore opportunities to incorporate technology into our programming  
Explore shared storage software options  
Improved internet connectivity/speed at Ennismore Branch | *Heidi **All Staff  
*Heidi, **Sarah  
*Heidi  
*Heidi, Kathleen, **Sarah  
*Leigh, **Sarah  
*Sarah, **Leigh | Q1  
Q1-4  
Q1  
Q1-4  
Q1-2  
Q1-2 | Not Started  
In Progress  
In Progress  
In Progress  
In Progress  
In Progress |
| **Achieve excellence in governance and service delivery** | Prepare draft capital and operations budgets for consideration as part of budget process  
Prepare Draft work plans for 2021 | * Sarah  
** Board  
* Sarah, **Leigh | Q2-Q4  
Q4 | In Progress  
Not started |

**Legend for Status:**  *In Progress* - Task has been assigned and work has begun;  *Not Started* - Task has been assigned but work has not yet begun;  *Completed* - Task has been completed;  *On Hold* - Task is on hold pending further information/direction.