

West Grey Public Library Board

**Mission Statement:** The West Grey Library offers resources and services inclusive for all.

**This is an online meeting**

**We are using the ZOOM meeting software**

**To join the meeting through your computer (or smartphone with the ZOOM app) go to:** <https://us02web.zoom.us/j/82003575734?pwd=ek1GQ3pXMlZ3YzNqcXR3UHVKUDE1QT09>

**Join Zoom Meeting**

**If you prefer to phone in and listen live**

**Dial. +1 647 558 0588 Canada (long distance charges to Toronto may apply)**

**If prompted, enter the meeting ID 820 0357 5734 and Passcode: 584687**

**Agenda**

**March 9, 2022, 7pm**

1. Call to Order
2. Welcome new board member Tyler Barlow
3. Approval of Agenda

Moved by and seconded by THAT the West Grey Library Board approves the agenda.

4. Declaration of Pecuniary Interest or Conflict of Interest
5. Correspondence
6. Consent Agenda

a. Adopt previous minutes – February 9, 2022

b. Accounts Payable – A/P Voucher V02 - \$10,888.15

Recommendation: Be it hereby resolved that the West Grey Public Library Board adopt items A to B on the consent agenda.

Moved by and seconded by THAT the West Grey Library Board adopt items A to B on the consent agenda.

7. Librarian' s report
  - a. Updated re-opening plan March 2022
  - b. Year in Review 2021
8. Matters arising from the minutes
  - a. RFP – Received. Recommendation to be discussed

**Mission Statement:** The West Grey Library offers resources and services inclusive for all.

9. Report from Council members'
10. Other business
  - a. Succession Planning
  - b. CEO evaluation
  - c. In person board meeting – May
11. Open Discussion (15 min)
12. Next Meeting – Wednesday May 11, 2022, 7pm
13. Adjournment

**Zoom Meeting Participant Functions:**

**Using a computer**

1. Click on the icon labelled participants on the Zoom Menu Bar. (If you don't see the menu bar move your mouse slightly, and the bar will appear).
2. The white participants box that appears after you do Step 1 has a raise hand command at the bottom, just click that to raise your hand.
3. When prompted, click raise hand if you have a question or comment.
4. Lower it by clicking the same button, now labelled lower hand.

**Using a tablet or cellphone app**

1. Click participants.
2. Choose more at the bottom of the participants' screen.
3. Choose raise hand.
4. The hand icon will turn blue, and the text below it will switch to say lower hand while your hand is raised.

**Using telephone**

1. To join a meeting via telephone, dial: 1-647-558-0588 and enter the meeting ID provided (long-distance charges to Toronto may apply). Press \*9 to raise your hand.

## West Grey Public Library Board Minutes

February 9, 2022

West Grey Public Library — Virtual Meeting

**Present:** Malcolm Beddoe (Chair), Stephen Townsend, Michele Humphrey (Vice Chair), Beth Hamilton, Elizabeth Murray, Boyde Colwell, Kim Storz, CEO

**Absent:** Michele Humphrey

### Call to Order

The Chair called the meeting to order at 7:10 pm

### Agenda approved

**Moved by Boyde Colwell and seconded by Liz Murray THAT the Agenda be approved.**

**Carried.**

### Declaration of Interest

It is recorded that there were no declarations of pecuniary or conflict of interest or the general nature thereof.

### Delegation

N/A

### Correspondence

Signed back contract received from Grey Highlands Public Library, see Librarian's Report.

### Consent Agenda

- a. Adopt previous minutes from - 26 January 2022 and 12 January 2022 (open/close)
- b. Accounts Payable – A/P Voucher V13 - \$6,217.24 & V01 \$8,958.01

**Moved by Stephen Townsend and seconded by Boyde Colwell THAT it hereby be resolved the West Grey Public Library Board adopt items A and B on the consent agenda.**

**Motion carried.**

### Librarian's Report

Policy meeting has been postponed until March.

## **West Grey Public Library Board Minutes**

February 9, 2022

West Grey Public Library — Virtual Meeting

Kim will purchase training from First Nations University of Canada – 4 Seasons of Reconciliation course for Stephen, Liz, Malcolm, Michele and Beth. Individuals may schedule attendance to suit own schedules and opportunity for attendance is open for until the end of 2022. Library's budget will cover costs.

The circulation policy will be amended to include no fines, and the process to contact patrons with overdue items.

Three-year Service Contract with Grey Highlands Public Library now signed by both WGPL and GHPL Chairs.

Beth Hamilton arrived at the meeting.

### **Accounts payable**

**Moved by Stephen Townsend and seconded by Boyde Colwell THAT \$6,000:00 be left in Library Board Reserves and any budget surpluses be part of Reserves.**

**Carried**

### **Matters arising from Minutes**

**Moved by Boyde Colwell and seconded by Stephen Townsend THAT the CEO send out an RFP for a Strategic Service Delivery Review of WGPL.**

**Carried.**

### **Report from Councilors**

There will be a 6 - 7 per cent increase in West Grey 2022 budget over previous year.

### **No other business**

**Adjournment: Motion to adjourn the meeting at 8:50 pm by Boyde Colwell.**

**Next meeting, Wednesday 9 March at 7:00 pm (virtual).**

---

Chair:

Date:

**MUNICIPALITY OF WEST GREY**  
**LIBRARY - WEST GREY**



GL5410

Date : Mar 03, 2022

Page : 1

Time : 10:15 am

68

For Period Ending 28-Feb-2022

	CURRENT	CURRENT	VARIANCE \$	VARIANCE %
	YEAR TO DATE	BUDGET		
<b>LIBRARY</b>				
<b>OPERATING REVENUES</b>				
Transfer from Reserves	0.00	(5,000.00)	(5,000.00)	0.00
Grants Province	0.00	(24,190.00)	(24,190.00)	0.00
West Grey Levy	0.00	(440,045.00)	(440,045.00)	0.00
Prov Revenue - Connectivity	0.00	(800.00)	(800.00)	0.00
Library Revenue	0.00	(1,250.00)	(1,250.00)	0.00
Service Fees Revenue	0.00	(1,250.00)	(1,250.00)	0.00
Total OPERATING REVENUES	0.00	(472,535.00)	(472,535.00)	0.00
<b>OPERATING EXPENSES</b>				
Wages	41,181.50	289,342.00	248,160.50	14.23
Benefits	10,153.65	58,397.00	48,243.35	17.39
Materials & Supplies	59.01	1,500.00	1,440.99	3.93
Office Supplies	146.52	1,500.00	1,353.48	9.77
Volunteer Recognition	87.51	500.00	412.49	17.50
General Memberships	200.00	400.00	200.00	50.00
Advertising	0.00	1,000.00	1,000.00	0.00
Building Maintenance	317.46	4,000.00	3,682.54	7.94
Mileage/Courier	0.00	800.00	800.00	0.00
Copier Lease	445.93	2,000.00	1,554.07	22.30
Program Development	346.62	3,598.00	3,251.38	9.63
ILLO Expense	19.20	500.00	480.80	3.84
Overdrive/E-Books	7,314.44	6,800.00	(514.44)	107.57
KOHA Support	0.00	5,200.00	5,200.00	0.00
IT Support	403.22	2,500.00	2,096.78	16.13
Equipment Maintenance	0.00	3,485.00	3,485.00	0.00
Autotmaton - Patrons	369.51	5,000.00	4,630.49	7.39
Book Processing Fee	324.81	3,000.00	2,675.19	10.83
Books	3,437.48	23,000.00	19,562.52	14.95
Videos	0.00	3,000.00	3,000.00	0.00
Periodicals	44.30	0.00	(44.30)	0.00
Conference/Training	0.00	2,500.00	2,500.00	0.00
Security	168.20	1,400.00	1,231.80	12.01
Library Board	0.00	19,533.00	19,533.00	0.00
Total OPERATING EXPENSES	65,019.36	438,955.00	373,935.64	14.81
<b>BRANCH EXPENSES</b>				
NEUSTADT BRANCH EXPENSES	1,642.44	7,080.00	5,437.56	23.20
NORMANBY BRANCH EXPENSES	658.36	7,000.00	6,341.64	9.41
DURHAM BRANCH EXPENSES	1,901.45	19,500.00	17,598.55	9.75
Total BRANCH EXPENSES	4,202.25	33,580.00	29,377.75	12.51
Total LIBRARY	69,221.61	0.00	(69,221.61)	0.00

5

**MUNICIPALITY OF WEST GREY**  
**LIBRARY - WEST GREY**



GL5410

Date : Mar 03, 2022

Page : 1

Time : 10:14 am

For Period Ending 28-Feb-2022

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
<b>LIBRARY</b>				
<b>OPERATING REVENUES</b>				
<b>Transfer from Reserves</b>				
2-4-4000-3076 Transfer From Reserves	0.00	(5,000.00)	(5,000.00)	0.00
Total Transfer from Reserves	0.00	(5,000.00)	(5,000.00)	0.00
<b>Grants Province</b>				
2-4-4000-5300 Grants Province	0.00	(24,190.00)	(24,190.00)	0.00
Total Grants Province	0.00	(24,190.00)	(24,190.00)	0.00
<b>West Grey Levy</b>				
2-4-0900-5302 Grants/Levies West Grey	0.00	(440,045.00)	(440,045.00)	0.00
Total West Grey Levy	0.00	(440,045.00)	(440,045.00)	0.00
<b>Prov Revenue - Connectivity</b>				
2-4-4000-5310 Lib Prov Revenue - Connectivity	0.00	(800.00)	(800.00)	0.00
Total Prov Revenue - Connectivity	0.00	(800.00)	(800.00)	0.00
<b>Library Revenue</b>				
2-4-4000-5410 Library Revenue Durham	0.00	(1,250.00)	(1,250.00)	0.00
Total Library Revenue	0.00	(1,250.00)	(1,250.00)	0.00
<b>Service Fees Revenue</b>				
2-4-4000-5411 Library Rev Service Fees Durham	0.00	(1,250.00)	(1,250.00)	0.00
Total Service Fees Revenue	0.00	(1,250.00)	(1,250.00)	0.00
Total OPERATING REVENUES	0.00	(472,535.00)	(472,535.00)	0.00
<b>OPERATING EXPENSES</b>				
<b>Wages</b>				
2-5-4000-1010 Lib Wages Durham	41,181.50	289,342.00	248,160.50	14.23
Total Wages	41,181.50	289,342.00	248,160.50	14.23
<b>Benefits</b>				
2-5-4000-1015 Lib Benefits Durham	10,153.65	58,397.00	48,243.35	17.39
Total Benefits	10,153.65	58,397.00	48,243.35	17.39
<b>Materials &amp; Supplies</b>				
2-5-4000-2029 Library COVID Expenses	59.01	1,500.00	1,440.99	3.93
Total Materials & Supplies	59.01	1,500.00	1,440.99	3.93
<b>Office Supplies</b>				
2-5-4000-2011 Lib Office Supplies Durham	146.52	1,500.00	1,353.48	9.77
Total Office Supplies	146.52	1,500.00	1,353.48	9.77
<b>Volunteer Recognition</b>				
2-5-4000-2012 Volunteer Recognition Durham	87.51	500.00	412.49	17.50
Total Volunteer Recognition	87.51	500.00	412.49	17.50
<b>General Memberships</b>				
2-5-4000-2020 Lib General Memberships	200.00	400.00	200.00	50.00

**MUNICIPALITY OF WEST GREY**  
**LIBRARY - WEST GREY**



GL5410

Date : Mar 03, 2022

Page : 2

Time : 10:14 am

For Period Ending 28-Feb-2022

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
<b>LIBRARY</b>				
Total General Memberships	200.00	400.00	200.00	50.00
<b>Advertising</b>				
2-5-4000-2013 Lib Advertising Durham	0.00	1,000.00	1,000.00	0.00
Total Advertising	0.00	1,000.00	1,000.00	0.00
<b>Building Maintenance</b>				
2-5-4000-2015 Lib Bldg Maintenance Durham	317.46	4,000.00	3,682.54	7.94
Total Building Maintenance	317.46	4,000.00	3,682.54	7.94
<b>Mileage/Courier</b>				
2-5-4000-2021 Courier Mileage/Compensation	0.00	800.00	800.00	0.00
Total Mileage/Courier	0.00	800.00	800.00	0.00
<b>Copier Lease</b>				
2-5-4000-2022 Lib. Durham Copier Lease	445.93	2,000.00	1,554.07	22.30
Total Copier Lease	445.93	2,000.00	1,554.07	22.30
<b>Program Development</b>				
2-5-4000-2023 Program Development Durham	346.62	3,598.00	3,251.38	9.63
Total Program Development	346.62	3,598.00	3,251.38	9.63
<b>ILLO Expense</b>				
2-5-4000-2019 Lib ILLO Expense	19.20	500.00	480.80	3.84
Total ILLO Expense	19.20	500.00	480.80	3.84
<b>Overdrive/E-Books</b>				
2-5-4000-2026 Library - Overdrive/e-books	7,314.44	6,800.00	(514.44)	107.57
Total Overdrive/E-Books	7,314.44	6,800.00	(514.44)	107.57
<b>KOHA Support</b>				
2-5-4000-2027 Library - KOHA support	0.00	5,200.00	5,200.00	0.00
Total KOHA Support	0.00	5,200.00	5,200.00	0.00
<b>IT Support</b>				
2-5-4000-2028 Library - IT support	403.22	2,500.00	2,096.78	16.13
Total IT Support	403.22	2,500.00	2,096.78	16.13
<b>Equipment Maintenance</b>				
2-5-4000-2035 Library Computer Purchases	0.00	3,485.00	3,485.00	0.00
Total Equipment Maintenance	0.00	3,485.00	3,485.00	0.00
<b>Automation - Patrons</b>				
2-5-4000-2036 Library- Photocopies, Database, Webs	369.51	5,000.00	4,630.49	7.39
Total Automation - Patrons	369.51	5,000.00	4,630.49	7.39
<b>Book Processing Fee</b>				
2-5-4000-2043 Lib. Durham Book Processing Fees	324.81	3,000.00	2,675.19	10.83
Total Book Processing Fee	324.81	3,000.00	2,675.19	10.83
<b>Books</b>				
2-5-4000-2044 Lib Purchase Books Durham	3,437.48	23,000.00	19,562.52	14.95

**MUNICIPALITY OF WEST GREY**  
**LIBRARY - WEST GREY**



GL5410

Date : Mar 03, 2022

Page : 3

Time : 10:14 am

For Period Ending 28-Feb-2022

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
<b>LIBRARY</b>				
Total Books	3,437.48	23,000.00	19,562.52	14.95
<b>Videos</b>				
2-5-4000-2045 Lib DVDs Durham	0.00	3,000.00	3,000.00	0.00
Total Videos	0.00	3,000.00	3,000.00	0.00
<b>Periodicals</b>				
2-5-4000-2046 Lib Periodicals Durham	44.30	0.00	(44.30)	0.00
Total Periodicals	44.30	0.00	(44.30)	0.00
<b>Conference/Training</b>				
2-5-4000-2077 Lib Durham Conference/Training	0.00	2,500.00	2,500.00	0.00
Total Conference/Training	0.00	2,500.00	2,500.00	0.00
<b>Security</b>				
2-5-4000-2051 Library - Security Expense	168.20	1,400.00	1,231.80	12.01
Total Security	168.20	1,400.00	1,231.80	12.01
<b>Library Board</b>				
2-5-5000-3010 Library Other Pymts Grey Highlands	0.00	16,133.00	16,133.00	0.00
2-5-5000-3011 Admin Costs West Grey	0.00	3,400.00	3,400.00	0.00
Total Library Board	0.00	19,533.00	19,533.00	0.00
Total OPERATING EXPENSES	65,019.36	438,955.00	373,935.64	14.81
<b>BRANCH EXPENSES</b>				
<b>NEUSTADT BRANCH EXPENSES</b>				
2-5-2000-2008 Lib Utilities Water/Sewer Neustadt	0.00	580.00	580.00	0.00
2-5-2000-2009 Lib Utilities Heat Neustadt	1,403.21	2,000.00	596.79	70.16
2-5-2000-2014 Lib Utilities Hydro Neustadt	0.00	800.00	800.00	0.00
2-5-2000-2016 Lib Telephone/Fax Neustadt	25.64	400.00	374.36	6.41
2-5-2000-2017 Lib Internet Neustadt	86.44	800.00	713.56	10.81
2-5-2000-2025 Lib Insurance Neustadt	0.00	1,600.00	1,600.00	0.00
2-5-2000-2050 Lib Neustadt Lot/Grass Maintenance	127.15	400.00	272.85	31.79
2-5-2000-3011 Lib Contract Labour Neustadt	0.00	500.00	500.00	0.00
Total NEUSTADT BRANCH EXPENSES	1,642.44	7,080.00	5,437.56	23.20
<b>NORMANBY BRANCH EXPENSES</b>				
2-5-3000-2008 Lib Utilities Water/Sewer Normanby	10.50	150.00	139.50	7.00
2-5-3000-2009 Lib Utilities Heat Normanby	412.97	1,800.00	1,387.03	22.94
2-5-3000-2014 Lib Utilities Hydro Normanby	122.65	1,100.00	977.31	11.15
2-5-3000-2016 Lib Telephone/Fax Normanby	25.76	400.00	374.24	6.44
2-5-3000-2017 Lib Internet Normanby	86.44	950.00	863.56	9.10
2-5-3000-2025 Lib Insurance Normanby	0.00	1,600.00	1,600.00	0.00
2-5-3000-2050 Lib Nby Lot/Grass Maintenance	0.00	500.00	500.00	0.00
2-5-3000-3011 Lib Contract Labour Normanby	0.00	500.00	500.00	0.00
Total NORMANBY BRANCH EXPENSES	658.36	7,000.00	6,341.64	9.41
<b>DURHAM BRANCH EXPENSES</b>				
2-5-4000-2008 Lib Utilities Water/Sewer Durham	0.00	700.00	700.00	0.00
2-5-4000-2009 Lib Utilities Heat Durham	327.58	1,200.00	872.42	27.30
2-5-4000-2014 Lib Utilities Hydro Durham	505.33	3,000.00	2,494.67	16.84
2-5-4000-2016 Lib Telephone/Fax Durham	237.65	1,500.00	1,262.35	15.84
2-5-4000-2017 Lib Connectivity/Internet	262.44	5,000.00	4,737.56	5.25
2-5-4000-2025 Lib Insurance Durham	0.00	1,600.00	1,600.00	0.00
2-5-4000-2050 Lib Durham Lot/Grass Maintenance	0.00	1,000.00	1,000.00	0.00

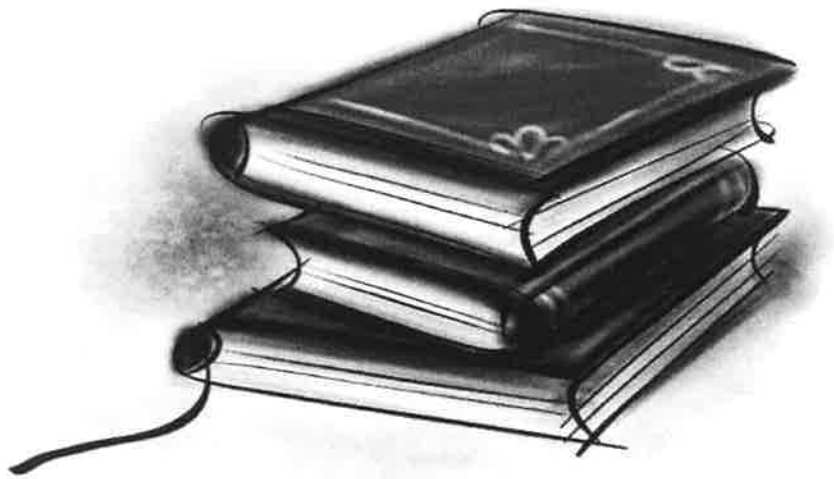


MUNICIPALITY OF WEST GREY  
LIBRARY - WEST GREY



For Period Ending 28-Feb-2022

	CURRENT	CURRENT	VARIANCE \$	VARIANCE %
	YEAR TO DATE	BUDGET		
<b>LIBRARY</b>				
2-5-4000-3011 Lib Durham Contract Wages	568.45	5,500.00	4,931.55	10.34
Total DURHAM BRANCH EXPENSES	1,901.45	19,500.00	17,598.55	9.75
Total BRANCH EXPENSES	4,202.25	33,580.00	29,377.75	12.51
Total LIBRARY	69,221.61	0.00	(69,221.61)	0.00



**MUNICIPALITY OF WEST GREY**

**LIBRARY BOARD MEETING**

**Wednesday, March 9<sup>th</sup>, 2022**



A/P VOUCHER 2022

February V02 - \$10,888.15

## MUNICIPALITY OF WEST GREY

## Council/Board Report By Dept-(Computer)



AP5130

Page : 1

Date : Mar 03, 2022

Time : 9:00 am

Vendor : @HO00001 To ZZZ91192

Batch : 47 To 47

Department : All

Cheque Print Date : 01-Feb-2022 To 28-Feb-2022

Bank : 2 To 2

Class : All

Vendor Invoice	Vendor Name Description				Batch Invc Date	Inv Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			
<b>DEPARTMENT 2000 Library Expense Neustadt</b>							
<b>GRO00008 2357801 ONT INC</b>							
MCG7373	LIBI	January snow removal @ Neust. Library			47 11-Feb-2022	11-Feb-2022	
2-5-2000-2050		Lib Neustadt Lot/Grass Maintenance					141.19
<b>SPA19370 SPARLING'S PROPANE CO. LTD.</b>							
310440791274	Feb. 7 propane delivery @ Neust. Library				47 11-Feb-2022	11-Feb-2022	
2-5-2000-2009		Lib Utilities Heat Neustadt					557.58
887250769209	Jan. 24 propane delivery @ 610 Alfred Str Ayton - Library portion				47 11-Feb-2022	11-Feb-2022	
2-5-2000-2009		Lib Utilities Heat					466.85
<b>Department Totals :</b>							<b>1,165.62</b>

*to be Journalled  
to AYTON LIB.*

<b>DEPARTMENT 3000</b>							
<b>ACC00001 ACCESS COPYRIGHT</b>							
57634/53723	Read Aloud licence Oct.-Dec 2021	photocopier			47 11-Feb-2022	11-Feb-2022	
2-2-3000-3170		Accrued Liabilities					4.24
<b>ELV00001 ELVIDGE LAWCARE</b>							
07 2021	December snowremoval @ Durham Library				47 28-Feb-2022	28-Feb-2022	
2-2-3000-3170		Accrued Liabilities					50.00
<b>EXC05059 EXCEL BUSINESS SYSTEMS</b>							
259661	November copier lease for Durham Library				47 11-Feb-2022	11-Feb-2022	
2-2-3000-3170		Accrued Liabilities					163.85
260475	December copier lease for Durham Library				47 11-Feb-2022	11-Feb-2022	
2-2-3000-3170		Accrued Liabilities					170.41
433947	November copier read @ Durham Library (2680)				47 11-Feb-2022	11-Feb-2022	
2-2-3000-3170		Accrued Liabilities					85.35
436795	December copier read @ Durham Library (2149)				47 11-Feb-2022	11-Feb-2022	
2-2-3000-3170		Accrued Liabilities					88.33
<b>LIB00001 LIBRARY BOUND INC</b>							
30117214	Dec. 9th book order / processing charges				47 11-Feb-2022	11-Feb-2022	
2-2-3000-3170		Accrued Liabilities					25.19
2-2-3000-3170		Accrued Liabilities					2.36
<b>SGS12007 SGS LAKEFIELD RESEARCH LTD</b>							
11479876	LIBF Water testing Jan. 18 @ 610 Alfred Str Ayton	Library portion			47 11-Feb-2022	11-Feb-2022	
2-5-3000-2008		Lib Utilities Water/Sewer Normanby					11.67
<b>SPA19370 SPARLING'S PROPANE CO. LTD.</b>							
887250769209	Feb. 19 propane delivery @ 610 Alfred Str Ayton - Library portion				47 28-Feb-2022	28-Feb-2022	
2-5-3000-2009		Lib Utilities Heat Normanby					458.59
<b>Department Totals :</b>							<b>1,059.99</b>

<b>DEPARTMENT 4000 Library Expense Durham</b>							
<b>ACC00001 ACCESS COPYRIGHT</b>							
58150/54216	Jan - Dec 2022	licence for photocopiers			47 11-Feb-2022	11-Feb-2022	
2-5-4000-2036		Library- Photocopies, Database, Website					169.50
58151/54217	Jan - Dec 2022	Read Aloud licence term photocopiers			47 11-Feb-2022	11-Feb-2022	
2-5-4000-2036		Library- Photocopies, Database, Website					16.95
<b>AMA00001 AMAZON.COM.CA INC</b>							
CA21KHNA8D	Bookmarks for Library				47 11-Feb-2022	11-Feb-2022	

## MUNICIPALITY OF WEST GREY

## Council/Board Report By Dept-(Computer)



AP5130

Page : 2

Date : Mar 03, 2022

Time : 9:00 am

Vendor : @HO00001 To ZZZ91192

Batch : 47 To 47

Department : All

Cheque Print Date : 01-Feb-2022 To 28-Feb-2022

Bank : 2 To 2

Class : All

Vendor Invoice	Vendor Name Description				Batch Invc Date	Invc Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			
<b>DEPARTMENT 4000</b>				Library Expense Durham			
2-5-4000-2023				Program Development Durham			11.29
CA25KHILK12I				Lip balm containers for Library	47	11-Feb-2022	11-Feb-2022
2-5-4000-2023				Program Development Durham			19.15
CA2796XUO2I				Smile stickers for Library	47	11-Feb-2022	11-Feb-2022
2-5-4000-2023				Program Development Durham			13.66
CA27JL04ACII				Reading logs for Library	47	11-Feb-2022	11-Feb-2022
2-5-4000-2023				Program Development Durham			26.60
CA289MWRAC				Camping garbage can, puzzles for Library	47	11-Feb-2022	11-Feb-2022
2-5-4000-2023				Program Development Durham			57.50
CA28B8BTACII				Blank greeting cards w/envelopes for Library	47	11-Feb-2022	11-Feb-2022
2-5-4000-2023				Program Development Durham			20.78
CA29BEUGAC				Jan. 29 book order	47	11-Feb-2022	11-Feb-2022
2-5-4000-2044				Lib Purchase Books Durham			40.54
CA29J745ACII				Jan. 29 book order	47	11-Feb-2022	11-Feb-2022
2-5-4000-2044				Lib Purchase Books Durham			22.07
CA2A7KP8ACI				Jan. 29 book order	47	11-Feb-2022	11-Feb-2022
2-5-4000-2044				Lib Purchase Books Durham			21.09
CA2AAMZDEC				Oil droppers	47	28-Feb-2022	28-Feb-2022
2-5-4000-2023				Program Development Durham			14.68
CA2AFGK9L8I				Book bags for Library	47	11-Feb-2022	11-Feb-2022
2-5-4000-2023				Program Development Durham			19.96
CA2B1EHLACI				Origami paper	47	28-Feb-2022	28-Feb-2022
2-5-4000-2023				Program Development Durham			18.96
CA2E41AA90I				Essential oils (aromatherapy)	47	28-Feb-2022	28-Feb-2022
2-5-4000-2023				Program Development Durham			19.20
CA2EOMB5RH				Display easel stand	47	28-Feb-2022	28-Feb-2022
2-5-4000-2023				Program Development Durham			32.76
CA2GZLQOAC				Book order - Murder on the Inside	47	28-Feb-2022	28-Feb-2022
2-5-4000-2044				Lib Purchase Books Durham			54.51
CA2JQOBACIK				Credit for returned book bags	47	11-Feb-2022	11-Feb-2022
2-5-4000-2023				Program Development Durham			-9.02
CA2M5ULOHK				Organic shea butter	47	28-Feb-2022	28-Feb-2022
2-5-4000-2023				Program Development Durham			18.07
<b>BAR00004 BARCLAY WHOLESALE</b>							
49098				Disinfectant wipes, toilet tissue for Library	47	11-Feb-2022	11-Feb-2022
2-5-4000-2015				Lib Bldg Maintenance Durham			68.37
50065				6 bags of Rocket Ice Melter for Library	47	11-Feb-2022	11-Feb-2022
2-5-4000-2015				Lib Bldg Maintenance Durham			103.40
<b>CUL00001 CULKIN KIMMERLEA</b>							
JAN. 2022				Reimbursement: Dollarama, Food Basics supplies in January	47	11-Feb-2022	11-Feb-2022
2-5-4000-2023				Program Development Durham			47.12
<b>ELV00001 ELVIDGE LAWN CARE</b>							
11 2022				January snow removal @ Durham Library	47	28-Feb-2022	28-Feb-2022
2-5-4000-3011				Lib Durham Contract Wages			80.00
<b>EXC05059 EXCEL BUSINESS SYSTEMS</b>							
261316				January copier lease for Durham Library	47	11-Feb-2022	11-Feb-2022
2-5-4000-2022				Lib Durham Copier Lease			167.13

## MUNICIPALITY OF WEST GREY

## Council/Board Report By Dept-(Computer)



AP5130

Page : 3

Date : Mar 03, 2022

Time : 9:00 am

Vendor : @HO00001 To ZZZ91192

Batch : 47 To 47

Department : All

Cheque Print Date : 01-Feb-2022 To 28-Feb-2022

Bank : 2 To 2

Class : All

Vendor Invoice	Vendor Name Description				Batch Invc Date	Invc Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			
<b>DEPARTMENT 4000 Library Expense Durham</b>							
262144				February copier lease @ Durham Library	47 11-Feb-2022	11-Feb-2022	
2-5-4000-2022				Lib. Durham Copier Lease			163.85
262991				March lease for Library copier	47 28-Feb-2022	28-Feb-2022	
2-5-4000-2022				Lib. Durham Copier Lease			163.85
439327				January copier read @ Durham Library (1131)	47 11-Feb-2022	11-Feb-2022	
2-5-4000-2036				Library- Photocopies, Database, Website			46.28
<b>FAR00003 FARLOW'S HOME HARDWARE</b>							
21025 JAN 2				Library : lock de-icer	47 11-Feb-2022	11-Feb-2022	
2-5-4000-2015				Lib Bldg Maintenance Durham			6.07
<b>KAN00001 KANOPY INC</b>							
283144-PPU				January Play Credits (45 + 8)	47 11-Feb-2022	11-Feb-2022	
2-5-4000-2026				Library - Overdrive/e-books			122.00
<b>LIB00002 LIBRARY SERVICES CENTRE</b>							
617289				Jan 7 book order / proc charges	47 11-Feb-2022	11-Feb-2022	
2-5-4000-2044				Lib Purchase Books Durham			150.30
2-5-4000-2043				Lib. Durham Book Processing Fees			46.10
617615				Jan. 14 book order / proc charges	47 11-Feb-2022	11-Feb-2022	
2-5-4000-2043				Lib. Durham Book Processing Fees			32.54
2-5-4000-2044				Lib Purchase Books Durham			139.59
617974				Jan. 21 book order / proc charges	47 11-Feb-2022	11-Feb-2022	
2-5-4000-2044				Lib Purchase Books Durham			81.10
2-5-4000-2043				Lib. Durham Book Processing Fees			18.98
618397				Jan. 28 book order / proc charges	47 11-Feb-2022	11-Feb-2022	
2-5-4000-2043				Lib. Durham Book Processing Fees			173.57
2-5-4000-2044				Lib Purchase Books Durham			472.04
618759				Feb. 4 book order / proc charges	47 11-Feb-2022	11-Feb-2022	
2-5-4000-2043				Lib. Durham Book Processing Fees			29.82
2-5-4000-2044				Lib Purchase Books Durham			135.14
619153				Feb. 11 book order / proc charges	47 28-Feb-2022	28-Feb-2022	
2-5-4000-2043				Lib. Durham Book Processing Fees			35.26
2-5-4000-2044				Lib Purchase Books Durham			174.50
619528				Feb. 17 book order / proc charges	47 28-Feb-2022	28-Feb-2022	
2-5-4000-2043				Lib. Durham Book Processing Fees			24.42
2-5-4000-2044				Lib Purchase Books Durham			110.54
<b>PET03180 PETTY CASH - TREASURER</b>							
JAN-FEB 2022				Jan/Feb: window cleaning (2), WalMart-card stock, Dollarama - loot bags Libr	47 28-Feb-2022	28-Feb-2022	
2-5-4000-2023				Program Development Durham			45.19
2-5-4000-2015				Lib Bldg Maintenance Durham			80.00
<b>PRI00001 STORZ KIM</b>							
569774				Reimbursement: Filofax- marble notebooks, clipbook	47 28-Feb-2022	28-Feb-2022	
2-5-4000-2011				Lib Office Supplies Durham			76.26
FEB. 22/22				Eckhardts Floral Design Feb. 22: gift items, plants	47 28-Feb-2022	28-Feb-2022	
2-5-4000-2012				Volunteer Recognition Durham			97.18
<b>S&amp;19029 S &amp; E LAWN CARE &amp; SNOW REMOVAL LTD</b>							
2022-0087				January cleaning services (4) + window cleaning (2)	47 11-Feb-2022	11-Feb-2022	
2-5-4000-3011				Lib Durham Contract Wages			542.40
<b>STA19382 STAPLES BUSINESS ADVANTAGE</b>							

## MUNICIPALITY OF WEST GREY

## Council/Board Report By Dept-(Computer)



AP5130

Page : 4

Date : Mar 03, 2022

Time : 9:00 am

Vendor : @HO00001 To ZZZ91192

Batch : 47 To 47

Department : All

Cheque Print Date : 01-Feb-2022 To 28-Feb-2022

Bank : 2 To 2

Class : All

Vendor Invoice	Vendor Name Description				Batch Invc Date	Inv Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			
<b>DEPARTMENT 4000 Library Expense Durham</b>							
58343803				Adding machine rolls / Face masks, protective eyewear COVID - Library	47 11-Feb-2022	11-Feb-2022	
2-5-4000-2029				Library COVID Expenses			65.53
2-5-4000-2011				Lib Office Supplies Durham			86.43
<b>SWA00003 SWAN DUST CONTROL</b>							
6000799				Feb. 2 mat rental @ Durham Library	47 11-Feb-2022	11-Feb-2022	
2-5-4000-2015				Lib Bldg Maintenance Durham			21.47
6012058				Feb. 16 mat rental @ Durham Library	47 28-Feb-2022	28-Feb-2022	
2-5-4000-2015				Lib Bldg Maintenance Durham			21.47
<b>TEC00001 TECH 360</b>							
2022-053				February - 'IT' Support for Library	47 28-Feb-2022	28-Feb-2022	
2-5-4000-2028				Library - IT support			139.84
2022 048				Library: PC maintenance package, recover files from failed Ext HDD, repair drive	47 28-Feb-2022	28-Feb-2022	
2-5-4000-2028				Library - IT support			307.91
<b>WHI00003 WHITEHOTS INC</b>							
3430704				Jan 7 book order	47 11-Feb-2022	11-Feb-2022	
2-5-4000-2044				Lib Purchase Books Durham			177.69
3431271				Jan 13 book order	47 11-Feb-2022	11-Feb-2022	
2-5-4000-2044				Lib Purchase Books Durham			221.24
3431273				Jan 13 book order	47 11-Feb-2022	11-Feb-2022	
2-5-4000-2044				Lib Purchase Books Durham			24.74
3431449				Jan 14 book order	47 11-Feb-2022	11-Feb-2022	
2-5-4000-2044				Lib Purchase Books Durham			85.26
3431450				Jan 14 book order	47 11-Feb-2022	11-Feb-2022	
2-5-4000-2044				Lib Purchase Books Durham			427.50
3432452				Jan. 24 book order	47 11-Feb-2022	11-Feb-2022	
2-5-4000-2044				Lib Purchase Books Durham			203.62
3432461				Jan. 24 book order	47 11-Feb-2022	11-Feb-2022	
2-5-4000-2044				Lib Purchase Books Durham			25.71
3433470				Jan. 31 book order	47 11-Feb-2022	11-Feb-2022	
2-5-4000-2044				Lib Purchase Books Durham			45.56
3433472				Jan. 31 book order	47 11-Feb-2022	11-Feb-2022	
2-5-4000-2044				Lib Purchase Books Durham			414.89
3434209				Feb. 4 book order	47 11-Feb-2022	11-Feb-2022	
2-5-4000-2044				Lib Purchase Books Durham			46.86
3434210				Feb. 4 book order	47 11-Feb-2022	11-Feb-2022	
2-5-4000-2044				Lib Purchase Books Durham			114.86
3434856				Feb. 11 book order	47 28-Feb-2022	28-Feb-2022	
2-5-4000-2044				Lib Purchase Books Durham			246.63
<b>Department Totals :</b>							<b>6,698.46</b>
<b>Computer Paid Total :</b>							<b>8,924.07</b>

MUNICIPALITY OF WEST GREY  
Council/Board Report By Dept-(EFT)



AP5130

Date : Mar 03, 2022

Page : 5

Time : 9:00am

Vendor : @HO00001 To ZZZ91192

Batch : 47 To 47

Department : All

EFT Paid Date : 01-Feb-2022 To 28-Feb-2022

Bank : 2 To 2

Class : All

Vendor Code	Vendor Name					Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description								
G.L. Account	CC1	CC2	CC3	GL Account Name					
<b>DEPARTMENT 2000 Library Expense Neustadt</b>									
<b>EAS00001</b>	<b>EASTLINK</b>								
17798625	Neustadt Library phone/internet			to Feb. 8		47	23-Feb-2022	23-Feb-2022	95.99
2-5-2000-2017				Lib Internet Neustadt					
2-5-2000-2016				Lib Telephone/Fax Neustadt					28.48
<b>Department Totals :</b>									<b>124.47</b>

<b>DEPARTMENT 3000 Library Expense Normanby</b>									
<b>EAS00001</b>	<b>EASTLINK</b>								
17808150	Nby Library phone/internet/			to Feb. 11		47	23-Feb-2022	23-Feb-2022	95.99
2-5-3000-2017				Lib Internet Normanby					
2-5-3000-2016				Lib Telephone/Fax Normanby					28.62
<b>HYD15021</b>	<b>HYDRO ONE NETWORKS INC.</b>								
610 ALF FEB.23	January hydro @ 610 Alfred Str Ayton - Libr portion					47	23-Feb-2022	23-Feb-2022	138.96
2-5-3000-2014				Lib Utilities Hydro Normanby					
<b>Department Totals :</b>									<b>263.57</b>

<b>DEPARTMENT 4000 Library Expense Durham</b>									
<b>CIB03019</b>	<b>CIBC CREDIT CARD SERVICES</b>								
6065 JAN. 24/21	Recurrent Ventures Inc: magazine renewal					47	10-Feb-2022	10-Feb-2022	15.68
2-5-4000-2046				Lib Periodicals Durham					
6065 JAN. 24/21	DropBox.com : DB Plus subscription					47	10-Feb-2022	10-Feb-2022	176.14
2-5-4000-2036				Library- Photocopies, Database, Website					
6065 JAN.24/22	Ogden Publication subscription renewal- Your Mother Earth News					47	10-Feb-2022	10-Feb-2022	28.62
2-5-4000-2046				Lib Periodicals Durham					
6065 JAN.24/22	Apple i-Cloud storage - January					47	10-Feb-2022	10-Feb-2022	1.46
2-5-4000-2036				Library- Photocopies, Database, Website					
6065 JAN.24/22	Canada Post Interlibrary delivery charges to Jan. 18					47	10-Feb-2022	10-Feb-2022	21.32
2-5-4000-2019				Lib ILLO Expense					
<b>EAS00001</b>	<b>EASTLINK</b>								
17798625	Neustadt Library			security to Feb. 8		47	23-Feb-2022	23-Feb-2022	25.88
2-5-4000-2051				Library - Security Expense					
17808150	Nby Library			security to Feb. 11		47	23-Feb-2022	23-Feb-2022	25.88
2-5-4000-2051				Library - Security Expense					
17915017	Durham Library phone/internet/security to Feb. 28					47	23-Feb-2022	23-Feb-2022	145.71
2-5-4000-2017				Lib Connectivity/Internet					
2-5-4000-2016				Lib Telephone/Fax Durham					131.72
2-5-4000-2051				Library - Security Expense					67.52
<b>HYD15021</b>	<b>HYDRO ONE NETWORKS INC.</b>								
453 GARAF FEI	Durham Library hydro - January					47	10-Feb-2022	10-Feb-2022	572.35
2-5-4000-2014				Lib Utilities Hydro Durham					
<b>UNI21001</b>	<b>ENBRIDGE GAS (UNION GAS)</b>								
453 GARAF FE	Durham Library heat to Feb. 14					47	23-Feb-2022	23-Feb-2022	363.76
2-5-4000-2009				Lib Utilities Heat Durham					
<b>Department Totals :</b>									<b>1,576.04</b>

EFT Paid Total : 1,964.08

Total Unpaid for Approval :	0.00
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	8,924.07
Total EFT Paid for Approval :	1,964.08
Grand Total ITEMS for Approval :	<u>10,888.15</u>



## Updates:

**Upcoming staff meeting:** Wednesday March 23 3-5pm. Durham branch will close at 3pm.

**Princh:** Princh is a remote printing option now available at WGPL. You can print from any location to the Durham printer using a mobile device or computer.

**NicheAcademy:** A platform where you can watch training videos on the libraries e-resources, as well as google products and social media platforms.

**In person programming:** We are looking to start with in person programming in April. This will be slow approach with a book club in Neustadt and Durham and one youth program. Pre-registration required. Masks must be worn.

**Annual Survey of Public Libraries:** is due at the end of April. I will be collecting all the statistics from 2021 and submitting them to the Ministry of Heritage, Sport, Tourism and Culture Industries.

**Help Ukraine:** If you are looking for ways to support the people of Ukraine, the West Grey Public Library is collecting donations on behalf of the London Ukrainian Centre.

**Staff:** Job positions for a Summer Student and Digital Services Coordinator have been posted, they both close on March 11<sup>th</sup>.

## COVID-19 Update:

**Capacity limits:** The total number of customers in the library is limited to the number that can maintain a physical distance of at least two metres from every other person in the library.

**Proof of Vaccination:** As clarified by the Ministry of Heritage, Sport, Tourism and Culture Industries on November 3, 2021, "Regular public library operations and programs (e.g., board meetings, children's story time, etc.) are not subject to proof of vaccination."

March 9, 2022

Staff continue to complete a daily online health screening process before arriving at work. Masks and N95s are available for all staff.

## Services:

Vaccine Passport printing continues to be very popular with our customers. From October 2021 to February 2022, employees have printed 948 passports which includes answering questions about the passports, downloading the data, then printing and laminating the document for the customer. The process takes 5 - 8 minutes per customer to complete.

**Rapid Tests:** A donation of rapid test kits and KN95 masks from the United Way of Grey Bruce were received. Approximately 200 kits have been prepared, that include 5 rapid tests and 3 KN95 masks. We donated KN95 masks to the building department of the Municipality.

**Homebound delivery:** WGPL now offers homebound patrons delivery by mail. 4 library items (books, large print, audiobooks or Playaways) per month. Patrons will be mailed everything they need to return the items the same way, including postage. We will use the Canada Post website to mail these items at a discounted rate.

## Partnerships:

WGPL has partnered with the **Ontario Provincial Government** for the Ontario Parks Lending Program once again this year, which allows customers to borrow a day pass that provides access to more than 100 provincial parks across the province. WGPL has 9 passes, with 2 at each branch and 5 in Durham.

WGPL has partnered with a small flower farm outside of Durham (Twig & Brindille Flower Farm) as a pick up location for flower share bouquets.

It will run for four weeks in the spring (mid April or so to start) and then from July to the end of September.

The bouquets are prepaid and will be delivered to Durham on Tuesday mornings for pick up 10-7. Bouquets are labelled with the members names and it is a self serve pick up system. We will have 2 to 4 buckets of bouquets. At the end of the day or the next morning, remaining bouquets could be donated to

March 9, 2022

staff or patrons. We will empty the buckets of water and set them aside until the next week when Annabel comes in to add the new bouquets. Annabel will donate a bouquet of flowers each week to the library.

WGPL has partnered with South East Grey Health team again this year. South East Grey Health team will be in the Durham branch to pick up tax forms on Wednesday, March 23 between 10 am and 1 pm. The information will be taken back to the Community Health Team to be prepared.

## Friends of the Library

The Annual meeting will be held in May.

The FOL have donated money towards the youth craft kits. The kits will now be increased to 40 per month from 30. They are flying off the shelves, and typically gone by the middle of the month.

## Training:

Seasons of Reconciliation emails have been sent out to the Board.

Naloxone training is available to staff who would like to participate. Naloxone kits are now available at the library.

**Date:** March 1, 2022  
**From:** Kim Storz, CEO/Chief Librarian  
**To:** **West Grey** Library Staff  
**Subject:** **West Grey Reopening Plan**

## INTRODUCTION

On March 1, 2022, the Ontario Government and Bruce Grey Public Health will no longer require proof of vaccine for non-essential settings, and capacity limits have been lifted. The regulation updates allow us to move toward normal operations in a measured way with some restrictions remaining in place.

## IMPORTANT NOTE ON MASKS AND FACE COVERINGS

Masks or a shield must be worn when entering the branches.

## BREAKDOWN OF MEASURES

SERVICE	March 1, 2022
IN PERSON	Patrons must wear masks or face coverings when entering the branches. Try to maintain physical distancing as much as possible.
CURBSIDE	Curbside will remain available depending on staff availability.
CONTACT TRACING & SCREENING	Passive screening with signage only. Contact tracing no longer required.
PROGRAMS	Online and partner led. <b>In person programming will begin in April.</b> Maximum of 3 or 4 people/families at the program depending on branch. Pre-registration required. Masks must be worn. Try to maintain physical distancing as much as possible.
LIBRARY WI-FI SERVICE	Outdoor WIFI use available 24X7.
PRINT SERVICES	Printing, faxing, scanning available.
ENHANCED CLEANING	Sanitize high touch areas a few times per day (12pm, 2pm, 5pm & 7pm) when there is a slow time. <b>Computers no longer need to be disinfected between each user.</b>

## ADDITIONAL INFORMATION

- **Staff and volunteers must complete Ontario Government COVID screening tool each day before arriving to work and email it to CEO.**
- **Staff Maintaining Physical Distancing and Wearing PPE** - While working on-site staff need to maintain physical distancing as much as possible.
- **Staff Working Remotely** - We will continue to support remote work as appropriate. Supporting operations requires many Staff to be present in our spaces.



= 174 New Users



+



+



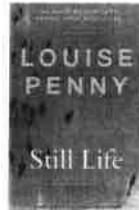
= 40,358  
ITEMS BORROWED

Top Youth Book



Salma the Syrian Chef  
15 checkouts

Top Adult Book



Still Life  
17 checkouts

Top Youth DVD



Toy Story 4  
10 checkouts

Top Adult DVD



Just Mercy  
15 checkouts

159

Adult Program  
Participants

1,076

Kanopy  
Videos  
Watched

634

FB  
Followers

1,582

Youth Program  
Participants

- Favourite programs included StoryWalk; Explore West Grey; Time Capsule; Virtual Art Show and Take and Make craft kits.
- Big draw: COVID-19 proof of vaccination.
- New flooring added in Durham.


**SOLS | SBOS**

Southern Ontario Library Service

Service des bibliothèques de l'Ontario-Sud

## Planning the Transition to a New Library Board

Making appointments at the beginning of each electoral term and filling vacancies is municipal council's responsibility. However, as advocates for the library, the library board can have a significant influence on the shape of the board in the future. Indeed, managing the transition from one board to the next is a key leadership responsibility for Ontario library boards in the second half of their term.

There are two types of work to undertake as you manage the transition from one board to the next one:

1. preparing the legacy documents from the out-going board for the new board
2. recruiting good people and advocating to municipal council for the appointment of qualified people to the board.

Taking the time to develop a board succession plan will help to ensure a smooth transition from old to new board. The chart provides the actions that could make up the plan.

### Board Succession Management Plan

Prepare Legacy Documents	
Strategies & Actions	Resources
1. Evaluate the board's progress over the current term and identify pressing governance issues	The library's strategic plan and Public Library Board Legacy Document Template - <b>Appendix 1</b> .

Recruiting Good People	
Strategies & Actions	Resources
1. Adopt Board Succession Management Policy	Trillium Public Library Sample Policy on Board Succession – ( <b>Appendix 2</b> )
2. Have a conversation with municipal staff about board composition and the appointment process	Municipal By-laws or written procedures
3. Determine how the board will influence Council in its appointment of the new board	Sample Correspondence from London Public Library Board - <b>Appendix 3</b>
4. Develop a library board member description to highlight qualifications and desired skills	Sample <i>Board Trustee Position Description</i> from London Public Library– <b>Appendix 3</b>
5. Prepare a library board information sheet for reference by potential board applicants	<i>Cut to the Chase</i> - Ontario public library governance at-a-glance (Ontario Library Association)
6. Schedule information session(s) for interested applicants	
7. Post a notice in library to encourage applications for the new term of the library board	
8. Forward board member position description including required skills to municipal staff	Sample <i>Board Trustee Position Description</i> from London Public Library– <b>Appendix 3</b>

---

## #1 - Preparing a Legacy Document

Legacy documents are helpful with both the work of identifying the types of people needed on the board and the work of providing briefing material for the new board. It has been defined as:

*a communiqué to the future leadership of the library.*

*...It provides an opportunity for the outgoing board to review its work over the past term; reflect on triumphs and strengths; and ponder fortunate opportunities and lost changes.*

*...Probing deeper, the board can contemplate how to overcome limitations and increase success in the future.*

Legacy documents can be created in different ways:

- The strategic plan is the most comprehensive legacy document, especially if you have been carefully tracking and reviewing which actions have been completed and which remain outstanding
- A self-assessment of the library using the *Ontario Public Library Guidelines* can provide information on outstanding issues at the library, for example, specific policies which need to be created or revised
- The Board could choose to create a separate Legacy Document to pass along to the next Board. The Board Legacy template provided in **Appendix 1** is one format which could be used to create this type of document.

With this legacy document you will have identified challenges for the library board over the next few years and begin the process of recruiting potential board members for the next term.

---

## #2 - Recruiting Good People

Recruitment strategies must address the major issues facing the library and the community. Progress can only happen if the board renews itself and ensures that members who value the library and the principles for which it stands are appointed to the board.

There are several things you and your library board can do to help the council make good decisions about the appointments to the board.

- a) Define the person you need
- b) Meet with council and municipal staff to discuss your needs
- c) Get the message out to the community about the opportunity to serve on the library board

---

### a) Define the person you need

On one level, the *Public Libraries Act* specifies requirements that must be met before a person can be considered for the library board, for example, that they are at least 18 years of age, a Canadian citizen and a resident.

Beyond these basic requirements, various publications have suggested that an effective library board member have the following qualities:

- concern and pride for the community
- firm connections and affiliations with the community
- conviction that the Public Library is uniquely important to the life of the community
- ability to approach problems and people with an open mind
- courage to resist pressures which interfere with the community's democratic right to library materials and service
- time and energy

John Carver, a noted specialist on board governance, lists five qualifications for board members:

1. commitment to the ownership and the specific mission area
2. propensity to think in terms of systems and context
3. ability and eagerness to deal with values, vision and the long term
4. ability to participate assertively in deliberation
5. willingness to delegate, to allow others to make decisions

The trustee's job is not an easy one

A good potential trustee keeps overall goals in mind. He or she will also have a sense of accountability to the whole community. The person you are looking for will be someone who can be enthusiastic about working towards a vision, who can understand the long-term nature of many of the library's goals and maintain the commitment to move vision to reality without being distracted by issues that are the responsibility of CEO.



He or she must believe that the library is integral to the quality of life in the community. Look for individuals who are equally at home discussing the philosophical aspects of library service in the community as well as the direct benefits that result from the library's programs.

In recruiting new members, boards should beware of potential nominees motivated by personal crusades or issues. Using an appointment on the library board to further such causes or political missions will do the library no good. For instance, a trustee whose personal agenda focuses entirely on a service to one sector of the municipality will likely divert his/her energies and those of other board members away from broader library issues.

---

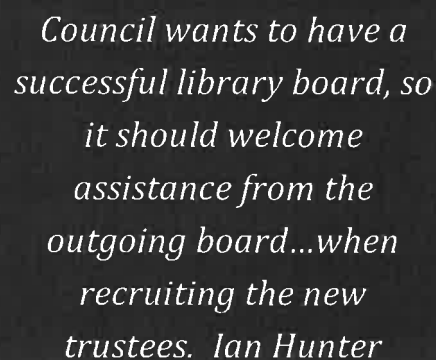
**b) Meet with the Council and municipal staff to discuss your needs**

The recruitment process provides an important opportunity to build a rapport with your municipal or county council.

You can meet with the council to discuss the needs of the library and the qualifications and qualities required for new board members.

You can prepare an information package for council. It might also be helpful to enlist the support of your municipal council representative during the appointments procedure and:

- Share with council the qualities required for new library board members
- Advise the municipal clerk that the library board members and CEO are willing to answer queries from interested citizens.
- Notify those who have expressed interest that applications should be mailed to the town office.
- Encourage councillors who are interested in the library to consider serving on the library board in their options for representation.



*Council wants to have a successful library board, so it should welcome assistance from the outgoing board...when recruiting the new trustees. Ian Hunter*

---

c) **Get the message out to the community about the Library Board appointments**

**Search for potential trustees** - Determining the type of individual you want to sit on your board will lead naturally to suggesting names to fill the vacancies. Identify these individuals and invite them to attend a board meeting as “observers”. Where will you find such people? Many are already sitting on other community boards or are active in various service organizations or clubs. Perhaps they are also library users.

**Define the commitment** - In seeking potential board members, be sure to provide adequate background information about trustee roles and responsibilities and the time commitment for meetings and other activities. Be specific about the skills you want in new members and fully describe your library’s mission and the principles on which it stands. Once you have collected this information, combine it with other relevant data into an information package for prospective trustees.

**Encourage people to apply** - Communicate your personal commitment to the library to suitable candidates. Encourage them to make an application.

- Write an item for the local newspaper or newsletter about library board appointments and the work of the trustee.
- Invite potential trustees to an information session at the library or host an information session somewhere in the community

## **Additional resources**

Ontario Library Boards Association (OLBA) has prepared documents to help with the transition from one library board term to the next:

- **Recruiting New Public Library Board Members** –a checklist with steps to take to ensure that new board members are in place for new term – and provides timelines for the required posting of vacancies for library board members
- **Choosing an Effective Public Library Board** – a list outlining what a library board does as well as listing qualities needed in a Library Board member

## Appendix 1 - Public Library Board Legacy Document Template

The legacy document provides an opportunity for the outgoing board to review its work over the past term. The board can make recommendations on how to address ongoing challenges. The document can be used as a communiqué to the appointing council and the incoming board.

Library Board Legacy Document	
<b>Our library and its community partners</b>	The Community sees our library as...
	Municipal Council views our library as...
	Other key Community Partners view the library as...
<b>Major governance issues faced during our term</b>	The LIBRARY BOARD faced these major governance issues during this term...
	We were able to accomplish....
	We were NOT able to accomplish...
	We can foresee these opportunities for the incoming board to address issues that remain outstanding...
<b>Our leadership</b>	We believe that our board is a strong community leader because...
	We see that the board could be even strong in its leadership if...
<b>Challenges for the new board</b>	We suggest that these issues are major challenges for the new board to tackle as a priority...
	We request Council's attention to the library issues that prevail and consider the following governance/leadership skills in making appointments to the new library board...
<b>Our wishes for the new board's success</b>	

\* From "Leadership by Design – Networking with our Peers" (Ontario Library Boards Association – OLBA)

## Appendix 2 – Succession Planning Policy

### Trillium Public Library



Policy Type:	<b>Governance</b>	Policy Number:	<b>GOV-10</b>
Policy Title:	<b>Succession Planning</b>	Initial Policy Approval Date:	<b>June 2014</b>
		Last Review/Revision Date:	<b>July 2018</b>
		Year of Next Review:	<b>2022</b>

An effective board is comprised of people who collectively have the knowledge, the skills and background necessary to govern with excellence and to lead the library in the realization of its vision. Municipal council appoints members to the library board, however to assist the council and as advocates for the library, the library board works to influence and shape appointments to the board. This policy sets out the requirements for recruiting board members and planning for board succession.

1. The library board recognizes that the **Public Libraries Act**, R.S.O. 1990, c. P44, s. 10(4) requires that the council appoint library board members. To support the appointment process, the library board will collaborate with council on a preliminary selection process.
2. In the third year of the current term, the library board will:
  - a) undertake a review of the board's effectiveness in governing and accomplishing the strategic plan
  - b) solicit input from the Chief Executive Officer (CEO)
  - c) match the board's needs with the expertise and interests of the current members and identify the gaps that will need to be filled
  - d) develop a board member's position description to highlight qualities and desired skills
  - e) undertake a review of the board's effectiveness in governing and accomplishing the strategic plan
3. Six months before the end of the current term, the library board will:
  - a) solicit input identify suitable candidates and solicit their willingness to serve
  - b) inform the potential candidates of the imminent appointment process
  - c) meet with council to discuss needs of the library and provide the council with a list of recommended candidates
4. Potential candidates will be provided with briefing materials and information about library governance and services, which may include:
  - a) information on the library's vision, mission and values
  - b) information on the role, structure, code of conduct and function of the library board
  - c) an introduction to the **Public Libraries Act**
  - d) a tour of the library
  - e) a copy of the current planning document

#### Related Documents:

**Public Libraries Act**, R.S.O. 1990, c. P44

## Appendix 3 - London Public Library - Documentation regarding Library Board Trustee Appointments

Note: In this appendix, we have included the documentation used by the London Public Library related to the board transition period. You will find:

- a cover sheet from the CEO to the members of the current Library Board (dated 2008)
- a letter to the City Clerk, which was signed by the Board Chair (dated 2008) and
- a Library Board Trustee Position description (dated 2017)



### REPORT TO THE LIBRARY BOARD

**MEETING DATE: September 17, 2008**

Session:	Public Session
Subject:	Library Board Trustee Position Description
Prepared By:	Susanna Hubbard Krimmer
Presented By:	Susanna Hubbard Krimmer
Purpose of Report:	For Receipt and Information Only <input checked="" type="checkbox"/>

---

#### **Recommendation:**

It is recommended that this report be received.

#### **Issue/Opportunity**

The attached is information that was provided to the City of London to provide background information to individuals interested in applying for the trustee vacancy on the London Public Library Board, City staff in answering questions and Controllers and Councillors in making an appointment.

It is also on the Library's website.

**Appendix 3 - London Public Library - Documentation re: Library Board Trustee Appointments**  
(continued)

August 28, 2008

Mr. Kevin Bain  
City Clerk  
The Corporation of the City of London  
300 Dufferin Avenue  
London, Ontario N6B 1Z2  
519-661-2500 x4937

Dear Mr. Bain:

This letter is written related to the Public Libraries Act, R.S.O. 1990, c. P.44, Sections 11 and 12, regarding where a vacancy arises in the membership of a library board.

Thank you for initiating the steps required to give public notice of the vacancy and to hold office of Trustee, London Public Library Board. We were pleased to see that the process has been expedited.

In order to assist in this matter, the Library Board has prepared a document that can be used to provide information to individuals interested in applying for the vacancy; you and your staff in answering questions from interested people and in reviewing applications; and the Controllers and Councillors in making an appointment. Please find this document attached.

The document includes a section on core competencies and qualifications designed to support the selection and appointment of an individual who can make a difference in our community by being an effective London Public Library Board Trustee. The essential core competencies and qualifications are:

- Conviction that the public library is essential and uniquely important to the life of all Londoners and communities within London;
- Commitment to London and Londoners through active service to the community;
- Leadership experience;
- Business acumen;
- Ability to seek and listen to input from all stakeholders;
- Ability to approach people and problems with an open mind;
- Ability to actively participate in discussion and deliberation and to attain positive outcomes; and
- Time and energy.

We have also provided highly desirable qualifications, based on status of the **London Public Library Strategic Plan: Imagine!** and the current/emerging economic environment. The Library requires a well connected, credible community leader who brings:

- A large network of varied community contacts including the business/corporate, education, public and not-for-profit sectors; and
- Success in advocating for funding and political support.

Experience in the area of fund development would be an asset given that this will be a significant strategic emphasis for the Library Board the next few years.

Again, please accept our thanks for all of your attention to this matter. Please do not hesitate to contact me should you require further information.

Sincerely,

### Appendix 3 - London Public Library - Documentation re: Library Board Trustee Appointments (continued)



#### London Public Library Board Trustee Position Description June 5, 2017

##### Library Purpose Statement

London Public Library strengthens people and neighbourhoods by creating connections that enrich lives, inspire discovery, foster creativity, and expand possibilities.

##### Library Board

Public Library Boards are governing boards, legal corporations with the authority to make policy and to govern the library's affairs under the **Public Libraries Act**, RSO 1990, c. P.44.

A board's duty is to provide comprehensive, effective and efficient public library service that reflects the community's needs and builds community capacity.

The stakeholders of today's libraries expect strong leadership. Consequently modern governance must reach beyond ongoing budget oversight and a regular strategic planning exercise to embrace new ideas, and forge strong relationships that will support the library in its Purpose and community and corporate values.

The primary roles of the London Public Library Board are to:

- Set the vision, mission and strategic direction for the library and, using strategic planning techniques, determine a strategy map to get there;
- Make policy within the framework of government legislation and regulations;
- Oversee the library's finances in accordance with public accounting principles and requirements and within municipal budget policy and procedures;
- Monitor overall effectiveness of the library in meeting community needs in an efficient and effective manner and evaluate progress on the strategic plan;
- Set fees where allowed by the Public Libraries Act;
- Hire and evaluate a qualified Chief Executive Officer to implement the strategic plan and to manage the day-to-day delivery of public service and daily operations of the library; and

### **Appendix 3 - London Public Library - Documentation re: Library Board Trustee Appointments** (continued)

The Library Board has the authority to act on behalf of the library; individual board members have no authority to act on their own.

London Public Library Trustees

#### **Values**

As a member of a library Board, a trustee must act honestly and in good faith and in the best interests of the library. This means that the interests of the library take precedence over personal interests or those of any group with which the trustee is associated.

Trustees are required to conduct themselves in accordance with the London Public Library policies, which state that London Public Library believes that it is the right of all employees, Board members, volunteers and any person having a relationship with the Library to be treated with dignity and respect. The Library is committed to providing a working environment which promotes mutual respect, provides equal opportunities and is free from harassment.

#### **Trustee Roles**

Along with the governance, legal and fiscal roles, Library Board Trustees are expected to support and participate in community engagement by:

- Establishing the library as an essential community service;
- Building community pride in the library;
- Advocating the library's role in the community;
- Maintaining an open dialogue with the community;
- Building strong relationships with municipal council;
- Being aware of the municipal planning context; and
- Developing strategic partnerships with community groups and leaders.

In order to fulfill the above, London Public Library requires a well-rounded Library Board with competent, experienced trustees. The trustee's job is not an easy one: it requires the ability to work towards a vision and to think in broad, future oriented terms while maintaining a commitment to move vision to reality. This requires understanding and discussing the philosophical aspects of library service while implementing the necessary governance measures to achieve desired services. A good trustee keeps the overall vision, mission and value promise in mind while acting strategically.



### **Appendix 3 - London Public Library - Documentation re: Library Board Trustee Appointments** (continued)

The person appointed to the Library Board must be

- A Canadian citizen;
- At least 18 years old;
- A resident of London; and
- Not employed by the Library Board or the Municipality.

#### **Essential Competencies & Qualifications**

The essential core competencies and qualifications for a London Public Library Trustee are:

- Passion for building a better community and a commitment to the purpose and values of the Library;
- Leadership qualities and experience;
- Financial literacy;
- Commitment to holding themselves and others accountable;
- Ability to seek and listen to input from all stakeholders;
- Ability to approach people and problems with an open mind;
- Ability to actively participate in discussion and deliberation and to attain positive outcomes; and
- Time and energy to devote to the work of the Board.

#### **Time Commitment**

The Library Board holds 10 regular monthly meetings a year: January – June and September – December inclusive. The time commitment includes: preparation time to read and consider reports and other information in the meeting package, and the meeting time of approximately 3 hours.

On occasion, Board members are also to participate in public participation meetings designed to seek public input on key library matters.

Library Board members represent the Library in the community and may also attend community events on behalf of the Library Board.

Board members are expected to represent the Library on committees such as the Historic Sites Committee of the Board, Friends of the London Public Library, the Ontario Library Boards' Association, Southern Ontario Library Service, etc. Time commitments vary according to the committee.

### **Appendix 3 - London Public Library - Documentation re: Library Board Trustee Appointments** (continued)

Board members may also elect to participate on “ad hoc” committees of the board which are established to deal with specific matters such as the hiring of the CEO or drafting specific policy.

#### **Compensation**

Library Board Members are not compensated for time required to participate in the above activities.

#### **Additional Information**

About London Public Library and about the Library Board (e.g. policies, reports, meeting agendas and minutes:

<http://www.londonpubliclibrary.ca/>

About the roles and accountabilities of Public Library Boards and Trustees:

Ontario Library Boards' Association (OLBA), Leadership by Design

<http://learnhq.ca/elm/One.aspx?objectId=4535685&contextId=3122765&catalogId=3125109&categoryId=4535677>

OLBA 2007 publication Cut to the Chase, Ontario public library governance at-a-glance)

[http://accessola.com/olba/pdf/cut to the chase.pdf](http://accessola.com/olba/pdf/cut%20to%20the%20chase.pdf)



## West Grey Public Library

**Policy Title: Evaluation of the CEO**

**Policy Number: GOV-09**

### 1.0 Overview

It is the West Grey Public Library Board's responsibility to appoint a qualified and competent individual as the Chief Executive Officer (CEO) in accordance with the *Public Libraries Act*. The West Grey Public Library Board also oversees the performance of the CEO and supports the CEO's professional development objectives. As part of this responsibility the board and the CEO engage in annual performance appraisal, planning and review. It also ensures a mid-term progress meeting is conducted. This policy sets out the basis for the CEO evaluation process.

### 2.0 Framework

The West Grey Public Library Board has established a framework for the CEO evaluation process to assure:

- Consistency from year to year, from board to board, and between evaluation processes used by the West Grey Public Library Board and the Municipality of West Grey
- Success in meeting West Grey Public Library Board objectives
- Communication between the West Grey Public Library Board and the CEO
- Objective analysis of performance

The West Grey Public Library Board shall:

- Have a current written job description which outlines CEO responsibilities and job functions (refer to Appendix A)
- Develop a Performance Appraisal Form (refer to Appendix B)
- Develop, with the CEO, annual performance objectives based on the current strategic priorities of the West Grey Public Library Board
- Develop, with the CEO, key milestones for the annual evaluation cycle
- Evaluate CEO performance based on the job description, progress toward achieving performance objectives and compliance with West Grey Public Library Board policies
- On completion of the review, the West Grey Public Library Board Chair/Vice Chair shall meet with the CEO to review the evaluation

The CEO is responsible for their own performance and is entitled to know:

- The performance expected of the CEO
- How the CEO is performing
- The resources available to the CEO to attain the expected performance

## **West Grey Public Library**

**Policy Title: Evaluation of the CEO**

**Policy Number: GOV-09**

Competencies on which the CEO is evaluated may include, but not be limited to:

- a) Library Knowledge
- b) General Management
- c) Human Resource Management
- d) Community Relationship Management
- e) Vision Building
- f) Communication with West Grey Public Library Board, West Grey Municipality staff, library partners and the general public

The CEO's performance will be evaluated after the first six months for a new hire, and annually thereafter.

### **3.0 Evaluation Process**

The West Grey Public Library Board shall advise the CEO at the start of the annual cycle as to potential sources of information it may consider as part of the evaluation process. This process shall commence in April and be discussed by the board at the May board meeting each year. A follow-up meeting with chair and/or vice chair and CEO will be held shortly afterwards. A letter from the West Grey Public Library Board Chair will notify the West Grey Municipality.

The procedure for completing the annual evaluation report is as follows:

- a) The CEO shall submit a report to the West Grey Public Library Board outlining the outcomes of the previous year's performance objectives at the April board meeting
- b) The West Grey Public Library Board and the CEO shall complete the Performance Appraisal Form individually
- c) The West Grey Public Library Board will meet in camera at the May West Grey Public Library Board meeting without the CEO to discuss the appraisal and then vote to ratify the CEO evaluation and performance objectives
- d) The West Grey Public Library Board Chair and/or Vice Chair shall meet with the CEO to discuss the evaluation and to establish the performance and developmental objectives for the next year
- e) The West Grey Public Library Board Chair will send a letter to the CAO of the Municipality of West Grey before June 30

In the event that the CEO's performance needs improvement, the West Grey Public Library Board shall clearly state where progress must be made and shall:

- Offer training and/or mentoring opportunities to address specific issues
- Re-evaluate the performance of the CEO in six months

## **West Grey Public Library**

**Policy Title: Evaluation of the CEO**

**Policy Number: GOV-09**

If the CEO's performance has still not improved to meet the requirements of the position, then the West Grey Public Library Board will consider the next course of action, in conjunction with municipal human resource policies

If the West Grey Public Library Board is unable to reach a consensus on the CEO's performance, or the CEO wishes to appeal the evaluation, then the matter shall be referred to the West Grey Public Library Board Chair for further action.

Revised: July 14, 2019 Approved: November 10, 2021

## West Grey Public Library

Policy Title: Evaluation of the CEO

Policy Number: GOV-09

### Appendix A – CEO Job Description West Grey Public Library

Job Title: Chief Executive Officer (CEO)  
Responsible to: West Grey Public Library Board

#### 1.0 Job Summary

Reporting to the West Grey Public Library Board, the CEO of the library is responsible to the board for the administration, organization and planning of all library operations and services in accordance with policies established by the board; for advising the West Grey Public Library Board and making recommendations concerning new policies and services; for serving as treasurer to the West Grey Public Library Board; and serving as the West Grey Public Library Board's representative to the community, to professional organizations and to government agencies.

#### 2.0 Duties and Responsibilities

##### 2.1 As CEO of Library Services

According to the *Public Libraries Act, R.S.O. 1990, Chapter P.44, Section 15 (2)*: "A board shall appoint a Chief Executive Officer (CEO) who shall have general supervision over and direction of the operations of the public library and its staff, shall attend all board meetings, and shall have other powers and duties that the board assigns from time to time."

##### Policy

- Carries out West Grey Public Library Board policies and directives
- Advises the West Grey Public Library Board on matters of policy. Recommends policies to meet the goals and objectives of the library and to meet the needs of the community for library services and facilities
- Reviews existing policies and recommends changes or additions
- Coordinates and participates in long-term planning in conjunction with the West Grey Public Library Board

##### Programs and Services

- Develops procedures for the implementation of West Grey Public Library Board policies and directives
- Plans, organizes, directs, and evaluates library programs and services and allocates resources to ensure the effective and efficient operation of the library
- Orders supplies, furnishings and equipment

## West Grey Public Library

**Policy Title: Evaluation of the CEO**

**Policy Number: GOV-09**

- Selects and acquires materials for the library collection
- Ensures that the collection is properly maintained and organized and that an effective collection control system is in place
- Prepares and presents a monthly report of the library's activities, monthly statistics, and items of concern or interest to the West Grey Public Library Board
- Prepares and distributes an annual report

### Personnel

- Establishes and maintains personnel practices and directs the hiring, training and development, performance appraisal, salary administration, discipline, and dismissal of staff, in accordance with provincial and federal legislation
- Recommends salary administration policies to the Municipality of West Grey
- Advises the West Grey Public Library Board on staffing requirements
- Acts as a liaison between staff and the West Grey Public Library Board
- Prepares work and vacation schedules and authorizes leaves of absence

### Finance

- Directs the financial administration of the West Grey Public Library to ensure cost-effectiveness of services and operations
- Prepares and administers the operating and capital budgets (monthly and annually) of the library and provides the West Grey Public Library Board with financial statements and other financial reports.
- Makes applications for and administers special grants

### Public Relations

- Plans, coordinates, and conducts an on-going public relations program to inform the public about the library and its services
- Acts as a liaison with other community organizations
- Interacts with the public to resolve problems and complaints, and review suggestions

### Other

- Ensures appropriate record keeping and retrieval systems are in place and maintained for all policies, minutes, financial and other records
- If no West Grey Public Library Board member has been voted in as secretary, the CEO will perform the duties of Secretary to the board in accordance with the current *Public Libraries Act*
- In conjunction with the Municipality of West Grey Finance Department, performs the duties of the Treasurer, in accordance with the current *Public Libraries Act*

## **West Grey Public Library**

**Policy Title: Evaluation of the CEO**

**Policy Number: GOV-09**

- Oversees the operation and maintenance of the library's physical facilities and capital equipment, and oversees the correction of Health & Safety issues of the library
- Keeps abreast of new developments in the field of librarianship, and changes in municipal, provincial, and federal legislation
- Acts as a liaison with the Southern Ontario Library Service, the Ontario Library Association, the Federation of Ontario Public Libraries and the Ministry of Tourism, Culture, and Sport
- Acts as the Freedom of Information Officer for the library in accordance with the Municipal Freedom of Information and Protection of Privacy Act

### **Experience, Skills and Attributes Required**

- 1) Library Technician Diploma, or Certificate in Managing Small Public Libraries (APPL) and/or a suggested minimum of 2-4 years of progressively responsible supervisory experience in a library setting
- 2) Experience in operational planning and management
- 3) Ability to maintain and enhance community partnerships
- 4) Demonstrated success in motivating staff and in establishing good internal communications and staff engagement; ability to delegate
- 5) Strong communication and collaboration abilities to maintain excellent relationships between the library and its various stakeholders
- 6) Good business management and public library administration skills
- 7) Experience in the public library environment at the senior management level



## West Grey Public Library CEO Performance Assessment & Planning Form

Name:	Position Title:	Time in Position:
Year <input type="checkbox"/>	Mid-year review <input type="checkbox"/>	Year-end review <input type="checkbox"/>
<b>Performance Rating</b>	<p><b>Performance ratings are assigned based on the CEO's self-assessment, the West Grey Public Library Board's evaluation of performance against goals coupled with demonstrated behaviors that indicate competency levels. Prior to discussion with the CEO the completed form must be reviewed and approved by the West Grey Public Library Board.</b></p> <p><b><u>Exceeds Expectations:</u></b> Performance <u>consistently exceeded</u> expectations expected in this position in this area of responsibility, and the quality of work overall and results was excellent. All annual goals were met.</p> <p><b><u>Above Expectations:</u></b> Performance surpassed expectations expected in this position in this area of responsibility, and the quality of work overall and results was very good . All annual goals were met.</p> <p><b><u>Meets Expectations:</u></b> Performance consistently met expectations in this area of responsibility, and the quality of work overall was particularly good. All key duties were performed to expectations and the most critical annual goals were met.</p> <p><b><u>Improvement Needed:</u></b> Performance did not consistently meet expectations. Major objectives and responsibilities were not met. The capacity to reach full satisfactory performance or better with reasonable effort is evident. A professional development plan to improve performance will be discussed, including timelines, and monitoring of measured progress. Another performance review will take place in six months.</p> <p><b><u>Unsatisfactory:</u></b> Performance was consistently below expectation in area of responsibility, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in area. Potential for improvement must be evident or dismissal should be considered. A professional development plan to improve performance will be discussed, including timelines, and monitoring of measured progress. Another performance review will take place in three-six months</p>	

## West Grey Public Library CEO Performance Assessment & Planning Form

### Duties & Responsibilities Assessment

Duties & Responsibilities	Comments	Assessment
<b>Policy</b> <ul style="list-style-type: none"> <li>▪ Carries out West Grey Public Library Board policies and directives</li> <li>▪ Advises the West Grey Public Library Board on matters of policy. Recommends policies to meet the goals and objectives of the library and to meet the needs of the community for library services and facilities</li> <li>▪ Reviews existing policies and recommends changes or additions</li> <li>▪ Coordinates and participates in long-term planning in conjunction with the West Grey Public Library Board</li> </ul>		
<b>Programs and Services</b> <ul style="list-style-type: none"> <li>▪ Develops procedures for the implementation of West Grey Public Library Board policies and directives</li> <li>▪ Plans, organizes, directs, and evaluates library programs and services and allocates resources to ensure the effective and efficient operation of the library</li> <li>▪ Orders supplies, furnishings and equipment</li> <li>▪ Selects and acquires materials for the library collection</li> <li>▪ Ensures that the collection is properly maintained and organized and that an effective collection control system is in place</li> <li>▪ Prepares and presents a monthly report of the library's activities, monthly statistics, and items of concern or interest to the West</li> </ul>		

## West Grey Public Library CEO Performance Assessment & Planning Form

Duties & Responsibilities	Comments	Assessment
Grey Public Library Board ▪ Prepares and distributes an annual report		
<b>Personnel</b> ▪ Establishes and maintains personnel practices and directs the hiring, training and development, performance appraisal, salary administration, discipline, and dismissal of staff, in accordance with provincial and federal legislation ▪ Recommends salary administration policies to the Municipality of West Grey ▪ Advises the West Grey Public Library Board on staffing requirements ▪ Acts as a liaison between staff and the West Grey Public Library Board ▪ Prepares work and vacation schedules and authorizes leaves of absence		
<b>Finance</b> ▪ Directs the financial administration of the West Grey Public Library to ensure cost-effectiveness of services and operations ▪ Prepares and administers the operating and capital budgets (monthly and annually) of the library and provides the West Grey Public Library Board with financial statements and other financial reports. ▪ Makes applications for and administers special grants		

## West Grey Public Library CEO Performance Assessment & Planning Form

Duties & Responsibilities	Comments	Assessment
<b>Public Relations</b> <ul style="list-style-type: none"> <li>▪ Plans, coordinates, and conducts an on-going public relations program to inform the public about the library and its services</li> <li>▪ Acts as a liaison with other community organizations</li> <li>▪ Interacts with the public to resolve problems and complaints, and review suggestions</li> </ul>		
<b>Other</b> <ul style="list-style-type: none"> <li>• Ensures appropriate record keeping and retrieval systems are in place and maintained for all policies, minutes, financial and other records</li> <li>• If no West Grey Public Library Board member has been voted in as secretary, the CEO will perform the duties of Secretary to the board in accordance with the current <i>Public Libraries Act</i></li> <li>• In conjunction with the Municipality of West Grey Finance Department, performs the duties of the Treasurer, in accordance with the current <i>Public Libraries Act</i></li> <li>• Oversees the operation and maintenance of the library's physical facilities and capital equipment, and maintains all Health &amp; Safety issues of the library</li> <li>• Keeps abreast of new developments in the field of librarianship, and changes in municipal, provincial, and federal legislation</li> <li>• Acts as a liaison with the Southern Ontario Library Service, the Ontario Library Association, the Federation of Ontario Public Libraries and the Ministry of Tourism, Culture, and Sport</li> <li>• Acts as the Freedom of Information Officer for the library in accordance with the Municipal Freedom of Information and Protection of Privacy Act</li> </ul>		

10

Appendix B: CEO Evaluation

**WestGrey Public Library CEO Performance Assessment & Planning Form**

## WestGrey Public Library CEO Performance Assessment & Planning Form

Goal Setting							
<p>Goals focus on determining individual employee contributions in the form of measurable results that support the West Grey strategies and goals. Each goal should define a key result for the employee and describe a major focus of the job for the performance cycle. Identify 3-4 goals in the <b>SMART</b> format (<b>S</b>pecific, <b>M</b>easurable, <b>A</b>ction Oriented, <b>R</b>elevant, and <b>T</b>ime Bound). Also, each goal should be weighted reflecting the importance of the goal. The weight for all goals should total 100%</p> <p>The scale for the final rating is: <b>NA</b> – Not achieved      <b>PA</b> – Partially Achieved      <b>A</b> – Achieved      <b>E</b> – Exceeded</p>							
	Goals	%	Measurement of results	Mid-year Comments	Year-end Comments	Mid –Year Status	Final Rating
1							

**WestGrey Public Library CEO Performance Assessment & Planning Form**

	Goals	%	Measurement of results	Mid-year Comments	Year-end Comments	Mid –Year Status	Final Rating
2							
3							
4							

## WestGrey Public Library CEO Performance Assessment & Planning Form

Learning & Development Plan
<p>Skills development and career planning: Identify 1-2 skills and/or competencies you are committed to developing or strengthening during the current performance cycle. Examples of activities to develop skills and competencies:</p> <ul style="list-style-type: none"> <li>• Mentorship</li> <li>• Job Enrichment</li> <li>• Training</li> <li>• Coaching</li> </ul>

Development Area	Activity	Action Taken	Result



## WestGrey Public Library CEO Performance Assessment & Planning Form

[illegible]

Sign Offs and Approvals		
Mid-year Review Discussion	Board Chair's Signature: Date:	CEO's Signature: Date:
Year End Review Discussion	Board Chair's Signature: Date:	CEO's Signature Date:
	Board Chair's Signature: (required for year-end) Date:	