



## Wollaston Library CEO/Librarian Workplan 2022

### CEO / Librarian Job Areas of Focus for Personal Education & Training

1. Library Board Support

2. Human Resources

3. Financial

4. Public Relations

Goals	Objectives	Tasks	Agreed upon Deliverables and Measures/Time frame	Supports and Resources Required	Results and Comments
<b>1. Library Board Support Strategic Planning</b>	Improve Knowledge & Experience with Strategic Planning Library Board Support: <ul style="list-style-type: none"> <li>• “Prepare official reports (annual report, strategic plan) and correspondence.</li> <li>• Support the Board in strategic planning and development of policies, ensuring that all plans and policies are implemented.</li> <li>• Prepare long and short-term program plans and proposals in consultation with the Board, staff, volunteers, and other community organizations.”</li> </ul>	Complete the OLS Strategic Planning course	During library operational hours	For 2022 the Library Board will work on an updated Strategic Planning document and Library Workplan. Board members will lead this process.	<b>Date Course Completed:</b> December 9, 2021  Once the Strategic Plan and Library Workplan are completed the CEO / Librarian will action, monitor and advise the board on progress
<b>2. Human Resources Supervision of Staff</b>	Improve Knowledge & Skill related to staffing and supervision of staff <ul style="list-style-type: none"> <li>• “Responsible for the hiring, supervising, coaching, evaluating, training, and dismissal of part time/casual staff.</li> <li>• Recruit and train library volunteers.</li> <li>• Develop performance measures to appropriately monitor the work of staff and take disciplinary action when required that follows established policies and procedures.</li> </ul>	<b>Enroll and Completed EXCEL course Library Management &amp; Supervision (E24) offered by Ontario Library Services</b>	Target to complete by March 2022  During Library operational hours as possible	<b>\$150 cost for the course covered by employer</b>  Board Members will assist until November 30, 2022	<b>March 3, 2022</b>  <b>Finished occupational health and safety course June 14 2022</b>  <b>Management &amp; Supervision – waiting for review</b>



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	<ul style="list-style-type: none"> <li>• Arrange staff work schedules and approve work hours for library staff.</li> <li>• Provide ongoing updates to staff regarding Board directives and activities.</li> <li>• Perform other related duties as required.”</li> </ul>				
2. Human Resources Hire Library Clerk	<p>Work with the Chair to create and implement the hiring process from start to finish and gain experience supervising staff. To hire a library clerk to work Saturdays during good weather, assist CEO to plan and deliver programming during the summer months. Cover for CEO vacation or absences</p>	<p>Review Clerk Job Description Create job posting Post position Participate in creating the Job Competition process Interview questions, scoring and evaluation Create offer letter Provide Orientation &amp; Training Determine Staff work schedule Include additional staffing costs in the 2022 budget</p>	<p>Not going to hire a second staff at this time</p>	<p><b>Work with the Chair</b> <b>Time to prepare process</b> <b>Additional hours to interview and orientation for new staff</b></p>	<p><b>Need to include additional hours in the Staffing budget for 2022</b></p>
2. Human Resources Policy Manual	<p>To have a complete policy manual online and hard copy <b>To have an index of all policies listing dates for next review</b> New Staff and Board Members will be able to review and sign off on policies as part of their orientation</p>	<p>Create master list of all policies as an index with due dates for review Compile hard copy policy manual. Identify any new policies that should be created.</p> <p>Health &amp; Safety policies to be reviewed annually by staff &amp; board</p>	<p>End February 2022</p> <p>Establish a Month to become Health &amp; Safety Month at the Library</p>	<p>Assistance from the Chair</p>	<p><b>April 2022</b></p> <p><b>Review policy index on a monthly basis to</b></p>
3. Financial Monthly Financial	<p>To improve knowledge and skills related to budgeting, and annual report</p>	<p>Enroll and complete EXCEL course Library Management &amp; Supervision (E24) offered by Ontario Library Services</p>			



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Tracking & Reporting	<p>Work with the Chair to create year end final budget report, and the Auditors re 2021 financials</p> <p>To record financial activities using QuickBooks, for full implementation in 2022</p> <p>“Prepare and present the annual operating budget to the Board for input and approval. Participate in annual Audit Review with Township Auditors, providing reports, access to documentation and answering questions”</p> <p>Update Service Agreement with Township</p>	<p><b>Meet with Treasurer for assistance to record AP Determine final 2021 staffing costs</b></p> <p>CEO Meet with Brenda Vader to learn about program and to set up accounts</p> <p>Prepare Draft budget for Board approval</p> <p>Assist chair to present budget to Council</p> <p>Work with Chair to Update Service Agreement</p>	<p>By end of December 2021</p> <p>February 2022</p> <p>Finished March 2022</p> <p>Presented to counsel may 9, 2022</p>	<p>Chair to make initial connection with Brenda Vader</p>	<p><b>QuickBooks set up, training complete and ready for use in 2022</b></p> <p><b>Training completed But decided to continue the Recording system previously used. (</b></p>
Public Relations Programming	<p>“Develop and create events and programming activities that engage the community and provide rewarding opportunities for library volunteers.</p> <p>Oversee the development and maintenance of the library’s website and Facebook page in order to promote and market library services.”</p>	<p>The Employee agrees to successfully complete the EXCEL Public Library Programming course.</p>	<p>To work on course during library operational hours By November 30, 2022</p>	<p>Board Members will provide assistance to the Employee to develop and implement programming activities, as appropriate.</p> <p>Cost is \$150 for course</p>	



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