

*(Updated to October 2010)*  
**2010 Work Plan – Library Services**

Initiative/Source/ Strategic Plan Reference	Actions/Milestones	* Lead ** Support	Timing	Status
<p><b>Integrate New Bridgenorth Branch into Library System and Community</b></p> <p><b>Library Services – Interim Strategic Plan – Facilities</b></p> <p><b>Township Strategic Plan – Quality of Life</b></p>	<p>Participate in special meeting of volunteers and staff to be convened by Coordinating Librarian to review building strengths/challenges on one year anniversary date</p> <p>Work with library staff to continue promotion of new facility in community and explore partnerships with local community groups</p> <p>Coordinate with Township the completion of courtyard project</p> <p>Ensure the timely completion of a high quality donor wall installation, formally close campaign and facilitate public appreciation event</p> <p>Lead library staff process in determining steps and procedures to maximize use of space with special attention given to lobby, deck area and courtyard</p>	<p>* Joan MacDonald ** Lane Vance</p> <p>* Scott Warren</p> <p>* Lane Vance * Joan MacDonald * Scott Warren ** Library Staff</p>	<p>Q1 – 2010</p> <p>Q1-4 - 2010</p> <p>Q2/3 - 2010</p> <p><del>Q3 - 2010</del> Q4 2010 – Q2 2011</p>	<p><b>Deferred</b></p> <p><b>In Progress</b></p> <p><b>Closed</b></p> <p><b>(initial stages only)</b></p> <p><b>Deferred</b></p>
<p><b>Coordinate Facility Reviews of Ennismore and Lakefield Branches</b></p> <p><b>Library Services – Interim Strategic Plan – Facilities</b></p>	<p>Utilize templates completed by all library staff of both facilities and complete on-site discussions at each location.</p> <p>Discuss results of facility reviews with Township staff and determine next steps for completion and funding. Develop final facility reports and plan for budgets (current and mid-term capital)</p> <p>Implement any current plans that result from reviews</p>	<p>* Lane Vance ** Scott Warren ** Joan MacDonald ** Jill Warren ** Pat Westwood</p>	<p>Q1 – 2010</p> <p>Q2-4 - 2010</p>	<p><b>Closed</b></p> <p><b>Closed</b></p>
<p><b>Collection - Marketing</b></p> <p><b>Library Services – Interim Strategic Plan – Collection</b></p> <p><b>Strategic Plan – Quality of Life</b></p>	<p>Evaluate existing marketing efforts and develop areas for improvements.</p> <p>Potential expansion of on-line presence (website &amp; other)</p> <p>Process for feedback on these marketing efforts.</p>	<p>* Lane Vance ** Joan MacDonald ** Jill Warren ** Sarah Payne</p>		<p><b>Closed – tasks pending - Library Services Plan Recs.</b></p>

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<b>Programming – best practice</b>  <b>Library Services – Interim Strategic Plan – Programming</b>  <b>Strategic Plan – Quality of Life</b>	Identify best practices/approaches used in convening special project programming, with the desired result being the development of a model or template for use in future programming initiatives.  Ensure that programming events are captured in digital photos to support marketing initiative	* Joan MacDonald ** Lane Vance ** All Library Staff		<b>Closed – tasks pending - Library Services Plan Recs.</b>
<b>Staffing Focus - volunteers</b>  <b>Library Services – Interim Strategic Plan – Volunteer Management</b>  <b>Township Strategic Plan – Operational Excellence</b>	Investigate the issues related to volunteer management, including: <ul style="list-style-type: none"> <li>• Acknowledgement</li> <li>• Identification</li> <li>• Support; and</li> <li>• Assignment of specialized roles.</li> </ul> Report to Board as necessary.	* Joan MacDonald * Lane Vance		<b>Closed – tasks pending - Library Services Plan Recs</b>
<b>Staffing Focus - volunteers</b>  <b>Library Services – Interim Strategic Plan – Fundraising</b>  <b>Township Strategic Plan – Fiscal Responsibility</b>	Consider impact of proceeds from Renewed Classics and Thrift Shops operations on library finances and impact on services, and complete meetings as required.  Develop short term recommendations and begin development of impact analysis and proactive strategies based on long term view.  Report to Board as necessary.	* Lane Vance * Joan MacDonald	Q1-4 - 2010	<b>Causeway Treasure Trove Pilot – successful first 6 mos.</b>

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<b>Policy Development</b>  <b>Library Services – Interim Strategic Plan – Policy</b>  <b>Township Strategic Plan – Operational Excellence</b>	Compile policy review and development timeline for Board approval. (Focusing on SOLS mandatory policies)  Review/revise or create policies in accordance with timeline and present to Board for approval	* Lane Vance * Joan MacDonald	Q1-4 - 2010	<b>Closed</b>  <b>Closed</b>  <b>Steps In Progress</b>
<b>Library Services Plan</b>  <b>Library Services – Interim Strategic Plan – Policy</b>  <b>Township Strategic Plan – Quality of Life</b>	Develop RFP for new Five Year Library Services Plan, review bids from respondents, and make recommendation to Board for consultant  Ensure the Library Services Plan process allows Board and staff sufficient time and energy to fully participate  Work with consultant to ensure that the new Library Services Plan is completed and ready for implementation plan development by new Board	* Lane Vance * Joan MacDonald ** Library Staff	Q1 - 2010  Q2-3 - 2010  Q3/4 - 2010	<b>Closed</b>  <b>Closed</b>  <b>Plan Formally Received in November</b>
<b>Board Debrief</b>  <b>Library Services – Interim Strategic Plan – Policy</b>  <b>Township Strategic Plan –</b>	Facilitate session with Board to review Board performance over last term.  Discuss recruitment strategy for next term utilizing library services plan to earmark required skill sets.	* Lane Vance * Joan MacDonald	Q4 - 2010	<b>Board Legacy Document - in development</b>

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Operational Excellence				

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