



Samples

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SAMPLE 1

BY-LAW OF THE BOARD ESTABLISHING THE POSITION OF CHIEF EXECUTIVE OFFICER OF THE BOARD

**A BY-LAW OF THE (insert appropriate name) PUBLIC LIBRARY BOARD
TO MAKE THE CHIEF LIBRARIAN
THE CHIEF EXECUTIVE OFFICER OF THE BOARD**

WHEREAS Section 15(2) of the *Public Libraries Act, R.S.O. 1990, c. P.44* provides that the board shall appoint a Chief Executive Officer 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 the other powers and duties that the board assigns to him or her from time to time.

AND WHEREAS in most organizations the Chief Executive Officer is employed under contract to devote full time to his or her work as administrative officer and general manager of the organization.

NOW THEREFORE the (insert appropriate name) Public Library Board ENACTS AS FOLLOWS:

1. That the Board shall employ under contract a chief librarian who holds a post-graduate degree from a library school accredited by the Canadian Library Association or the American Library Association or, in the opinion of the Board, is deemed to have equivalent knowledge, skills, ability and experience.

2. That the chief librarian is the Chief Executive Officer of the Board and has general supervision over and direction of the operations of the Library and the librarians, officers and staff thereof, and has such other powers and shall perform such other duties as from time to time may be conferred upon or assigned to him or her by the Board, and without limiting the generality of the foregoing,
 - a) shall make recommendations to the Board as to all appointments to, and all promotions in, and removals from the staff of the Library including librarians and officers;
 - b) may suspend any librarian, officer or member of the staff of the Library, and forthwith, after suspending any person, shall report his or her action to the Board with a statement of his or her reasons therefore;
 - c) shall, together with the Chairman of the Board, represent the Board before the appointing council during the presentation of the Board's estimates; and
 - d) shall report annually to the Board on the affairs of the Library and make such recommendations thereon as he or she considers necessary.

READ a first time this ___ day of _____ 19__

READ a second time this ___ day of _____ 19__

READ a third time, and finally passed this ___ day of _____ 19__, and the Corporation Seal attached.

Secretary

Chairperson

(A SAMPLE BY-LAW FOR REFERENCE ONLY)

For accurate drafting of a municipal by-law, the municipality's solicitor should be consulted.

SAMPLE 2

ADVERTISEMENTS FOR THE POSITION OF CEO

POSITION OPEN

Chief Executive Officer, Trillium Public Library

Trillium Public Library requires an energetic and enthusiastic person 3 days a week to supervise all aspects of the library operations. Relevant education and experience will be considered. At least an EXCEL certificate needed.

Respond in writing by July 1st to the Chairperson, Trillium Public Library Board, Box 828, Trillium, Ontario N0N 0N0.

POSITION OPEN

Chief Executive Officer, Trillium Public Library

This small but innovative community requires the services of a creative and energetic individual to supervise a staff of two part-time employees and direct the operations of its busy public library. Minimum educational requirement is an EXCEL certificate. Position open as of August 1, 1993.

Apply in writing to the Chairperson, Trillium Public Library Board, Box 828, Trillium, Ontario N0N 0N0

SAMPLE 3

JOB DESCRIPTION FOR A CEO

Job description for the Chief Executive Officer of Trillium Public Library

Job title: Chief Executive Officer **Date:** November 17, 1992

Responsible to: Library Board

Hours: 35 hours per week **Base salary:**
\$29,900

Job summary

Reporting to the Trillium Public Library Board, the Chief Executive Officer 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; advises the Board and makes recommendations concerning new policies and services; serves as secretary-treasurer to the Board; serves as the Board's representative to the community, to professional organizations and to government agencies.

Duties and responsibilities

I. As Chief Executive Officer

According to the *Public Libraries Act, R.S.O. 1990, c.P.44*, Section 15 (2):
"A board shall appoint a chief executive officer 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 to him or her from time to time."

Policy

1. Carries out Board policies and directives.
2. Advises the 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.
3. Reviews existing policies and recommends changes or additions.
4. Coordinates and participates in long-term planning in conjunction with the Board.

Programmes and services

1. Develops procedures for the implementation of Board policies and directives.
2. Plans, organizes, directs and evaluates library programmes and services and allocates resources to ensure the effective and efficient operation of the library.
3. Orders supplies, furnishings and equipment.
4. Selects and acquires materials for the library collection.
5. Ensures that the collection is properly maintained and organized and that an effective collection control system is in place.
6. Prepares and presents a monthly report of the library's activities, monthly statistics, and items of concern or interest.
7. Prepares and distributes an annual report.

Personnel

1. Hires, promotes and dismisses staff with approval of the Board.
2. 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.

3. Recommends compensation levels and salary administration policies to the Board.
4. Advises the Board on staffing requirements.
5. Acts as a liaison between staff and Board.
6. Prepares work and vacation schedules and authorizes leaves of absence.

Finance

1. Directs the financial administration of the library to ensure cost-effectiveness of services and operations.
2. Prepares and administers the annual operating and capital budgets of the library and provides the Board with financial statements and other financial reports as required.
3. Serves as a signing officer of the Board.
4. Makes applications for and administers special grants.

Public relations

1. Plans, coordinates and conducts an on-going public relations programme to inform the public about the library and its services.
2. Acts as a liaison with other community organizations.
3. Deals with patron's suggestions, problems and complaints.

Other

1. Oversees the operation and maintenance of the library's physical facilities and capital equipment.
2. Keeps abreast of new developments in the field of librarianship.
3. Acts as a liaison with the Ontario Library Service and the Library and Community Information Branch of the Ministry of Culture, Tourism and Recreation.

II. As Secretary to the Board

1. Performs the duties of Secretary to the Board in accordance with the current *Public Libraries Act*.
2. Conducts the Board's official correspondence.
3. Keeps minutes of every meeting of the Board and its committees and ensures distribution of minutes in accordance with Board policy.
4. Prepares meeting agendas, in consultation with the Board or committee chairperson.
5. Notifies Board members of meetings and ensures that a meeting space is available and the necessary arrangements are made.
6. Maintains files of library records and correspondence.

III. As Treasurer to the Board

1. Performs the duties of Treasurer to the Board in accordance with the current *Public Libraries Act*.
2. Receives and accounts for the Board's money.
3. Opens an account, or accounts, in the name of the Board in a chartered bank, trust company or credit union approved by the Board.
4. Ensures that all money received on the Board's behalf is deposited to the credit of the Board's account or accounts.
5. Disburses the money as the Board directs. Receives and pays all bills and maintains financial records in accordance with good business practice.
6. Prepares and presents regular financial reports or receipts and expenditures.

SAMPLE 4

CEO'S MONTHLY REPORT

CEO's report April 12, 1993

Highlights/Accomplishments

The Trillium Public Library is delighted to receive the Unitron microcomputer system from the Grant Program. The vendor will install the system and train the staff to use it. The cabling and electrical work has been completed for the automated system.

March was a very popular month for displays in the library:

- Volunteer week
- National Book Festival week
- Mental Health week (April)
- Education week (Immaculate Conception School)

Meetings of note

The CEO attended the Ministry of Culture, Tourism and Recreation Volunteer Service Awards Night at the Maple Leaf Hotel in River City on Friday March 22 to see one of our great volunteers receive her 10-year pin. The CEO also attended the official opening of the Adanac Public Library automated circulation control system on March 27.

A consultant from the Ontario Library Service was at the library on March 5th from 9 a.m. to 12 noon to demonstrate how to input the data from the staff deployment survey. Two of our staff were trained to input.

Workshops/Conferences

Two of our staff members attended a very interesting OLS workshop on customer service at the Woodville Library.

Coming events

Orientation tours for individual classes at the public school are scheduled for May.

Concerns

The official statistics for Trillium have been released by the Ministry of Municipal Affairs.

Population 4,397

Households 1,886

As we suspected, the population of Trillium is much higher than in the last report three years ago. We have noticed a very sharp increase in circulation and now need to examine staffing levels, particularly as new services such as the Norwegian-language collection are introduced. The **circulation statistics** for the Trillium Public Library are:

March 1993 - 2,718

Year to date 1993 - 8,156

March 1992 - 2,054

Year to date 1992 - 7,404