

**SOLS' Operations Plan Update
June 2017**



| Services | Goals for 2017/18 | Task/Update |
|--|--|---|
| The people of Ontario, as represented by the Minister with jurisdiction for public libraries, will have equitable access to library services at a sustainable cost. | | |
| 1. Libraries will have equitable access to worldwide library collections and e-resources. | | |
| INFO | Ensure efficient access to ILL. | <p><i>Create VDX tutorials using the LibGuides Content Management System. Target: at least 50 website visits to the ILL LibGuides.</i></p> <p>We are currently rolling out the last VDX upgrade, which has resulted in a significant update to the user manual. As the user manual forms the basis of most of our training, we plan to complete our updates this quarter so that we can focus on developing the LibGuides with the new and revised content.</p> <hr/> <p><i>Create webinar on best practices for ILL efficiency. Target: 25 library staff register for the webinar</i></p> <p>Registration has closed, and we have 75 registrants for these June webinars</p> |
| E-Collections | Equitable access to e-resources for Ontarians. | <p><i>Promote effective selection and management of digital content by library staff. Target: 50 registrants for the "Managing Digital Content" course.</i></p> <p>This course is scheduled to run in the fall and winter this year.</p> |
| | Promote Ontario literature. | <p><i>Establish an "Ontario Reads" to highlight the work of an Ontario author through the provincial ebook collection. Target: 30% of Ontario Digital Library member libraries participate by downloading the ebook.</i></p> <p>SOLS contacted the OMDC (Ontario Media Development Corporation) staff to discuss using a Trillium Book prize winner for the ebook Ontario Reads program. The proposal was met with enthusiasm. Further talks are scheduled for later in the spring and summer, once this year's winner is announced.</p> |

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| | Other | |
| 2. Libraries will have well-informed and skilled staff. | | |
| Leadership Development | Equip public libraries to position themselves as key players in their local cultural communities. | <p><i>Facilitate the compiling and sharing of experience-based guiding principles for effective cultural partnerships. Target: host a panel discussion (via webinar) featuring library leaders, aimed at collaboratively compiling guiding principles for cultural partnerships; staff from at least 15 libraries participates.</i></p> <p>A panel discussion webinar has been scheduled for June, entitled: <i>Library Staff: The Not So Quiet Champions of Local Culture</i>. During the session, panelists and participants will collaborate to compile best practices and guiding principles for culture partnerships.</p> <p><i>Develop an online course on cultural leadership for the APLL Institute. Target: 21 APLL students take the online course and engage in sharing ideas and best practices; 10 APLL graduates take the course.</i></p> |
| Continuing Education | Introduce quick learning modules for time-crunched, busy library staff | <p><i>Create short, interactive online modules, available-on-demand, on relevant topics that reflect top trends. Target: 50 staff complete at least one of the 4 modules introduced.</i></p> <p><i>Redesign online courses to include up-to-date content, dynamic learning objects and engaging online discussion. Target: at least 15 people take one revised course.</i></p> |
| Consulting Resources & Publications | Provide public libraries with tools and training to assist in their human capital management and development. | <i>Develop a guide to hiring a public library CEO. Target: at least 5 libraries planning to hire a new CEO consult the guide.</i> |
| | Improve access to reliable professional information of relevance to public libraries. | <p><i>Use LibGuides (Content Management System) to transform professional resources pages into dynamic, multi-media online guides. Target: at least 50 staff access one of the professional information LibGuides.</i></p> <p>The first LibGuides has been developed on the topic of strategic planning. It will serve as a prototype for others. Two co-op students from the Library Science program at Western are busy working on the project.</p> |

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| Networking | Improve municipal council and staff understanding of the role of public libraries. | <i>Highlight the importance of knowledgeable, expert staff and address the return on investment for staff development. Target: to publish an article in Municipal World.</i> |
| | Other | <ul style="list-style-type: none"> • An orientation for a new CEO was conducted at Carlow Mayo PL. • Five sessions providing an overview of planning were conducted at the following libraries: Augusta Township, Greater Madawaska, Clarence Rockland, Hastings Highlands and Douro Dummer • Board orientations were conducted at Laurentian Hills and Mississippi Mills Public libraries. |
| 3. Libraries will provide services according to minimum standards. | | |
| Guidelines Consulting | Promote the 7 th edition of the Guidelines as an assessment tool. | <p><i>Conduct a webinar promoting the 7th edition of the Guidelines, highlighting the pre-audit as a useful process for establishing priority work. Target: 12 libraries attend the webinar.</i></p> <p>The 7th edition has been approved by the Guidelines Council. Bruce County and Collingwood public libraries are ready to be accredited and will act as case studies for the new edition. A webinar is planned for fall.</p> <p><i>Introduce a pre-audit self-assessment tool that enables CEOs to identify where development is needed. Target: 5 libraries submit a completed pre-audit assessment as prerequisite for guidelines consulting assistance.</i></p> <p><i>Assist libraries who have completed the pre-audit assessment tool to apply for accreditation. Target: 4 libraries will be accredited using the 7th Edition.</i></p> |
| Basic Training | Incorporate adult learning principles and the changing landscape of public libraries into the EXCEL program and the online course offerings. | <p><i>Redesign 3 EXCEL courses, incorporating new content, recent examples, practical assignments and interactive learning objects. Target at least 10 people take each of 3 revised courses.</i></p> <p>The French version of the Introduction to Public Libraries course (F01 – Introduction aux bibliothèques publiques) was redesigned and offered for the first time during the Spring 2017 semester. Two people have taken the course.</p> <p>The Readers' Advisory course (E19 – Readers' Advisory), including content and assignments, was completely revised and offered for the first time during the Spring 2017 semester. Thirteen people have taken the course.</p> |