



Agenda
Orangeville Public Library Board

Wednesday, June 11, 2025, 4:00 p.m.
The Corporation of the Town of Orangeville

NOTICE

Due to efforts to contain the spread of COVID-19 the Orangeville Public Library Board will be meeting electronically until further notice.

Prior to the meeting, written comments may be sent to the Secretary of the Orangeville Public Library Board by email to dvatanen@orangeville.ca. Such written comments will become part of the public record. Members of the public may access the meeting on the above-noted date and time by telephone at ENTER CONFERENCE NUMBER AND ID. Please note that your full name and comments will be part of the public record and will be included in the minutes of the meeting.

Accessibility Accommodations

If you require access to information in an alternate format, please contact the Clerk's division by phone at 519-941-0440 x 2256 or via email at clerksdept@orangeville.ca

Pages

1. **Call to Order**
2. **Disclosures of (Direct or Indirect) Pecuniary Interest**
3. **Land Acknowledgment**
We would like to acknowledge the treaty lands and territory of the Williams Treaty Nations and the Mississaugas of the Credit First Nation. We also recognize that Dufferin County is the traditional territory of the Wendat and the Haudenosaunee, and is home to many Indigenous people today.
4. **Information Items**
Recommendations:
That the following information items be received.
 - 4.1 **Letter to Library Board re Rainbow Bench**
5. **Staff Reports**

5.1 Report 25-14 Work Plan update from the Succession Planning Working Group

Recommendations:

That Report 25-14 'Work Plan update from the Succession Planning Working Group' be received; and

That the Board approve Appendix A 'CEO Recruitment Plan'; and

That the Board approve Appendix B 'Job Posting'; and

That the Board approve Appendix C 'Orangeville Public Library - Chief Executive Officer, Job Description'.

6. Date of Next Meeting

The next meeting is scheduled for Wednesday July 30, 2025 at 5 p.m.

7. Adjournment

June 3, 2025

To the Orangeville Public Library Board,

I am reaching out today as I understand there was correspondence received regarding the proposed installation of a Rainbow Pride Bench near the library, and I am hoping the Board will reconsider their stance.

The Rainbow Pride Benches were proposed as a meaningful, permanent replacement for the former rainbow crosswalks, which were removed due to maintenance challenges. Following consultations with appropriate stakeholders through the Town of Orangeville's Equity, Diversity, and Inclusion Committee, the decision was made to proceed with benches as a more sustainable and equally symbolic alternative. The preferred location – on Broadway near the library – was selected to mirror the former crosswalk's placement while ensuring the message of pride and inclusion remains highly visible in the heart of Orangeville.

While I appreciate the Board's stated support for the concept, I must express my disappointment in the decision to decline the installation of a bench near the library. The library has demonstrated real leadership in advancing inclusion, equity and community connection through diverse programming, accessible services, and intentional partnerships – and I commend the Board and Staff for this important and ongoing work. The installation of a Rainbow Pride Bench would not diminish that legacy; rather it would reinforce it. These benches are not just functional seating – they are powerful public symbols of safety, inclusion, and belonging. They reflect the very values the library has worked hard to promote and are especially impactful when placed in central, visible locations.

I have reviewed the Library Board's public meeting minutes and did not find a formal direction or recorded resolution regarding this matter, but I feel that it is important to respond to the correspondence received, as this decision directly impacts Council's goal to meaningfully replace the rainbow crosswalks with a visible, lasting symbol of inclusion. This initiative was developed in collaboration with the Equity, Diversity and Inclusion Committee to ensure that stakeholder voices were at the centre of the process – guided by the principle of 'nothing for them without them'. Decisions that limit visibility or symbolic representation risk undermining that spirit of inclusion and the efforts made to engage the community meaningfully.

I believe it is important to also acknowledge the historic character of Broadway and I believe that a Rainbow Pride Bench would enhance, not detract from, our downtown's vibrancy. Heritage is not defined solely by architectural style or uniform design, it is also shaped by the values we choose to reflect in our public spaces. Our downtown should honour our past while also embodying the inclusive and welcoming community we are today. A Rainbow Bench in the heart of Orangeville sends a clear message that everyone belongs here, without exception.

With regards to the Broadway cut-out space, I understand that it has been designated as an 'activation location'. I would respectfully suggest that there is ample room for both seasonal installations – such as the snowflake – and a bench that remains year-round as a symbol of community belonging. One does not need to exclude the other. In fact, a bench in that location would create a perfect Instagram-able 'photo-opportunity' for visitors to our community when the snowflake is illuminated.

As a municipality, we are working hard to build a culture of inclusion – not just in principle, but in practice. That work asks all of us – especially public institutions – to evaluate whether our decisions advance or hinder those efforts. That is why I am asking the Board to consider this matter at an upcoming meeting. As you all know, the library is more than just books – it is a place where all people can feel safe and included and where lifelong learning is valued. A Rainbow Bench outside the library would not only be a symbol of inclusion, but a physical representation of the values you champion every day.

With respect and appreciation for your ongoing service to the community,

Sincerely,



Lisa Post
Mayor

The Corporation of the Town of Orangeville

Report to Library Board



To: Chair and Members of the Board

From: Heather Savage, General Manager Community Services

Date: June 11, 2025

Report #: 25-14

Subject: Work Plan update from the Succession Planning Working Group

Recommendation

That Report 25-14 'Work Plan update from the Succession Planning Working Group' be received; and

That the Board approve Appendix A 'CEO Recruitment Plan'; and

That the Board approve Appendix B 'Job Posting'; and

That the Board approve Appendix C 'Orangeville Public Library - Chief Executive Officer, Job Description'.

Purpose

The Orangeville Public Library Board established a Succession Planning Working Group in January 2025 (Report 25-01), to support the transition of the Chief Executive Officer (CEO) whose is set to retire as of December 1, 2025.

The Succession Planning Working Group (SPWG) has developed a plan to recruit a new CEO to lead the Orangeville Public Library's daily operations, capital works and staff team while carrying out the Board's strategic plan. At the March 26, 2025, meeting it was determined the SPWG would report back to the Board in June 2025 with a final draft of the recruitment plan.

Background

The Succession Planning Working Group, consisting of three board members and one staff member met multiple times and discussed various topics such as best practices and current industry trends, that may impact the Board's recruitment of a new CEO.

The SPWG developed a plan, found in Appendix A, that outlines key milestones, job posting details Appendix B), and an overview of the interview format. The plan also specifies platforms in which the opportunity should be posted to, for example the Ontario Library Association. There is up to \$1,500 allocated from the library's operating budget, 'Advertising and Promotions' to cover the cost to post the opportunity on the selected platforms.

On January 13, 2025 the Board approved an updated CEO job description. Although minor, there have been additional changes to the job description. The SPWG proposes to change the percentage in which the CEO spends on each component of the role. 'Board Administration' decreased, whereas overall 'Administration and Community Relations', as well as 'Leadership and Management' increased. Please see Appendix C 'CEO Job Description' for approval.

The SPWG is confident the plan set forth in Appendix A allocates enough time and resources to thoroughly assess potential candidates and onboard a new CEO for the Orangeville Public Library.

Strategic Alignment

Strategic Direction: Soar

Objective: Cultivate a workplace culture that fosters creativity and innovation

Financial Impact

This report will not generate direct implications. If future actions related to this report will have a corporate impact, a report will be presented to the Board for approval, if required.

Prepared and respectfully submitted by,

Heather Savage
General Manager Community Services

Report 2025-06-11 APPENDIX A

OPL Succession Planning Working Group

RECRUITMENT PLAN

Timelines

These timelines represent guidelines and may shift if a stage requires more time to execute. In most cases the one-week buffer for each stage of the recruitment.

Action	Timeframe
Seek Plan Approval from Board	Wednesday June 11
Submit Job Posting to HR	Friday June 13
Post Job Opportunity	Week of June 16
Job Posting Closes	July 11
Media Release – CEO Retirement	Week of July 14
HR to Share Applications	Week of July 21
Review Candidate Applications	July 28 to July August 8
Shortlist of Candidates to HR	Week of August 11
Schedule Interviews	Week of August 18
Host Interviews	Week of September 2 (Round 1) Week of September 8 (Round 1) Week of September 15 (Round 2)
Letter of Offer	Week of September 22
Onboard New CEO	Monday October 20
OPL Board Meeting	Wednesday October 22
D. Fraser Last Day in office	Friday October 24
OPL Volunteer Night	Friday November 14
D. Fraser Official Retirement Date	Friday November 30

Job Posting Details

See Appendix B

Job Description

Awaiting Board approval, see Appendix C.

Where to Market the Opportunity

Specific platforms were identified to target potential candidates. The use of each platform will be dependent on cost effectiveness.

1. Town of Orangeville Website
2. LinkedIn (Paid or Unpaid)
3. Ontario Library Services
4. Ontario Library Association
5. Municipal World
6. Indeed

Interview Format

Pre-Screening Questions

Short List of candidates

Host first round of Interviews

Interview Panel:

- Succession Planning Working Group
- Human Resources Staff Member
- General Manager, Community Services

Host Second Round of Interviews. Consider issuing an assessment (presentation, written assignment).

Interview Panel:

- Succession Planning Working Group
- Manager, Human Resources
- External Chief Librarian/CEO

Onboarding New CEO

Ideally there will be a week overlap between the current CEO and the new CEO. The current CEO will develop an onboarding plan that will include, but not limited to:

- Board, Council, Staff and Partner Organization Introductions
- Review of the OPL Strategic Plan, Policies and Procedures
- Overview of Current Projects
- Facility Tours

- Corporate online training

Job Opportunity

The Corporation of the Town of Orangeville
invites applicants for the position of

**Chief Executive Officer,
Orangeville Public Library
Community Services Department**
(Full-time position, 35 hours per week)

Located on the north-west edge of the Greater Toronto Area, less than one hour's drive from Toronto and yet only moments away from the unspoiled, natural beauty of the Niagara Escarpment, the Town of Orangeville ("Town") offers an excellent combination of location, small town charm and urban amenities. Situated in the picturesque natural setting of the Hills of Headwaters, Orangeville is home to over 30,000 residents and is the largest urban community and regional service centre within the County of Dufferin. Orangeville is a great place to raise a family, with an excellent quality of life and a strong sense of community. The Town is committed to a values-based, thriving and collaborative work environment that supports our employees' success. Our values of respect, integrity, teamwork, and excellence (RITE) aren't just words—they're what we live by every day. They shape how we work together, do what is "RITE", make decisions, and support each other. These values form the foundation of our workplace culture, driving us to grow stronger as a team and better serve our community. Our employees are passionate about delivering high-quality programs and services to our residents and are proud to contribute to making Orangeville one of the exceptional places to live in Canada.

Due to an upcoming retirement, there is an opportunity for the position of Chief Executive Officer, Orangeville Public Library. Reporting to the Orangeville Public Library Board and the General Manager of Community Services, the Chief Executive Officer will serve as a member of the Town's Management Team and provide visionary and operational leadership across two branches: the historic downtown Mill Street Library and the Alder Recreation Centre branch.

You'll manage a \$2.3 million operating budget and lead a dedicated team of over 30 library staff, supporting innovation, accessibility, and exceptional public service.

This role reflects the Library's Strategic Plan themes:

- Discover: Advance library services through makerspaces, digital literacy, and technology-rich programming. Foster a culture of learning and creativity that keeps Orangeville on the leading edge of modern library service.
- Soar: Invest in staff development through training in communication, service excellence, and diversity, equity, and inclusion (DEI). Create a culture of high performance, collaboration, and community pride.
- Connect: Build strong partnerships with local organizations, schools, equity-deserving communities, and other Town departments to expand our reach and impact. Position the library as a hub for dialogue, discovery, and belonging.

Job Duties:

- Serve as the professional advisor to the Library Board, supporting governance, policy development, and strategic planning.
- Facilitate orientation for new Board members and provide ongoing education for all members.
- Develop, implement, and maintain a strategic plan that aligns with the Library Board's mission and directives.
- Engage with community groups to assess their needs and foster positive relationships with community leaders, organizations, and individuals. Maintain strong connections with other libraries, the Ontario Library Association (OLA), Ontario Library Service (OLS), and library associations at provincial and national levels.
- Provide council reports, participate in the town's leadership team, and leverage technology for communication and engagement.
- Lead and shape a strong inclusive and positive organizational culture within the library; oversee senior staff and direct reports, including recruitment, supervision, performance management, and training.
- Assume responsibility of the library building and contents, advising on future improvements and coordinating repairs and maintenance through the facilities team.
- Contribute to facility renovations and expansions as part of the project management team.
- Anticipate trends and set strategic directions through goal and objective setting; stay informed of current trends and developments in the field to apply them effectively.
- Prepare and present the 5-year Operating and 10-year Capital budgets to the Library Board for approval, submit them to the council, and manage operations within these budgets.

Qualifications:

- Master's Degree in library and information science, or equivalent post graduate education.

- Seven (7) years of progressively senior level management experience in a public library including supervisory experience.
- Demonstrated experience preparing, implementing, and monitoring strategic plans and managing extensive capital and operating budgets.
- Demonstrated experience working with an appointed Board of Directors.
- Knowledgeable about the library field and trends with an emphasis on customer service and technological best practices.
- Demonstrated leadership, supervisory, organizational, and time management skills with the ability to manage multiple projects effectively.
- Excellent written, verbal communication and presentation skills with experience working with a variety of audiences including the public, stakeholder groups, the library board and town council.
- Strong computer proficiency (Microsoft Office, social media, library management systems) and a positive, community-focused attitude with excellent partnership and community development skills.
- Superior interpersonal, public relations, negotiation, conflict management and consensus-building skills.

Successful candidates will be required to complete a background check, including but not limited to a Criminal Record and Judicial Matters Check, in accordance with the duties of this position.

Salary Range: \$151,933.78 - \$177,741.03, Band 15 on the Town's 2025 Salary Pay Grid, plus a comprehensive benefits package

Qualified candidates are invited to apply no later than 4 p.m. on **July 11 2025**. Applications may be submitted online, or in person to the Town Hall located at 87 Broadway, addressed to Human Resources. Please do not email your application. Please note that only those who are selected for an interview will be contacted by Human Resources.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job posting qualifications.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Orangeville, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the

Town of Orangeville. Questions about this collection should be directed to the Manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.

Position Synopsis and Purpose

(A position overview and how it connects to corporate goals)

This position is responsible for the overall administration of the library, reporting to the Library Board and the General Manager, Community Services. This position provides leadership and direction to all aspects related to the delivery of library services. The CEO, Library has overall accountability for the planning, organizing, directing, and controlling the operations of the library and staff, in accordance with the objectives, policies and regulations of the Library Board, the Town of Orangeville and the Ontario Public Libraries Act.

Major Responsibilities

(What this position does and how they allocate their time)

Description	Approx. Time Spent (%)
Board Administration <ul style="list-style-type: none"> Serve as the professional advisor to the Library Board. Facilitate orientation sessions for new Board members and provide continual education for all members. Support the Board in governance matters, including policy development. Develop, implement, and maintain a strategic plan that aligns with the Library Board's mission and directives. 	15%
Administration and Community Relations <ul style="list-style-type: none"> Implement the strategic direction as approved by the Board. Foster and maintain effective relationships both within the municipality and externally. Engage with community groups to assess their needs and foster positive relationships with community leaders, organizations, and individuals. Maintain strong connections with other libraries, the Ontario Library Association (OLA), Ontario Library Service (OLS), and library associations at provincial and national levels. Coordinate with ministry representatives to ensure compliance with legislation. Provide reports at council meetings as required and participate as a member of the town's corporate leadership team. Leverage technology to connect and communicate. 	30%
Leadership and Management <ul style="list-style-type: none"> Lead and shape a strong positive organizational culture within the library; oversee senior staff and direct reports, including recruitment, supervision, performance management, and training. Ensure library operations adhere to health and safety legislation, taking overall responsibility for staff compliance with workplace health and safety laws and regulations. 	30%

Description	Approx. Time Spent (%)
Facility Management <ul style="list-style-type: none"> Assume responsibility of the library building and contents; identify and advise on future improvements and requirements; and identify and coordinate repairs and maintenance (through the facilities management team). Contribute to facility renovations and expansions as part of the project management team. 	5%
Financial Management / Forecasting <ul style="list-style-type: none"> Anticipate trends and set strategic directions through goal and objective setting; stay informed of current trends and developments in the field to apply them effectively. Prepare and present the 5-year Operating and 10-year Capital budgets to the Library Board for approval, submit them to the council, and manage operations within these budgets. 	20%
Other duties as assigned	

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

Decision Making, Independence and Confidential Information (Description of types of decision making and independence)

1. List up to 3 examples of the types of decisions that are made or issues/situations that are dealt with on a regular basis and how judgment is used to resolve them.
 - Challenges to Programming (e.g. threats and protests) or Collection (request for reconsideration of library materials – someone wants something removed from the collection).
 - Complaints, when escalated, from the public about library services
 - Manage and support vulnerable patrons

2. List up to 3 examples of situations or problems that are referred to the supervisor for direction or resolution.
 - Policy approval.
 - Approval to Budget Estimates prior to submission to council.

Confidential Information:

This position has:

<input type="checkbox"/>	Minimal access to sensitive or confidential information
<input type="checkbox"/>	Some access to sensitive or confidential information, and does not work directly with it
<input type="checkbox"/>	Access to sensitive or confidential information and works directly with it
<input checked="" type="checkbox"/>	Significant access to sensitive or confidential information and works directly with it

Examples:

This position has access to confidential library board reports, library related council reports, personnel information, and confidential library customer records.

Required Training (Description of training required in order to perform the major responsibilities)

- Orientation Training including Health and Safety, AODA, Equity, Diversity, and Inclusion
- APPL or Library Leadership

*Attends training, workshops and seminars where appropriate and as required

Minimum Qualifications (Absolutely cannot do without)

Education (degree/diploma/certifications):

- Master's Degree in library and information science, or equivalent post graduate education.

Experience:

- Minimum seven (7) years of progressively senior level management experience in a public library including supervisory experience.
- Demonstrated experience preparing, implementing, and monitoring strategic plans and managing extensive capital and operating budgets.
- Demonstrated experience working with an appointed Board of Directors.

Knowledge/Skill/Ability:

- Knowledgeable about the library field and trends with an emphasis on customer service and technological best practices.
- Excellent written, verbal communication and presentation skills with experience working with a variety of audiences including the public, stakeholder groups, the library board and town council.
- Superior interpersonal, public relations, negotiation, conflict management and consensus-building skills.

- Excellent organization and time management skills with the ability to co-ordinate and manage multiple activities and projects successfully.
- Effective leadership and supervisory skills.
- Strong computer skills including Microsoft Office (Word, Excel, PowerPoint, Social Media Platforms) and integrated library management systems including open sources products.
- Enthusiastic, energetic, and positive person with a desire to promote library service, literacy and leisure service throughout the community.
- Excellent partnership and community development skills.

Other Qualifications:

- Police Check required: Yes ☒ No ☐

HR use only: confirm the type of check: Vulnerable Sector Check

Driver's licence: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
If yes, what type?	
G1	<input type="checkbox"/>
G2	<input type="checkbox"/>
G	<input checked="" type="checkbox"/>
DZ	<input type="checkbox"/>
Other:	<input type="checkbox"/>

Preferred Qualifications
(The Ideal Candidate)

Education (degree/diploma/certifications):

- None

Experience:

- Seven (7) years of progressively senior level management experience in a public library including supervisory experience.

Knowledge/Skill/Ability:

- None

Work Setting

(Description of the work environment and nature of people interactions)

Contacts

Frequency Legend
Constant – every day for most of the day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

Contact	Frequency	Nature of Interaction
Corporate town staff	Frequent	Interdepartmental contact as required.
Full-time Library Staff	Frequent	Daily operations and planning of library division work.
Part-time Library staff	Occasional	Helping resolve issues with participants or customers, scheduling issues.
Community Organizations	Regular	Managing
Library Board	Frequent	Reporting, board meetings.
Contractors, Vendors/suppliers	Occasional	Purchasing, project management.
Participants/members of the public	Regular	Deal with the public to resolve issues, assist with financial assistance, overrides for program registration, complaints, payment issues.

Work Conditions/Physical/Mental Effort

Please check off all that apply

Frequency Legend
Constant – every day for most of the day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

1. Hours of Work

Normal Hours of Work (i.e., 8:30 am – 4:30 pm, Monday to Friday)	<input checked="" type="checkbox"/>
Eligible for Alternate Work Arrangements	<input checked="" type="checkbox"/>
Eligible for Remote Work – Hybrid Option	<input checked="" type="checkbox"/>
Evenings/Weekends	<input checked="" type="checkbox"/>
On-Call	<input checked="" type="checkbox"/>
Over-time (How often? Expand below:)	<input checked="" type="checkbox"/>

Examples:

There will be need for additional work outside of business hours, in order to attend events, planning, Board meetings, emergency help with Library operations.
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2. Work Environment

	N/A	Constant	Frequent	Regular	Occasional	Percentage
Indoors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	95 %
Outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5 %
						=100%
Attend internal/external meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	50%
Time spent travelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5%
Frequency of interruptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-
Interaction with irate/aggressive clients/customers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-

Examples:

Attending community meetings, workshops, user group meetings. Supports staff with escalated customer issues.

3. Hazards

	N/A	Constant	Frequent	Regular	Occasional
Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dirt, Dust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disagreeable weather conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examples:

(List examples and include any other hazards not listed above)
Exposure to noise at the library, community events, customers, phone calls, etc.

4. Physical Requirements

	N/A	Constant	Frequent	Regular	Occasional
Operating and/or maintaining vehicles and equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Standing • Sitting • Walking • Climbing 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Requirement to lift objects (list max weight) Max weight = 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing and/or pulling objects to complete tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PPE worn on a regular basis (list type):					
<ul style="list-style-type: none"> • None 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Types of tools used (list type):					
<ul style="list-style-type: none"> • None 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examples:

Office work, frequent standing and walking, constant sitting.

5. Mental Requirements

	Constant	Frequent	Regular	Occasional
Requires awareness of surroundings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual effort required on a concentrated basis	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requirement to listen attentively	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examples:

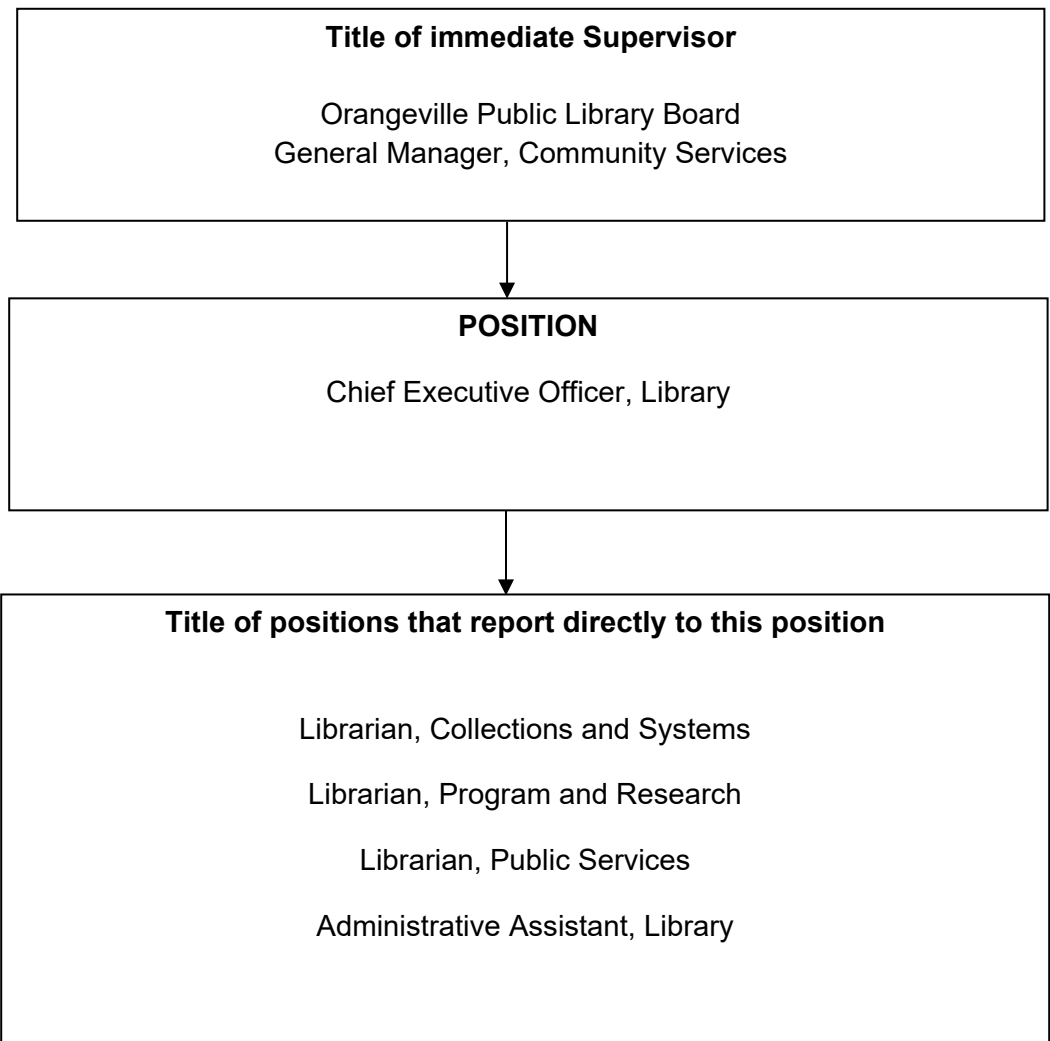
Frequent interruptions, questions from staff, customers, management, phone calls, emails, letter correspondence.

Position Classification
(Where this position fits)

Position Title: Chief Executive Officer, Library	Division: Orangeville Public Library
Department: Community Services	Classification:
Work Location: 1 Mill Street 275 Alder Street	Reports to (Direct): Orangeville Public Library Board General Manager, Community Services
Position(s) Supervised Directly: Librarian, Collections and Systems Librarian, Program and Research Librarian, Public Services Administrative Assistant, Library	Position(s) Supervised Indirectly: Co-ordinator, Collections and Systems Co-ordinator, Program and Research Co-ordinator, Public Services Public Services Assistants Summer Reading Program Assistants
Hours per Week: 35	
Effective Date:	Revision Date:

Organizational Chart

List the reporting relationship of this position to others within the immediate department.



Approvals:

Library Board Chair: _____ Date: _____

General Manager, Community Services: _____ Date: _____

Manager, Human Resources: _____ Date: _____