

CEO

East Gwillimbury Public Library



Position Profile and Candidate Brief

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Introduction

I am delighted to present this Position Profile for **CEO**, prepared on behalf of the East Gwillimbury Public Library.

I trust that this document will provide you with all necessary background information on the Town of East Gwillimbury, the East Gwillimbury Public Library, a position profile, and an outline of the search process we will be leading on behalf of the organization.

Please feel free to contact me if you require any additional information about the position or if you need clarification on any aspect of the search process. Further details about the East Gwillimbury Public Library are available on the [East Gwillimbury Public Library website](#).

On behalf of Legacy Partners and the East Gwillimbury Public Library, I would like to thank you for your interest in this position. I can always assure you of my prompt and full attention.

Yours sincerely,



Kartik Kumar, Partner

Legacy Executive Search Partners

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Town of East Gwillimbury Overview



The Town of East Gwillimbury (EG) is in the northern part of York Region, just 30 minutes north of Toronto. It covers an area of 238 square kilometres (91.89 square miles) and has a population of approximately 38,000 residents. The municipality is a balanced community made up of several growing urban areas and villages including Holland Landing, Queensville, Mount Albert, River Drive Park, and Sharon. With approximately 70 percent green space made up of farms, forests, and recreational amenities, EG is a beautiful place to live and visit.

The Town of East Gwillimbury, together with our partner organizations, is committed to creating an accessible and inclusive municipality. EG is proud to be a strong livable community, and by working together, we will continue to build a balanced tomorrow that celebrates inclusion in all of its diversity. The Town is committed to taking action in order to achieve the vision of the Inclusion Charter both within our organization and within the community. These commitments will be the Town's foundation, where we ensure that we have a strong and inclusive staff team which fosters the creation of programs and services that meet the changing needs of our community and ensures an environment of customer service excellence for all residents.

EG is home to various parklands and trails while also offering a plethora of exciting activities and events for all ages. Whether you're looking for a place to walk or bike, get together with friends and family, or cool down at one of our splash pads, we have an adventure for you to explore.

For more information you can check out our website and social media:

Town of East Gwillimbury [website](#).

Facebook: <https://www.facebook.com/TownofEastGwillimbury/?rdc=1&rd>

Instagram: <https://www.instagram.com/eastgwillimbury/>



About East Gwillimbury Public Library

Igniting our communities through literacy, discovery, and connection.



East Gwillimbury Public Library is committed to providing great service, ensuring that the Library remains the community's destination for information, discovery, and connection. East Gwillimbury Public Library operates two physical branches: Holland Landing Branch and Mount Albert Branch. EGPL is in the process of constructing a third branch, located in the Health and Active Living Plaza (HALP).

EGPL's commitment to service excellence is reflected in both the **Library's Strategic Plan** as well as the **Library Service Growth Plan** which aim to build on a commitment to literacy, inclusion and sustainability by through an expanded access to Library space, reducing barriers to accessibility of the Library's vibrant collection, and providing exceptional experiences and services in support of the general public and the Library's employees.

Library Vision, Goals, and Values

We believe everyone belongs at the library, so we continue our work ensuring that residents of all ages feel welcomed, respected, and included in our spaces. Our dynamic and diverse programming caters to the unique interests of our community and motivates our residents to try something new, be together, and feel joy. Through meaningful relationships and partnerships, we will transform the library into a vibrant hub for lifelong learning, cultural enrichment, and exploration to ignite the possibilities within.

Libraries bridge divides in society and create the opportunity for people from diverse background to connect and interact, making for stronger, healthier communities. EGPL is growing at a rapid rate: between 2016-2021, EG saw the fastest growth in the country, with a **44% increase in population**. The results of an increasing population are growing space needs and a critical reflection on how the Library can be designed so that services are more accessible and aligned with the community's growth.

2023 - 2026 Strategic Plan

Our mission to ignite our community through literacy, discovery and connection is founded upon our value pillars:

- **Literacy:** We believe literacy is the foundation of a healthy community and everyone has a right to learn and participate.
- **Sustainability:** We have a role in educating our community on climate change and aim to make decisions around services, collections, and operations with sustainability at the forefront.
- **Curiosity:** A good question can define or redefine our future. We value curiosity since it strengthens our ability for deeper awareness and new understanding.
- **Inclusion:** We believe everyone belongs at the library
- **Connection:** Libraries are connectors of information, ideas, services and resources. We will continue to promote meaningful engagement by championing the library as a space designed to bring people together

We strive to respond to growth by providing more access to the Library as a cultural hub and point of civic engagement, offering programs and services that reflect the community's needs, and continuing to provide outstanding experience with a customer centered approach.

Health and Active Living Plaza (HALP)

The East Gwillimbury Public Library's next branch will be in the Health and Active Living Plaza (HALP) and will be located in Queensville. The HALP will be more than just a rec centre; it will be a destination for our community, offering complementary services through partnerships with local community groups.

Construction for the HALP has already begun and the Library is expecting to be opened in early 2025. For up-to-date information on the progress of the HALP, visit the Town of East Gwillimbury's dedicated page, [here](#).

A Modern Library

The HALP will have everything you expect in a modern library as well as a few new things that we haven't been able to offer before. Public Internet stations, free WiFi, and photocopying and scanning services will be available to the public. The library will also have dedicated spaces for storytimes and activities that you have come to expect from EGPL. Some new additions to the space are:

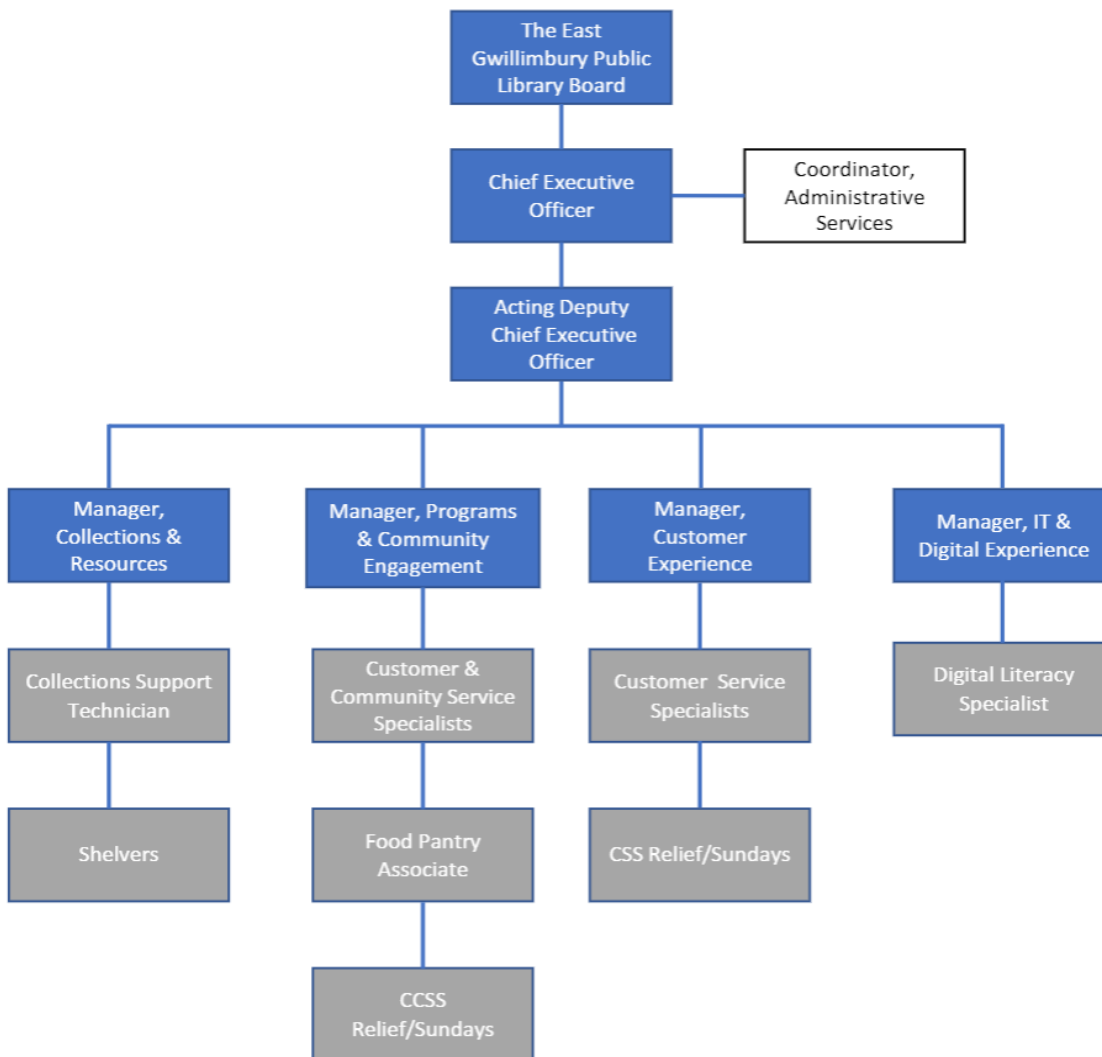
- A fully dedicated Makerspace equipped with 3D Printer, Cricut machine, laser cutter and more
- A sound recording studio and editing room
- Board rooms and meeting spaces
- A Reading Garden

An enhanced Parks, Recreation and Culture experience

The Health and Active Living Plaza facility will feature over 80,000 sq. ft. of space including:

- EG's first-ever Aquatics Centre
- Gymnasium with track and potential fitness amenities (weights and cardio)
- Program Spaces with a teaching kitchen
- Interior Boardwalk space with public art and an interactive nature themed play space
- A playground, splash pad, skate park and pump track
- Events space (event street and pavilion)
- Multi-use sports courts (pickleball, etc.), shuffleboard and sports field space
- Outdoor program areas and game tables
- Basketball and beach volleyball court

Organizational Chart



The Role

Chief Executive Officer (CEO)

Reporting to the Library Board, the Chief Executive Officer (CEO) is responsible for providing vision, change-leadership, strategic direction, and advice to the EGPL Board and Management Team. The CEO's responsibilities extend to include leadership in administration, planning, organizing, directing, and controlling of all library operations and services. The CEO also develops, plans and recommendations, and implements strategies, goals, policies, and other processes that support the efficient and effective delivery of service with expectations to continually improve and provide results that are aligned with the Board's priorities and strategic vision, while ensuring inclusive, transparent, and accountable decision-making.

- Ability to serve as Secretary and Treasurer to the Board, and acts as the Board's representative to the public, professional associations, community committees, and government agencies.
- Provide a commitment to providing responsible financial management and stewardship to the organization.
- Possess strong leadership qualities and experience for the organization, including strategic and long-range planning for business operations, financial planning, fiscal accountability, facility development, policy development, implementation of Board decisions, and staff leadership.
- Leads the Management Team in the design, development and execution of strategies related to finance, HR development and performance measurement, policy development, issues management, technology, programming, community understanding and engagement, outreach and partnership development, marketing and internal communications, and sound stewardship of the assets, collections, facilities and records of EGPL.
- Initiate the development and improvements to workplace culture of service excellence, teamwork and innovation and establishes operational plans that positions Library services in ways that add value to the East Gwillimbury community.
- Champion the development and execution of the EGPL's Strategic Plan, Growth Plans and the vision, mission, and values of EGPL set by the EGPL Board.

Job Description

Major Responsibilities

In concert with the Board and staff as appropriate, the CEO will:

- Responsible for providing leadership to EGPL and assists the Board in the development of the vision, mission, values, and business plan, leveraging appropriate metrics to monitor and measure progress, quality, accuracy, timeliness, and optimization of time and resources.
- Champion innovative and creative methods of delivering services, leveraging strong change-leadership skills and promoting continuous improvement.
- Communicate and implement approved plans, providing direction to staff in support of the Board's priorities.
- Work with Management Team to align operations and finances to facilitate achievement of the Strategic Plan. Champions the Library's Vision, Mission, values, and goals.
- Act as Secretary/Treasurer to the Board and principal advisor to the Board; is accountable to the Board for all Library's financial and administrative operations, organizes and attends Board/Committee meetings; directs preparation of notices, agenda, and ensures accurate minutes/recordkeeping; follows up on matters emanating from Board/Committee meetings; signatory to official documents; ensures integrity of financial procedures, practices and records; coordinates and oversees the annual audit and preparation of year-end reporting requirements.
- Develop and implement financial strategy that facilitate the Library's Strategic Plan, capital renewal and growth needs, and sustainability of operations. Prepare operating and capital budgets/forecasts in alignment with the Town, identifying funding sources, and alternative funding sources as appropriate; prepare and deliver the Budget presentation to Town Council.
- Coordinate and control administration of approved operating and capital budgets.
- Implement appropriate performance measures/metrics and risk/asset management programs providing regular status updates on approved operating projects.
- Prepare reports and recommendations, and attend Board, Municipal, Committee, community stakeholder and other public meetings where the expectation is to present and provide advice and guidance on library plans, policies, services, and operations, business matters, emerging trends and new/pending legislation and regulatory guidelines affecting the Library.
- Respond to enquiries, issues, and concerns from the Board, Council, departments, and other levels of government, external agencies, and provides interpretation, guidance, and information as necessary.

- Develop, direct, and administer human resources programs related to recruitment, health and safety, employee relations, WSIB, compensation and benefits, training and orientation, and performance planning, promotions, terminations, and disciplinary measures. Align HR Chief Executive Officer programs with the Town where agreed upon or where beneficial. Introduce organizational and volunteer development programs such as workplace culture surveys, employee/volunteers' recognition, career development programs, staffing and succession plans.
- Monitor and report on legislation and policy from other jurisdictions including the federal and provincial governments, ensuring the Board and administration are appraised with regards to current developments around Library management and HR.
- Develop and strengthen relationships and partnerships with Town officials, senior government officials, community stakeholders, the media, other libraries, professional organizations, and potential funders and participant in Town emergency planning.
- Advocate and promote the Library and enhance its role in the community.
- Oversee corporate communications, including the Annual Report.
- Assess staffing and volunteer resource needs; develop complementary amendments and organization structure changes as needed; participate in recruitment processes and make effective hiring and/or promotion decisions; ensure appropriate on-boarding of new employees and volunteers to the Library.
- Provide leadership to direct reports, including the Management Team, and oversee the supervision of other Library staff and volunteers – including training and development, performance planning/review, employee/volunteer recognition, coaching/mentoring, promoting workplace wellness and health and safety, modelling, and encouraging Library Values, and taking corrective action where necessary.
- Engage contractors, consultants and/or external resources as required; prepare purchasing documents, evaluates bids and administer the agreements in accordance with Library policies/procedures.
- Institute quality assurance and continuous improvement practices. Ensure programs and services are relevant and reflect community needs. Regularly review and evaluate administrative and service delivery and systems with a view to ensuring practices are coordinated between Branches and the Town, that appropriate stakeholder consultation occurs, and that practices are innovative and reflect service excellence and uphold Town's value.

The Ideal Candidate

Core Competencies

- Master's degree in a relevant field, MLIS from an ALA accredited program preferred, or combination of equivalent degree and experience.
- Minimum five years of senior-level experience in public library administration including experience working with a Board, municipal government, staff, and community stakeholders.
- Ability to provide leadership in a changing environment, to plan and work cooperatively, and to build effective and collaborative teams.
- Strong financial/business acumen.
- Experience working with Boards and other high-stake decision-makers to ensure operations are maintained while enhancing organizational service excellence.
- Excellent interpersonal, project/time management, analytical, communication, presentation, problem-solving, facilitation, relationship building, and negotiation skills.
- Thorough working knowledge of legislation/regulations affecting public libraries in Ontario.

The Timeline

I trust this Position Profile has enabled you to decide whether the position of CEO at East Gwillimbury Public Library interests you. If you wish to be considered for the role, please email your cover letter and resume in PDF format to **Kartik Kumar** at careers@lesp.ca by **April 20th @ 11:59 pm**.

Please be assured that any information shared with Legacy Partners will be treated with the strictest confidence and shared only with the client for the purposes of this search.

Thank you once again for your interest.

Legacy Partners and the East Gwillimbury Public Library are committed to equity, diversity and inclusion and recognizes that a diverse staff is essential to organizational excellence. We welcome applications from all qualified individuals and encourage women, members of racialized communities, Indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity to confidentially self-identify at the time of application. In accordance with the provincial legislation, accommodation will be provided by Legacy Partners and the organization throughout the recruitment, selection and/or assessment process, upon request, to applicants with disabilities.



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