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Competencies Index for Public Library Staff

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Overview**

Core Competencies

Budget & Finance Funding Development Laws, Policies & Procedures
 Ontario's Public Library Sector Board Engagement & Development
 Municipal Relations Organizational Leadership Personnel Management
 Customer Service Champion Planning Project Management
 Service or Department Oversight Staff Training & Development Facilities
 Community Relations Marketing

It is crucial that the public library CEO has a solid understanding of the framework for public library service in Ontario. He or she needs to know that in Ontario, public libraries are mandated provincially and funded largely by municipalities, with some provincial funding. The successful CEO also works to understand who the key players are in the Ontario public library community, in terms of influential individuals and organizations.

Last updated: July 21, 2014

Competency: Understands the framework for public library service in Ontario

Associated Knowledge, Skills and Abilities:

- Complies with the legislative requirements of the *Public Libraries Act*, the *Corporations Act*, and the *Municipal Act, 2001*
- Understands the governance of public libraries in Ontario and the roles and responsibilities of municipalities, library boards, and the Ministry of Tourism, Culture and Sport
- Completes the Annual Survey of Public Libraries and fulfills all other requirements to receive funding from the Ministry of Tourism, Culture and Sport, including the Public Libraries Operating Grant (PLOG) and special grants as they arise
- Utilizes the services of Southern Ontario Library Service or Ontario Library Service North and participates in their planning and feedback processes when invited to do so
- Demonstrates familiarity with province-wide systems and networks for interlibrary loan and collective purchasing and licensing.

Competency: Identifies and builds relationships with key players in Ontario's public library sector

Associated Knowledge, Skills and Abilities:

- Cultivates relationships with individual Ministry staff and knows who to contact regarding a variety of issues

regarding a variety of issues

Last Updated: 1/1/2025 4:26 PM with ORIS staff and knowledge to contribute regarding a variety of issues

- Cultivates relationships with individuals in other public library organizations, eg. Ontario Library Association (OLA), Ontario Public Library Association (OPLA), Federation of Ontario Public Libraries (FOPL), etc.
- Raises the library's visibility in the province by getting involved in provincial initiatives
- Cultivates relationships with peers in neighbouring and similar libraries
- Develops an awareness of Ontario's innovative libraries and influential leaders, as well as those beyond Ontario.

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