

# InsideOLBA

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## Leadership by Design to unveil One Place to Look, OLBA's on-line library for trustees

The Ontario Library Boards' Association is ready to unveil the latest component of its four-year program, *Leadership by Design*.

The project's on-line library for trustees, *One Place to Look*, is ready for launch at the 2008 Super Conference. OLBA Council has seen the test version and were thrilled with what they saw. You will be, too.

### One Place to Look builds on Cut to the Chase

*Cut to the Chase* is the durable, laminated four-page fold-out quick reference guide to being a trustee. This was the first element in the Leadership by Design project. Since the final version of *Cut to the Chase* was delivered to all library boards in Ontario, the response has been excellent.

*One Place to Look*, the second element in *Leadership by Design*, is consciously linked to *Cut to the Chase* to make

everything easier to use. *One Place to Look* is the result of research done by Margaret Andrewes and Randee Loucks in which trustees said they wanted to look for resources in one place and that the search needed to be as simple as possible.

Many trustees with little on-line experience were particularly anxious that access to trustee materials be simple. These findings informed the development of *One Place to Look*, our on-line library for trustees.

### Your Path to Library Leadership is the Key

Borrowing the name from the Ontario library community's 1990 Strategic Plan that saw the beginning of more intensive focus on board development, *One Place to Look* builds directly on *Cut to the Chase*, and will assist trustees to find core information resources that support the fun-

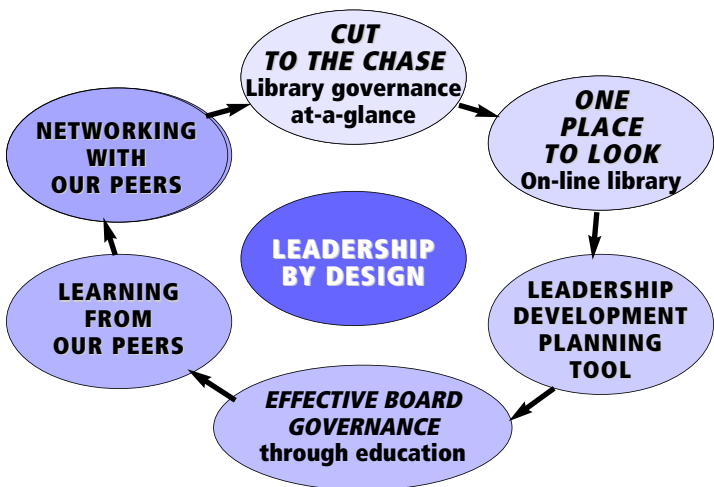


damental responsibilities in achieving effective leadership and sound library governance.

The "Your Path to Library Leadership" chart on the back of *Cut to the Chase* is your key to the way the on-line library is organized. Pick the topic for which you need information; Click on that same topic at the OLBA Web Site and you will be presented with a list of resources related to your term. Choose one of these resources and you are taken directly to the full text of the item.

years by the Library Development Training Program spearheaded by the Southern Ontario Library Service in combination with the Ontario Library Service-North and the Ontario Library Trustees' Association (forerunner to OLBA). OLBA is particularly grateful to the Southern Ontario Library Service for permission to link to such resources as the *Library Board Orientation Kit 2004*,

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### What resources are in One Place to Look?

*One Place to Look* contains a variety of resources. Core board development and governance resources for all types of boards have proliferated over the last decade and the Ontario library community has been active in producing many fine titles.

Many of these resources have been developed over the

**NEED IDEAS to keep costs down while at Super Conference Jan. 30-Feb. 2, 2008?**

**Turn to page 7 for our practical ways to save at Super Conference 2008. See you there!**



**2007 OLBA PRESIDENT  
CATHERINE DOWD**

Orillia Public Library Board

**So much to do! So much to learn! These are exciting times!**

The first year of the new four-year library board terms is already over. Now is an ideal time to reflect on your experiences. Was it what you expected? Do you find you have more questions than answers?

**Super Conference to the rescue**

If so, you're in luck. The conference is a great place to network with other trustees from across Ontario. There are sessions on a variety of trustee governance issues. We will be providing a status report on the Leadership by Design program. Hear about the modules that have already been distributed and learn what modules will be rolling out next. Attend the OLBA Annual meeting to discover what Council has worked on in 2007 and to provide it with feedback.

Plan to meet our new Minister of Culture, the Hon. Aileen Carroll.

We hope you are taking advantage of the 2-for-1 deal to allow new trustees an opportunity to attend the conference. The more the better! This is library networking at its best.

There are great ideas in this issue for first-time conference attendees so that they can make the most of the experience.

**'Tis the season for evaluation**

As you complete your first year, you may be turning your attention to board self-evaluation. Evaluating your board is an important responsibility. Read the article in this issue on why and how to conduct a board evaluation. And if you do conduct an evaluation, please

share your insights into the process on the OLBA listserv. Other boards can benefit from your experience.

**More Learning Opportunities Coming Up**

Start planning now for the last in Ken Haycock's session on Financial Literacy. Part 3 discusses the budget as an advocacy tool. The session runs on January 22 and repeats on January 23. Check out the EI's Web site for more information.

If you missed Parts 1 & 2, take heart. You can order a CD for either or both sessions. Consider listening to the sessions as a board development item for a future board meeting.

Tapes can be ordered through the OLASore at orders@accessola.com. The cost is the same as if you attended the live session - \$54 plus GST for members and \$74 plus GST for non-members.

All of these tools are a means to make your board more productive and effective during your terms. They leave a legacy to future boards to follow. Think of them as a positive start to a New Year and term of office.

Happy New Year everyone.

*Cathy Dowd*  
Catherine Dowd,  
OLBA President. ■

**Leadership development tool in board test mode**

Work on the third element of *Leadership by Design*, the "Leadership Development Planning Tool," has progressed to the point where a prototype is being tested by the boards of OLBA Council members.

The diagnostic tool will enable the Board Chair and CEO to assess their board's strengths and weaknesses and to plan a leadership development program using Ken Haycock's *Effective Board Governance* series as the foundation.

The revised tool will be open for comment at Super Conference Session #620, Thurs., Jan. 31, 3:45 pm.

Revisions should be ready in time for spring distribution. ■

**MEET YOUR OLBA COUNCIL**

**LYNN HUMFRESS-TRUTE,  
Vice-President 2007/  
President-Elect 2008  
Councillor, Southwestern  
Region 2006-2007**

A long time ago in a far-away land, a little girl was born to Harry and Ethel Humfress. They named their daughter Lynn because someone said a "lynn" was a fish – and this little baby was certainly a fishy-looking character. Lynn grew up in a place where there were no televisions until she was about 5 years old... and even when the lady down the street (the rich one) finally got a TV, there was just one station called the BBC, on-air from noon till 10.00 pm. So Lynn cultivated a love and passion for books.

Many a flashlight battery was burned out under the blankets as Lynn devoured book after book. In the country where

Lynn grew up, there were many questions that Lynn quickly learned that 'nice young ladies don't ask' and so she found the answers to all her queries at the local library.

Harry and Ethel decided to come to live in the land of opportunity, Canada. Lynn, who was at the University of Durham at the time studying English and Business, researched this far-off land and discovered it was full of forests, lakes and Mounties! Not the most appealing assets for a young lady at the peak of her "burn the bra" era?? But her protests fell on deaf ears, and Lynn arrived in Canada in the late 1960's!

After a career as an internal auditor in the Department of National Defence (where she had met this young army officer who married her and swept her away to live in romantic places

such as Borden, North Bay, Ottawa, Edmonton... et al), Lynn decided to retire from the work force and turn her focus to volunteer opportunities.

Hence she became immersed in the world of not-for-profit agencies. She now teaches not-for-profit board management under the Volunteer Leadership Development Program for the United Way, is on the board of directors of an agency that provides support to persons with developmental and emotional challenges, and is the Vice-Chair of Middlesex County Library Board. Lynn has served one term on a SOLS trustee council and has recently been appointed to the OLBA Council.

And she still reads under the blankets with her flashlight – only this time it's to her grandchildren! ■

**WHAT'S HAPPENING @ your library®**

- **HAMILTON PUBLIC LIBRARY BOARD** is in the process of amalgamating small libraries in largely rural areas.
- **HALDIMAND COUNTRY PUBLIC LIBRARY BOARD** has formed a building committee in preparation for building two new branches. The Board had the police review diverse aspects of the library's handling of video surveillance, unattended children, privacy, donations and sponsorships.
- **MILTON PUBLIC LIBRARY BOARD** is planning its first branch for next year. A new central library has been postponed to 2012.
- **BURLINGTON PUBLIC LIBRARY BOARD** closed all libraries for a staff training day that ended in a board-sponsored reception.
- **MISSISSAUGA PUBLIC LIBRARY BOARD** is working with the city on a comprehensive plan for serving older adults.
- **ORILLIA PUBLIC LIBRARY BOARD** is recruiting a new CEO. Municipal council is recommending a new, larger library.
- **SMITH ENNISMORE PUBLIC LIBRARY BOARD** is raising funds for a new branch in Bridgenorth.
- **BROCK TOWNSHIP PUBLIC LIBRARY BOARD** hired new CEO.
- **NEWMARKET PUBLIC LIBRARY BOARD** is member of the Chamber of Commerce and holds monthly breakfast meetings for the business community to which 75 come.
- **MARKHAM PUBLIC LIBRARY BOARD** invites every councillor to be a librarian for an hour.
- **UXBRIDGE PUBLIC LIBRARY BOARD** held a potluck supper for staff and the youth advisory committee.
- **RICHMOND HILL PUBLIC LIBRARY BOARD** now has a unionized staff, voted in by a small margin.
- **GEORGIAN BAY PUBLIC LIBRARY BOARD** has established a board public relations committee.
- **OWEN SOUND PUBLIC LIBRARY BOARD** member and local lawyer John Tamming hosted a fundraising reception at his home with the library's poet laureate Liz Zetlin.
- **GUELPH PUBLIC LIBRARY BOARD** is moving ahead on a new main branch, with further plans for a branch in Eastview.
- **KITCHENER, GUELPH, WATERLOO AND WATERLOO REGION PUBLIC LIBRARY BOARDS** have a partnership with local transit to provide free transportation to school groups visiting the libraries.
- **LAMBTON COUNTRY LIBRARY BOARD** has a homework site and a children's storytime in Hindi.
- **BRANT COUNTY LIBRARY BOARD** is breaking ground for a new library in Burford, over seven times the current small space.
- **ELGIN COUNTY LIBRARY BOARD** has redesigned its annual report to great effect using Ken Haycock's ideas in last spring's Education Institute session.
- **MIDDLESEX COUNTY LIBRARY BOARD** has joined with Barrie, Innisfil, Milton and Oakville Public Libraries to form "Libraries

Continued from page 1

**One Place to Look is the second element in the Leadership by Design project**

resources that reside on the OLS Clearinghouse. These tools have been foundation board development documents in the Ontario library community since the early nineties.

OLTA/OLBA also developed many resources during these years as well, but some were marketed only as print resources. These documents, including *The Ontario Library Trustee's Handbook*, Revised Edition, *The OLTA Lobbying Plan* and *From Advertisement to Appointment: The OLTA Recruitment Kit* will now be available on-line through *One Place to Look*.

The database will include titles from the Board Challenge series as well as other governance-related articles first published in *Access*, the OLA's official magazine received by all OLBA members.

The Ontario library community has often recommended various other articles and books not available on-line. *One Place to Look* will include links to notes on the content of these items as well as ordering information.

**And room to grow...**

*One Place to Look* is an expandable tool that will grow as more resources are developed and/or identified. The tool allows for easy additions to the database and OLBA will encourage libraries to share their locally produced documents for trustees.

Randee Loucks is working with OLA's contracted technical person to make searching *One Place to Look* easy for trustees and CEOs who stand to benefit the most from its content.

The database will be available for board use on Feb. 1. ■

**OLBA's Web site in transition**

**H**ave you had a chance to visit the "new look" OLBA Web site? It's at [www.accessola.com/olba](http://www.accessola.com/olba).

The OLA and its six member associations, including OLBA, each have new Web sites that improve services for our members. With the Web site, the OLBA is able to add new information on upcoming events, trustee professional development opportunities, library board news, and even surveys. As well, it will continue to offer information on the work of OLBA, and contact information for all Ontario libraries. Many thanks to Past President Ian Hunter for his work as Web editor. For information about the Web site, to offer your opinion and suggestions, or to volunteer to assist with Web editing, please contact OLBA President Cathy Dowd at [catherine.dowd@ontario.ca](mailto:catherine.dowd@ontario.ca). ■

on the Go," a shared virtual audio collection for free download.

- **LONDON PUBLIC LIBRARY BOARD** reports new Teen Annex is proving to be very popular.

**WHAT'S HAPPENING @your library?**

Do you have special programs or events, especially those with a trustee focus, that you want to share with your colleagues? Contact your regional representative (see page 8) or e-mail *InsideOLBA* Editor, Marilyn Stewart <[mstewart@ontera.net](mailto:mstewart@ontera.net)>.

# OLA Super Conference 2008, Why you need to be there!

**H**igh performing boards don't just happen. They require willingness on the part of boards and their trustees to develop the competencies needed to be effective. This willingness should translate into an actual long-term plan and written commitments for board development.

## Focus on board issues

An important action in such a plan is sending a member or members of your board to OLA's annual Conference. The Ontario Library Boards Association (OLBA) is a division of OLA and is part of the conference planning committee. OLBA sessions concentrate on those issues affecting boards. OLBA conference planners are also trustees, so they understand the issues boards face.

The conference also provides an excellent opportunity for networking. This is your chance to meet other trustees from across the province. Through informal chats, hear what challenges other boards are facing (they are probably similar to your own) and the creative ways they are addressing those challenges.

## Register now

Registration for the conference has begun. You can register online at [http://www.accessola.com/ola/bins/content\\_page.asp?cid=5](http://www.accessola.com/ola/bins/content_page.asp?cid=5). New trustees may find it especially valuable.

And if you're saying to yourself, "We can't afford to send a trustee to a conference" consider this. - You can bet that other city departments, agencies and boards include training dollars

in their budgets for their leaders. As library trustees, we oversee a highly valued public service. We have a responsibility to keep well informed. The conference is an excellent tool for learning and developing so that we can ensure we are governing to the best of our abilities. Your attendance at the Super Conference is vital.



## Attending Conference doesn't have to cost

**T**rustee attendance at the Super Conference is vital. Yet many trustees don't feel they can justify the cost. We feel they can't justify not going.

As library trustees, we oversee a highly valued public service, thus we have a responsibility to keep well informed. The conference is an excellent tool for learning and developing so that trustees can ensure they are governing to the best of their abilities.

There are many ways to make attendance less costly. As we all know, Toronto can be an expensive place to visit. But there are a number of painless ways you can save money while availing yourself of the best opportunity to meet with other trustees, discuss issues you are all facing, and discover some wonderful ideas for achieving success in your work as trustees. Here are some of those ways:

- In Toronto in January and February hotels are rarely at capacity so there are deals to be had. There are other hotels in

the downtown where rooms may be obtained at a lower cost than the nearby convention hotels. All it takes is a subway token to save money. You may be able to save even more by staying in one of the outlying cities, such as Mississauga, Oakville or Oshawa and taking the GO Train in.

- Park your vehicle yourself rather than using valet parking. You'll save a ton of money each day. Or use a lot other than the convention centre lot. For information on surrounding parking, go to <http://www.mtccc.com/parkingandmaps.cfm>.

- See whether you qualify for government rates. Public libraries are part of the municipal government, so you should qualify. The government rates may be even lower than the conference rates. However, many hotels require proof that you are with the government, so be sure to bring your public library board business cards (you know you should have them). You may also want to ask about rates for senior citizens if applicable.

- Share a room with

another trustee or library staff or check to see if a 2-bedroom suite may be cheaper than 2 single rooms.

- Bed and breakfasts are a wonderful alternative to hotels, and usually cheaper. Check out this website for a listing of B&Bs in Toronto: <http://www.torontolodging.worldweb.com/BedBreakfasts/>

- Meals, especially breakfasts, can be pricey at hotels. For your convenience, there is an underground food court across the street from the Convention Centre and beside the CBC building, where a meal can be put together for well under \$10.

- If you are flying into Toronto's Pearson International Airport, take public transit or an airport express shuttle bus, rather than a limo or taxi, into the downtown core.

- To find special deals, and tips on where to stay and eat, and things to do while in Toronto, that is while you're not participating in all the great Conference events, check out Tourism Toronto at <http://www.torontotourism.com/visitor>.

## SELECTED HIGHLIGHTS

- WED January 30 6:30 pm  
**THE ART OF NETWORKING**
- WED January 30 8:00 pm  
**Gala opening session, Stephen Heppell**
- THU January 31 2:10 pm  
**All-Conference session, Ethan Zuckerman**
- THU January 31 5:15 pm  
**OLBA Annual Meeting**
- THU January 31 7:00 pm  
**OLBA/OPLA Awards Dinner with the Hon. Aileen Carroll**
- FRI February 1 8:00 am  
**Giller Prize winner, Vincent Lam**
- FRI February 1 10:40 am  
**All-Conference session, Carl Honoré**
- FRI February 1 2:10 pm  
**OLBA Spotlight Session, Elizabeth May**
- FRI February 1 All evening  
**Fête for Larry Moore, Evan Solomon**
- SAT February 2 8 am  
**All-Conference session, Irshad Manji**
- SAT February 2 12:15 pm  
**GALA CLOSING LUNCHEON, Ellen Tise**

# Tips and tricks for getting the biggest return from your time at Super Conference

The first time for any new experience can be a little frightening, but also very exciting. OLA Super Conference attendance is no exception. Seasoned OLBA members want to make things a little easier for you. Here are some of their tips for getting the most out of your first conference experience.

- Plan your itinerary. Use My Super Conference. This is an electronic planner on the

## an arm and a leg

- Consider asking your employer for the time off in order to support an organization – the public library – that is so important to both your employer’s workers and to the people in the community where your employer is located. Many employers value and support the volunteer activities of their staff.

So now that you have all these great ideas for saving money, there really is no excuse for not attending Super Conference 2008. See you there! ■

Super Conference Web site. You can pick more than one session in each time slot. All of your choices are stored.

Each time you run your schedule, it will be automatically updated if a session changes or is withdrawn by a speaker. The common events such as all conference plenary sessions and receptions will automatically appear in your schedule. Print out the results and bring them to the conference. When you check in at the conference registration counter, you will get a final program listing all sessions and what rooms they are in. Add the room assignments to your itinerary.

- Scope out the Convention Centre by taking a tour to locate the rooms where your sessions of interest and the plenaries are being offered. Also check out the location of the washrooms.

- Make sure you attend common events – plenaries, welcome parties, receptions). They are great fun and an opportunity to meet and network with others. The plenary speakers are fascinating!

- The Art of Networking. This event is for new members and first-time conference goers. It will provide you with an opportunity to build and expand

your network of colleagues to whom you can turn during your term as a trustee. Refreshments will be served. This event begins at 6:30 p.m. on Wednesday, January 30th. It’s followed by the opening session and the Super Conference Welcome Party where there will be...more food, more networking opportunities and lots of fun!

- Feel free to leave. If a session is not giving you valuable information, feel free to slip out and find another session to attend. Your time is valuable – make the most of it!

- Split up and cover more territory. It’s always nice to attend unfamiliar events with another trustee or a member of your library staff. However, you can cover more sessions and topics if you each attend separate sessions.

- Ask questions! Speakers are open to questions. Lots of people are reluctant to be the first one to ask a question, but if you do, you can be sure that others will follow.

- Look for the red and blue vests to get help. Conference planners (red vests) and volunteers (blue vests) are easy to spot. If you have any questions, tackle one of them!

- Attend the OLBA

AGM. At the AGM you will learn about, and be able to comment on, what your colleagues who serve on OLBA Council have accomplished in the past year as they provide service to you and other members. You can tell us what direction you would like to see OLBA go in the future. It’s also another opportunity to network – have we mentioned how important that is?

- Don’t try to take in the exhibits all at once. There are close to 900 vendors eager to demonstrate their products and services and provide giveaways and prizes. Take in the exhibits in shorter, easier to digest time slots. Remember to bring your library board business card.

- Make use of the message centre near the registration area. Leave messages for your colleagues, ask questions about restaurants and local attractions at the Information booth. You can also share your reaction to the conference and its sessions using the conference blog. Computers will be set up in the registration area from which you can blog to your heart’s content.

- Keep track of your expenses. Don’t forget to get receipts if you are going to be requesting reimbursement of your expenses. If it helps, carry an envelope marked "receipts" that you can use for meal stubs, cab fare, etc. Remember to ask for receipts from cabs or airport vans - they don't automatically give them. ■

The OLBA sessions have been curated by Andrew Porteus, Fort Erie Public Library Board, and Esrick Quintyn, Oshawa Public Library Board. Our great appreciation goes out to them for their efforts on behalf of OLBA members.

## THE HON. AILEEN CARROLL AT SUPER CONFERENCE January 31, 2008



Minister of Culture

The Hon. Aileen Carroll was elected to the Ontario legislature in 2007. Carroll began her career in politics as a Barrie City councillor. She then ran federally and was elected as a member of Parliament for Barrie in 1997. She was re-elected in 2000 and again in 2004. Carroll served as

the Minister for International Cooperation, making her Barrie’s first federal cabinet minister. Carroll chaired community fundraising projects for the Barrie Public Library and St. Joseph’s High School. She was honorary chair for the Barrie United Way. She is a graduate of St. Mary’s and York universities.

STRATEGIES FOR THE MORE EFFECTIVE BOARD

# Board Assessment - Why To Do It and How?

by Catherine Dowd, OLBA President

To paraphrase U.S. Secretary of Defence Donald Rumsfeld, there are things we know we know, things we know we don't know, and also things we don't know we don't know. A Board assessment can help us address each of these.

## I.D. strengths and weaknesses

An assessment can help us identify our strengths, those things we know. We must remember to take the time to celebrate these. It can also identify those areas that require the Board's extra attention. Sometimes, we are aware that we don't know as much about certain topics, for example, understanding financial statements, as we should. Other times, we may be unaware of those things we need to know in order to govern effectively. These could be related to the way our Board is organized or how its trustees perform individually and collectively.

A properly constructed evaluation tool identifies what we should know and helps us measure how well we know it and, more importantly apply it.

## Demonstrate accountability

We evaluate our CEOs and they evaluate their staff. Should we expect anything less for ourselves? Board assessment demonstrates that we believe in the values of accountability, learning and development. This demonstrated commitment to self-improvement and to achieving agreed upon objec-

tives establishes credibility with those who fund our endeavours and the entire population the library serves.

## Reflect on priorities

An assessment gives us a chance to reflect on our priorities. What issues have occupied most of the Board's time? Were these appropriate? What other issues should we have been paying attention to? How well has the board performed in relation to its job descriptions and annual work plan?

Once we have acknowledged that we should be assessing ourselves, we next have to consider how to do it and when.

Key areas to consider in an evaluation are:

- organizational mission and values
- strategic planning
- policies
- financial accountability
- relationships with CEO, Council and the community
- organizational programs and services

## Framing questions

In many assessment tools, these issues are framed in questions related to one's degree of understanding and agreement with and include the opportunity to answer "Don't know" or "Not sure". It is useful to be specific in what you are evaluating. For example rather than a statement such as "We support the CEO", instead use "We support the CEO by having a current job description", "We sup-

port the CEO by setting annual performance goals", "We support the CEO by conducting an annual performance review". Open-ended questions are effective in getting more specific, detailed information. They also can be useful in asking about what issues are occupying the Board's time. Are these appropriate? Are there other issues they should be addressing? Always leave room for additional comments.

Ontario Library Service has an example of an assessment tool they suggest using at the end of a Board's term. The results help the outgoing Board provide suggestions for the incoming Board. This is an extremely helpful tool for a new Board to have. However, I suggest that you start evaluating in the very first year of your term. An evaluation tool will determine if your trustees, especially your new trustees, fully understand their duties as trustees.

## Evaluating specific issues

You may develop evaluation tools to use when needed, for special topics such as your orientation program or a building campaign. In the first year of our new term the Orillia Public Library Board evaluated itself after each meeting. This evaluation focused on meeting processes. An issue with the length of meetings came up repeatedly, so we put the issue on one of our meeting agendas. During the review of this issue we were able to agree that all discussions were relevant to Board issues - we weren't cross-

ing over into areas that were more appropriately staff issues. We agreed the discussions were taking no longer than they needed to in order to appropriately deal with the topics under discussion. As a result of this assessment, we were able as a team to appropriately address concerns of a trustee who may not have truly understood trustee responsibilities. After our first year, we agreed that our meetings were running well, and we could reduce our meeting evaluations from monthly to semi-annual and finally to incorporate them as one dimension of our annual evaluation. The annual evaluation was much more comprehensive, dealing with multiple governance issues. We also evaluated ourselves on the results of our annual business plans (which outlined concrete, assigned activities with timelines) that operationalized our strategic plan.

## Follow-up

This raises another important issue with any assessment. Follow-up is essential. The results must be discussed. Issues that are uncovered by the evaluation must be discussed. Depending on the seriousness of the issues, they may be dealt with at a regular board meeting, become the focus of an entire meeting or require a retreat in order to develop a plan for addressing issues. Follow-up may also include planning learning opportunities such as Super Conference attendance, mentoring, or using some of the tools OLBA has collected for

## One more Education Institute session for trustees on budget development

trustee development. Information gleaned from evaluations can be used in developing or revising recruitment, orientation and training policies, procedures and strategic plans.

### Include CEO

I encourage you to include CEOs in Board evaluation activities. They are a key player on your governance teams.

### Administering assessments

You have a few options for administering and reviewing the evaluations. In most cases your Governance Committee will be able to create and administer an assessment tool, compile the results and present them to the entire Board in a general way. If the Board is struggling, or if there are contentious issues, it may be advisable to bring in a third party, independent from the Board, to administer the assessment or at least to compile and report on the results.

### Leadership by Design can help

OLBA, as part of its Leadership By Design Program, is developing an assessment tool. It will become available by early next year. In the meantime, there are several examples of Board evaluation tools available for your consideration. Many are generic, suitable for any kind of non-corporate organization. A few sources are listed below. Look at several. Take what you like from them. Adapt them to suit the needs of your particular library and board. Try them out. Revise

them as necessary for future use. Most importantly, act upon the results!

### Resources

*BoardSource*. (2003). "Self-assessment for nonprofit governing boards." Retrieved October 10, 2007 from <http://www.boardsource.org/Bookstore.asp?Item=184>

Loucks, Randee. (2000). How well have you governed? [Electronic version]. *Trustee Tips*, Issue No. 21. Retrieved October 10, 2007 from <http://www.sols.org/publications/trusteeTips/Tip21e.pdf>.

Carter McNamara, MBA, PhD, Authenticity Consulting, LLC. (2007). *Free Complete Toolkit for Boards*. Authenticity Consulting, LLC. Retrieved October 10, 2007 from <http://www.managementhelp.org/boards/boards.htm>.

## Are you on the OLBA listserv?

The OLBA members' listserv promotes interaction among all OLBA members. This communication tool is yours to use when you have a question at any time. You have the collective expertise of hundreds of trustees to draw on for answers!

OLBA also uses the listserv to keep you up-to-date on programs and activities in which you will want to take a part – like the Haycock audioconferences.

To join the listserv, send an e-mail message to [membership@accessola.com](mailto:membership@accessola.com) asking that your name be added to this service – it is available to all OLBA members. To send a message to all the members of the list, use the listname address: [olba-l@accessola.com](mailto:olba-l@accessola.com).

Subscribe today to ensure you are connected. ■

Internationally recognized Ken Haycock, Director of San José State University School of Library and Information Science, the world's largest library school, continues his association with the *Leadership by Design* project. Ken was a trustee and a municipal councillor in West Vancouver when he was Dean of the University of British Columbia's Library School.

In rethinking what would be most useful for the project, this, the fifth element (see page 1), has been revamped to focus each season on a new topic from the "Your Path to Library Leadership" chart on the back of *Cut to the Chase*.

### Budget is the beginning

The first series this fall has been on financial policy and budget development in the municipal context.

Finance has been an ideal topic with which to begin since boards at this time of year turn their attention to evaluating how well their libraries have been adhering to their previous year's budgets and planning for their fiscal needs in the upcoming 2008 budgets.

Financial oversight is a key part of your commitment to accountable public library governance. This means more than approving a budget or financial report. It means truly understanding the contents of those reports and their implications. It means ensuring that the allocation of the budget aligns with board priorities.

### Third budget session in January

The third and final session, "The Budget as an Advocacy Tool" will be presented on Tuesday, January 22 at 7 p.m. Eastern time, and again at the



same time on Wednesday, January 23.

While the first two sessions have already been given, they are available on CD from the OLASore. Part One on "Budget Planning and Presentation" and Part Two on "Analysis of Financial Documents" may be ordered toll free by phone 1-866-873-9867 or toll free by FAX 1-800-387-1181 (\$54. plus GST each).

The OLASore at Super Conference Jan. 30-Feb. 2 will have all three CDs available for purchase.

### The new series for spring: Strategic Planning

Set aside Feb. 19 or 20, March 18 or 19, April 15 or 16, and May 13 or 14 for the next series of specialized trustee sessions.

Haycock is planning the new series around Strategic Planning as the Key to Achieving Library Board Goals. He will be bringing his astute observations to the assessment and analysis of library strengths and weaknesses matched against similar assessment and analysis of a community's needs. From this, he will show you how to build your strategic plan in one day. The fourth session looks at ways to monitor and tweak plans over multiple years.

Check out the OLBA's Web site to learn more about these developing sessions as detail becomes available. ■

**Ontario Library Boards' Association Council 2007**

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**Southwestern Region 2005-2007, SOLS Council #1, 3**

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**InsideOLBA**

**Ontario Library Boards' Association /**

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*InsideOLBA* describes the decisions and activities of OLBA leadership, explains OLBA program and provides news about Ontario's public library boards.

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**OLBA COUNCIL MEETINGS**

Next meeting: Not set.

**OLBA WEB SITE**

www.accessola.com/olba

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 For members only.  
 To ask for and to share advice.

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 Click on the Education Institute, Course Calendar, then the date.

**SUPER CONFERENCE**

OLBA Education Sessions  
 OLBA Trustees' Round Table  
 OLBA Annual Meeting  
 OLBA Award Ceremony  
 Metro Toronto Convention Centre and the Intercontinental Hotel Toronto Centre  
 January 30 - February 2, 2008.