



:. ontario library boards' association

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## ANNUAL REPORT 2013

### **Agenda**

Frances Ryan, Presiding

1. Call to Order
2. Welcome
3. Establish Quorum
4. Adoption of Agenda
5. Approval of Minutes
6. Treasurer's Report
7. Acceptance of Reports:
  - President
  - Web Master
1. Introduction of OLBA's  
2013 Council
2. Incoming President's  
Address
3. Adjournment

# /olba at a glance...

The Ontario Library Boards' Association (OLBA) is a division of the Ontario Library Association (OLA) and represents public library board members (trustees) on issues relating to their areas of responsibility. The work of the OLBA is primarily to build a professional development (training) program that is responsive to common issues and priorities that affect library board leadership. It provides information materials and training forums for advancing board development.

## **mission**

The Ontario Library Boards' Association is a centre of excellence in governance for public library boards in Ontario.

## **vision**

The Ontario Library Boards' Association is a leader and recognized authority in public library governance and community leadership development. Connected and responsive to its members, OLBA is a valued partner within the public library system.

## **values**

We believe:

- \* that public libraries are essential to the quality of life of the people of Ontario and vital to the educational, economic, social and cultural development of the province;
- \* that public library boards must continue to be independent and citizen-based in order to fulfill their governance mandate and provide excellence in public library service as a fundamental pillar in the development of vibrant communities throughout Ontario;
- \* that a sound partnership between each public library board and its Chief Executive Officer is essential to strong library leadership locally, regionally and provincially;
- \* that a collaborative relationship between each public library board and its municipal council is critical to effective public library governance.

## **objectives**

- provide a forum for library boards to discuss issues and ideas that will improve the operation of boards and the management of libraries in Ontario
- position library boards to act as catalysts for local community development
- enhance the image and visibility of library boards
- ensure comprehensive and continuing education (professional development) for public library boards
- provide mentoring, consultation and communication at the regional and individual board level
- work with other agencies who share common concerns and purposes
- promote government support for provincial networks and local funding
- The OLBA has no formal tie to government. OLBA represents library boards and trustees in the political arena and, through its special position within the Ontario Library Association, has the unparalleled opportunity to obtain the support of all library interests in Ontario.



Back row L to R: Lynn Humfress-Trute, Kim Vares, Joyce Cunningham, Beth Phieffer, Don Lynch, Irene Moore, Don Carter  
Front row L to R: Karen McGrath (President OLA, Frances Ryan, Susanna Hubbard Krimmer (President-Elect OLA)  
Missing: Pierre Mercier, Sheila Taylor



In 2012 the Ontario Library Boards' Association continued to pursue its mission to be the recognized centre of excellence governance for public library boards. Some of that recognition came in the request from the Provincial Library and Literacy Office, Province of Saskatchewan for permission to adapt ***Cut to the Chase*** for their use.

In keeping with OLBA's vision to be a leader and recognized authority in public library governance and leadership development, two projects with Andrewes-Loucks have renewed and invigorated ***Leadership by Design***.

The first project revised and updated ***Cut to the Chase***, to reflect changes to the ***Public Libraries Act, R.S.O. 1990, cP44***, which have come into effect since the initial publication of the document five years ago. ***One Place to Look*** was also realigned with those changes, updated and enhanced.

The second project focussed on the ***Leadership Development Toolkit***. This element is a three-part exercise designed to help Public Library Boards identify their governance and leadership knowledge gaps, assisting boards to design board training and development programmes. The revised package offers updated survey tools, and applications streamline access and completion of the seven gaps analysis sheets and collating results all in one sleek and user-friendly module!

The OLA Executive Director, Shelagh Paterson, ABO-Franco, OLS-N and SOLS encouraged and assisted OLBA in producing a French translation of ***Cut to the Chase***. Both ***Cut to the Chase*** and ***Le vif du sujet*** are available online and through the OLA bookstore.

Joyce Cunningham and Irene Moore revised the OLBA Councillors' Handbook which now contains links to all the relevant pages on the OLA website ensuring currency.

The Education Institute drew the highest board registration ever for its series ***Building Better Boards: a four part series to improve library board effectiveness***.

On behalf of the OLBA, I participated on the Provincial Library Awards Panel; the OLA By-Law Committee with Joyce Cunningham, with the revision to By-Law 1 having been presented and passed at the OLA AGM in June; the OLA Board with Kim Vares.

OLBA engaged public library board members in conversation and training opportunities through the SOLS Trustees Council meetings and at the OLS-N Conference where 3 sessions were presented by OLBA Board Members. The Marketing Committee provided several messages for these events and also for the web page highlighting that memberships allow OLBA to continue to develop materials and programmes related to board issues.

The OPLA/OLBA Partnership continued at a joint meeting in September with two guests presenting. Bessie Sullivan, OLA Advocacy Committee introduced the work of the committee and asked for some preliminary feedback and for contacts to be established.

Bill Irwin, Associate Professor, Western University outlined a research proposal being presented to OLA to qualitatively evaluate the impact of public libraries on society and culture, beyond the statistics books on the shelves and people through the doors.

The article exchange between OPLA and OLBA publications was very successful and the consensus was to continue. Additionally, a joint OLBA/OPLA forum was established in the OLA Community. You will find full

minutes of the September meeting there. <http://www.accessola3.com/index.php?showtopic=2054>

The Editorial team did an excellent job this year, producing **InsideOLBA** taking it in stride with the transfer from print to the new electronic format. The fall issue was particularly informative and expanded in its concept.

Five bursary winners attended Super Conference 2012 and based on the recommendations of the Bursary Committee, Council was agreeable to extending those bursaries to first-time board members again for Super Conference 2013.

Kim Vares assumed the OLBA Presidency on Jan. 1, 2013. Kim has been a valued member of OLBA Council and has compiled an outstanding field of presenters and topics for the upcoming Super Conference. Kim serves as Chair of the Dryden Public Library and has many valuable administrative and managerial skills that will see her lead OLBA successfully in 2013.

We say good-bye to Sheila Taylor, Mid-Central representative and thank her for her participation on the Board. Lisa Csele, of Oakville Public Library Board was elected as Mid-Central representative, with Don Carter (Northeastern representative) and Pierre Mercier (Eastern Region representative) returning to Council through 2015. Don Lynch succeeds Kim Vares as Vice President/President-Elect. An interim election to fill his post as representative for Central West Region through 2013 will soon be announced.

Joyce Cunningham also leaves the Board this year following many years of dedicated service, insight and determined leadership, first as Northwestern Representative, then Vice-President, President and Past President. She has contributed enormously and leaves an immeasurable impact and awareness of the OLBA on the library community. 'Thank-you' is just not enough.

At the close of the year, a letter from the President was sent out announcing the release of **Le vif du sujet**, accompanied by a complimentary copy of **Cut to the Chase** (2nd edition); a coupon for a second copy redeemable at the OLA Bookstore during Super Conference and a chart showing all sessions relevant to library board matters.

This year has proven that once again, the dedication of volunteers is without limit. Each member of the OLBA Council not only volunteers on their local public library board, but further expands on that dedication by contributing countless hours to OLBA. Committees, portfolios and ad hoc opportunities never go begging for someone to take the lead and move things ahead.

You would need to travel far, to find a better informed and enthusiastic group whose sole objective is the Advancement of public libraries. The level of expertise and spirit of collaboration is nothing short of superb! I thank you for the opportunity afforded me to serve as your President for 2012 and in turn thank Those who worked so tirelessly on our behalf.

*Joyce Cunningham* – Past President; Awards Committee Chair; OLA Councillors' Handbook Revision Committee; OLA By-law Committee; Elections Contact, Membership Committee

*Kim Vares* – President-elect; Marketing Committee; OLBA representative to OLA Board; Super Conference Planner

*Lynn Humfress-Trute* – Councillor, South Western Region; Treasurer; Editorial Committee; Marketing Committee; Awards Committee, Bursary Committee

*Beth Phieffer* – Councillor, Central East Region; Secretary; Assistant Super Conference Planner; Editorial Committee

*Don Lynch* – Councillor, Central West Region; Bursary Committee Chair; Editorial Committee

*Sheila Taylor* – Councillor, Mid-Central Region; Marketing Committee

*Irene Moore* – Councillor, Northwestern Region; OLA Councillors' Handbook Revision Committee, Awards Committee

*Don Carter* – Councillor, Northeastern Region, Membership Committee

*Pierre Mercier* – Councillor, Eastern Region

*Jane Hilton* – Access, co-editor

*Shelagh Harris* – roving Ambassador who has again provided us with insightful reports about the Toronto Public Library Board and represented us admirably when needed elsewhere.

*Shelagh Paterson* and all the OLA staff who guide and support our every effort with enthusiasm and professionalism.

All the best.



1. **Call to Order:**  
The meeting was called to order by President Joyce Cunningham on February 3, 2012 at 5:20 p.m..
2. **Welcome:**  
President Joyce Cunningham welcomed everyone to the 2012 Annual General Meeting of OLBA.
3. **Establish Quorum:**  
In attendance - 36 members. Therefore quorum was established.
4. **Adoption of Agenda:**  
Moved by Christine Langlois and seconded by Andrew Porteus;  
**THAT** the agenda be adopted as written.  
**CARRIED**
5. **Approval of Minutes:**  
Moved by Margaret Wicklum and seconded by Margaret McLean;  
**THAT** the minutes of the 2011 Annual General Meeting of the Ontario Library Boards' Association be approved as written.  
**CARRIED**
6. **Treasurer's Report:**  
Moved by Lynn Humfress-Trute and seconded by Don Carter;  
**THAT** the Treasurer's Report be received as presented.  
**CARRIED**
7. **Acceptance of Reports from President and Web Manager:**  
Moved by Claudette Richardson and seconded by Shelagh Harris;  
**THAT** the President and Web Master Reports be accepted as presented.  
**CARRIED**
8. **Amendment of Bylaw #5:**  
Moved by Frances Ryan and seconded by Kim Vares;  
**THAT** Bylaw #5 be approved as amended.  
**CARRIED**
9. **Report from OLA Advocacy Committee:**  
Bessie Sullivan reported that the aim of the committee is to provide broad-spectrum advocacy, with representatives from university, college, school, and native libraries as well as two public library reps (one from an urban library and the other from a rural library), and one OLA rep (Bessie) making up the committee. The committee will look at how these sectors relate in communities, and will advocate for trained library workers, libraries as spaces, and libraries as community builders.
10. **Introduction of OLBA's 2012 Council:**  
The 2011 Council was introduced by Joyce Cunningham, Outgoing President, who thanked her team for their service and support. Joyce also thanked Jane Hilton and presented her with a parting gift. Joyce then introduced the 2012 OLBA Council, and welcomed Frances Ryan, OLBA's President for 2012 to the podium.
11. **Incoming President's Address:**  
2012 President Frances Ryan thanked Shelagh Harris, our first ambassador-at-large for her ongoing service to OLBA. She thanked the members for attending this meeting, urging them to continue encouraging non-member boards to join OLA/OLBA. Frances shared her belief that our strength lies in having well-connected and well-informed members. She also encouraged members to join in the Education Institute's "Conversations With Jane" on February 14, when Shelagh Harris will be interviewed.
12. **Adjournment:**  
Moved by Lynn Humfress-Trute that the meeting be adjourned.

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PERIOD FROM TO  
Jan 1, 2012 Dec 31, 2013

REPORT NAME  
Report for OLBA

OLBA Council		FISCAL YEAR 2012			FISCAL YEAR 2011		
	A/C #	Annual Budget	YTD Actual	Actual vs. Budget %	Annual Budget	YTD Actual	Annual Actual
<b>EXPENSE</b>							
Professional Development	5050	\$ -	\$ -	-	\$ -	\$ -	\$ -
Professional Memberships	5060	\$ 500	\$ 500	100.0%	\$ 500	\$ -	\$ -
Space Rental	5110	\$ -	\$ -	-	\$ -	\$ -	\$ -
Telephone	5130	\$ 300	\$ 104	34.6%	\$ 300	\$ 64	\$ 136
Catering	5210	\$ 2,000	\$ 2,461	123.0%	\$ 1,500	\$ 1,461	\$ 2,553
Travel, etc.: OLA	5220	\$ 20,000	\$ 14,746	73.7%	\$ 22,400	\$ 9,226	\$ 15,879
Travel, etc.: Non-OLA	5225	\$ 1,500	\$ 274	18.2%	\$ 2,600	\$ 1,085	\$ 1,641
Awards	5240	\$ 5,000	\$ 4,203	84.1%	\$ 5,000	\$ 761	\$ 761
Equipment Rental	5310	\$ -	\$ -	-	\$ -	\$ -	\$ -
Printing	5410	\$ 100	\$ 152	152.3%	\$ 3,400	\$ 1,050	\$ 1,347
Supplies	5420	\$ -	\$ -	-	\$ 500	\$ -	\$ -
Delivery	5510	\$ -	\$ 16	-	\$ 3,000	\$ -	\$ 2,006
Support Services	5610	\$ -	\$ -	-	\$ 300	\$ 795	\$ 795
Electronic License: Purchases	5640	\$ -	\$ -	-	\$ -	\$ -	\$ -
Electronic License: Maintenance	5645	\$ -	\$ -	-	\$ -	\$ -	\$ -
Special Projects	5710	\$ -	\$ -	-	\$ -	\$ -	\$ -
<b>TOTAL EXPENSE</b>		<b>\$ 29,400</b>	<b>\$ 22,455</b>	<b>76.4%</b>	<b>\$ 39,500</b>	<b>\$ 14,442</b>	<b>\$ 25,118</b>

OLBA Education		FISCAL YEAR 2012			FISCAL YEAR 2011		
<b>REVENUE</b>							
Grants	4590	\$ -	\$ -	-	\$ -	\$ -	\$ -
Revenue: Registration	4610	\$ -	\$ -	-	\$ -	\$ -	\$ -
Revenue: Sponsorship	4614	\$ -	\$ -	-	\$ -	\$ -	\$ -
Revenue: Miscellaneous	4920	\$ -	\$ -	-	\$ -	\$ -	\$ -
<b>TOTAL REVENUE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENSE</b>							
Space Rental	5110	\$ -	\$ -	-	\$ -	\$ -	\$ -
Telephone	5130	\$ -	\$ -	-	\$ 2,000	\$ -	\$ -
Catering	5210	\$ -	\$ -	-	\$ -	\$ -	\$ -
Travel, etc.: OLA	5220	\$ -	\$ -	-	\$ -	\$ -	\$ -
Travel, etc.: Non-OLA	5225	\$ -	\$ -	-	\$ -	\$ -	\$ -
Awards	5240	\$ -	\$ -	-	\$ -	\$ -	\$ -
Commission	5245	\$ -	\$ -	-	\$ -	\$ -	\$ -
Equipment Rental	5310	\$ -	\$ -	-	\$ -	\$ -	\$ -
Printing	5410	\$ -	\$ 1,965	-	\$ -	\$ -	\$ -
Supplies	5420	\$ -	\$ -	-	\$ -	\$ -	\$ -
Delivery	5510	\$ -	\$ -	-	\$ -	\$ -	\$ -
Support Services	5610	\$ 8,000	\$ 5,143	64.3%	\$ 2,750	\$ 5,375	\$ 6,625
Electronic License: Purchases	5640	\$ -	\$ -	-	\$ -	\$ -	\$ -
Electronic License: Maintenance	5645	\$ -	\$ -	-	\$ -	\$ -	\$ -
Special Projects	5710	\$ 1,000	\$ 996	99.6%	\$ -	\$ -	\$ -
<b>TOTAL EXPENSE</b>		<b>\$ 9,000</b>	<b>\$ 8,104</b>	<b>90.0%</b>	<b>\$ 4,750</b>	<b>\$ 5,375</b>	<b>\$ 6,625</b>
<b>NET INCOME</b>		<b>\$ (9,000)</b>	<b>\$ (8,104)</b>	<b>90.0%</b>	<b>\$ (4,750)</b>	<b>\$ (5,375)</b>	<b>\$ (6,625)</b>
<b>DIVISION TOTAL</b>		<b>\$ (38,400)</b>	<b>\$ (30,559)</b>	<b>79.6%</b>	<b>\$ (44,250)</b>	<b>\$ (19,817)</b>	<b>\$ (31,743)</b>

#### NOTES

- 2012 year-end actual numbers are preliminary and subject to audit adjustment.

## To be available for presentation at OLBA AGM February 1, 2013 5:15 p.m.

### Web Master's Report

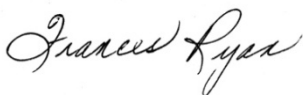
Frances Ryan

OLBA was able to make good use of the options provided by the new iMIS used to operate the OLA website. Bulletins announcing elections, bursary draws, promotions and events were accommodated with ease and appeared on both the OLBA web page and in the scrolling news on the OLA home page.

OLA office staff has assumed the technical side of the Webmaster position.

It was agreed that the OLBA secretary will prepare and format any written text and submit it to the assigned OLA staff for uploading to the identified location or page link. The secretary will proof the content prior to, and after posting to the site.

Given the wide variance of systems, hook-ups, software and skill levels of the assigned webmaster, and attempting to troubleshoot by telephone, this new option has been more time-efficient for OLA. OLBA benefits with consistent and timely postings and updates.



### Incoming President's Message

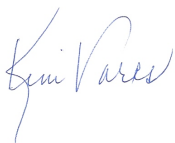
Kim Vares

These are challenging times for libraries and library boards. The historical, ever-lasting, always-going-to-be-there services of our libraries have been threatened by fiscal pressures and restraints that have lead to reductions in programmes, staffing, hours of service and in some situations, closures.

So volunteering as a Board Member for a Public Library requires a dedication and focus unrivalled. Who but those who have a deep-rooted understanding and appreciation for library services **VOLUNTEERS** countless hours to advocate, collaborate and ensure high quality, efficient library services are available, free to all.

The OLBA remains focussed on providing on-going assistance to Public Library Boards through information, education and training. As a Council collectively knowledgeable, dedicated and enthusiastic, the OLBA is supporting research for quantitative measures that further validates library services; collaborating with the Ontario Public Library Association and other OLA Divisions to share information relative for Library Boards with those who effectively run libraries; and further updating, revising and enhancing *Leadership By Design* so that Library Board Members have a reliable, accessible resource assisting them to lead effectively and meet challenges for libraries going forward.

I look forward to working with the OLBA, the OLA and Public Library Board Members over the next year to support and ensure high quality library services and promote the values and fundamental principles inherent to all public libraries.







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## 2013-14 OLBA Council

Position	Name	Email
President	Kim Vares	<a href="mailto:kvares@shaw.ca">kvares@shaw.ca</a>
Vice-President	Don Lynch	<a href="mailto:dlynch@snpl.ca">dlynch@snpl.ca</a>
Past President	Frances Ryan	<a href="mailto:fryan@shaw.ca">fryan@shaw.ca</a>
Regional Representatives		
Southwestern	Lynn Humfress-Trute	<a href="mailto:trute@execulink.com">trute@execulink.com</a>
Central – West	VACANT	
Central – Mid	Lisa Csele	
Central – East	Beth Phieffer	<a href="mailto:bphieffer@sympatico.ca">bphieffer@sympatico.ca</a>
Toronto	VACANT	
Eastern	Pierre Mercier	<a href="mailto:pierremercier0122@gmail.com">pierremercier0122@gmail.com</a>
Northern West	Irene Moore	<a href="mailto:irenem1@bell.net">irenem1@bell.net</a>
Northern East	Don Carter	<a href="mailto:doncarter88@yahoo.ca">doncarter88@yahoo.ca</a>

Check out **OLBA's website**

at:

[www.accessola.com/  
Divisions/OLBA](http://www.accessola.com/Divisions/OLBA)

For **membership** information, please contact

**Beckie MacDonald,**  
Manager, Member Services

at

[bmacdonald@accessola.com](mailto:bmacdonald@accessola.com)