SOUTH ALGONQUIN PUBLIC LIBRARY (SAPL)
REGULAR MEETING OF THE BOARD
April 16th, 2024 7pm Whitney Library
AGENDA

Land Acknowledgement:

Call to Order

1. **Approval of Agenda**
2. **Approval of Minutes: March 19th, 2024**
3. **Report of the Chairperson:**
4. **Business Arising from the Minutes**
   - 4.1. **Community Resource Centre Partnership:** April 13 and 27th (strategic alignment: community outreach, programming)
   - 4.2. **Annual Survey:** has been completed and submitted (governance)
   - 4.3. **Governance meeting with Bryan Martin April 16th , 12 pm**
   - 4.4. **Budget meeting April 17th, 9 am**
   - 4.5. **Governance Report by Sarah Ennor**. Attached. Next steps: board members to complete Governance 101: Public Library Board training through Learn HQ. It is a 4-part video training series (approx. 15 – 20 minutes each) you can sign up/log in at https://www.learnhq.ca/#/login or learn more here at https://resources.olservice.ca/gov-hub-videos-podcast.

5. **New Business:**
   - **5.1. OLS Internet connectivity**

6. **Reports**
   - **6.1. Finance:**
   - **6.2. Librarian's Reports:**
   - **6.3. Council Report:**
7. **Governance**
   - 7.1. **Policy:**
   - 7.2. **Strategic Planning/Strategic Doing:**
8. **Programming:** (strategic alignment: community outreach, programming)
   - 8.1. **School visits:** Bi-weekly, three classes. **Daycare Visits:** bi-weekly. **Code Club Canada:** Continues bi-weekly
   - 8.2. **Brenda Missen:** Tuesday, April 2nd, 7 pm. Hosted at Whitney Branch. 7 attendees.
   - 8.3. **Adam Shoalts:** on hold until budget approval.
   - 8.4. **Linda Hutsell Manning:** on hold until budget approval.
   - 8.5. **Medicinal Plant Walk with Christine McRae:** on hold until budget approval.
9. **Correspondence:**
10. **Any Other Business**
11. **In-Camera / Out-of-Camera**
12. **Next meeting: May 21st 2024 7pm Madawaska Branch**
13. **Adjournment**

Township of South Algonquin Public Library
Minutes of the Meeting Held
March 19th, 2024 **@ 7:00 PM Madawaska Branch**

Attendees: Vicki Forward, Elaine Hare, Sarah Ennor, Rose Jessup, Jeff Bowman, and Councillor Laurie Siydock. **Staff:** Charlene Alexander, Cynthia Haskin
Land Acknowledgement: Vicki Forward
Call to Order: 7:03 pm

1 Motion # 2024-08
Moved by – Elaine Hare Seconded by – Sarah Ennor /To approve the agenda/Carried

2 Motion # 2024-09
Moved by – Elaine Hare Seconded by – Jeff Bowman /To approve the minutes of **February 20th, 2024** / Carried

3 Report of the Chair: Due to family illness, will be pre-occupied and have limited availability.

4 Business Arising From the Minutes

4.1 **Community Resource Centre Partnership:** March 23rd children's program: Cynthia will offer board games & printed activities. (strategic alignment: community outreach, programming)

4.2 Community Seed Library: Seed library has been replenished and is now available. (strategic alignment: programming)

4.3 Community Survey: I will redesign as I begin working through VOLT.

4.4 Annual Survey: work continues.

4.5 OLS Internet Connectivity: 2023 funding has been received $540. This reimbursement grant covers 100% of the Madawaska Branch internet costs.

5 New Business:

5.1 Valuing Ontario Public Libraries Toolkit(VOLT): Executive Summary was shared. The CEO will start work on this toolkit once the Annual Survey has been completed.

5.2 Board Assemblies 2024: Spring meeting April 24th, 5:30 – 7:00 pm**.** Jeff Bowman has volunteered to be our representative.

5.3 Budget Cuts: The Township has requested a 10 – 12% budget reduction across all township departments. Line items that will possibly be affected include Books, travel, programming/supplies, capital expenditures. Budget meeting April 10th.

5.4 Commonwell LEAF Grant: The Commonwell's Learning and Engagement Accelerator Fund (L.E.A.F.) supports projects that grow capacity and resiliency in communities across Ontario. Specifically, L.E.A.F. supports programs and facilities that re-energize learning and engagement within communities.

The CEO brought forward a project idea to redesign the library space and replace the shelving in Whitney(due to age, damage, aesthetic. The CEO will develop a project plan which may then be used to apply for grants or to develop a capital purchase plan with the Township. This plan will include consulting from OLS regarding redesign.

6.3 Council Report: Discuss Earth Day activities in Madawaska and Whitney.
Librarians will promote our Experience Backpacks, Park Passes, and Community Seed Library as our activities.

7.1 Governance: Sarah Ennor presented a verbal report regarding her conversation with Jesse Roberts OLS consultant regarding library governance. A written report will be provided for the next meeting.

Motion # 2024-10
Moved by – Sarah Ennor Seconded by – Elaine Hare /To form a governance committee, Sarah Ennor & Charlene Alexander / Carried

8. Programming
School visits: Bi-weekly, three classes **Daycare Visits:** bi-weekly **Code Club Canada:** Continues bi-weekly
Brenda Missen: Tuesday, April 2nd, 7 pm. Hosted at Whitney Branch
Adam Shoalts: on hold until budget approval.
Linda Hutsell Manning: on hold until budget approval.
Medicine Walk with Christine Luckasavitch: on hold until budget approval.
Next Meeting April 16th 2024 @ 7:00 PM Whitney

Motion # 2024-11
Moved by – Elaine Hare Seconded by – Sarah Ennor /To adjourn 9:07 pm Carried

Township of South Algonquin Libraries Monthly Stats

March 2024

		Whitney			Madawaska	
		February	March		February	March
Head Count		121	248		95	129
School visits		30	90		0	0
combined total		151	338		0	0
Circulation		488	697		161	106
Activity Kits (includes Park passes)		4	10		0	2
Device		5	4		0	0
Computer users		24	33		5	12
Inter Library Loans		4	18		0	0
New Members		3	4		1	0
Print/fax/copy		13	27		2	21
Reference/Reader's Advisory		19	9		0	13
Tech/media/software support		7	6		1	6
minutes spent on above requests		85	310		7	81
In Library Use		38	83		6	13
Program headcount		30	90		0	0
Over drive users		22	17			
Overdrive circulation		284	303			
non members users		2	11		13	24
seed library			10			1

Whitney Head count Wednesday's 124 - Thursday's 73 - Saturday's - 51

Madawaska Head Count people stats: Tuesday's 24 - Thursday's - 69 Saturday's - 36

Report: Understanding Our Public Library Governance Structure

Presented by Sarah Ennor to *The Township of South Algonquin Public Library Board*
March 19, 2024

Introduction:

This report provides a summary of the functions and responsibilities of each stakeholder within the Public Library system, namely the municipality, library, library board, and our council board member(s). It summarizes a detailed meeting with our liaison at the Ontario Library Services (OLS), which plays an important role in supporting library governance across the province. The report also clarifies the function of the Ontario Public Library Guidelines Council (OPLGC).

1. OLS:

OLS offers a range of resources and support services to aid library governance, including:
- One-on-one support for inquiries (board members, CEO, and others are invited to contact anytime)
- Online governance resources, including checklists, videos, training, and more
- Custom training (possible extra cost)
- Other services like assistance with policy reviews and development (extra cost)

2. MUNICIPALITY: Township of South Algonquin

- **ESTABLISHMENT**:
  - Municipality's primary role is to establish the library
  - The municipality cannot dissolve the library; only the minister may. However, it can end funding.
- **GOVERNANCE**: a limited role
  - Appoint the board members (minimum of 5, terms concurrent with council term)
  - Maximum number of council members permitted on board: 1 less than a majority (e.g., maximum 2 if board has 5 or max 3 if 6 members etc.).
  - Discusses and makes certain decisions at council meetings (e.g., funding.)
- **ASSISTANCE**: may provide assistance as requested/delegated by the board.

3. LIBRARY:

- A public library is established by a by-law of the municipality. The by-law is sent to the minister.
- The library is managed by a public library board.
- **PARADOX**: The library is fully *independent entity* but *financially dependent* on the municipality.

4. BOARD: *The Township of South Algonquin Public Library Board*

- **"LOCAL BOARD" and CORPORATION**:
  - under the Municipalities Act the library board is, a "local board," which has certain powers and responsibilities (e.g., s.282(2) empowers it to provide employees with insurance and other benefits).
  - Under the Public Libraries Act, the board is a corporation called *The Township of South Algonquin Public Library Board*.
  - The board must have a minimum of 5 board members.
- **OPERATIONS**:
  - The board **manages** and **controls** the library's operations (s.3(3)). Board members are legally responsible for all operational decisions.
  - Decisions are made by the board as a whole (majority vote or consensus), and key responsibilities include:
    - **EMPLOYER**: the Board is ALWAYS the employer.
      - Appoints and supervises the CEO, who reports to the board as a whole.

    - Sets terms of employment, duties, and remuneration for all employees and volunteers.
    - Responsible to establish wages, pensions, benefits, insurance, etc.
  - **FINANCES**:
    - The board is responsible for budget presentation to council
    - Because of the library's financial dependence on the municipality, the board must collaborate with the township but is the ultimate decision-maker.
    - All public library funds must be deposited into the board's bank account.
- **DELEGATION:**
  - The board may delegate operational tasks (how and how much is fully customizable).
  - Operations may be delegated to the CEO, or outside parties like the Municipality (pursuant to an agreement).
  - Since the board remains the ultimate decision-maker, delegation should include clear parameters, and the board must retain oversight (e.g., through regular reporting).

5. COUNCIL MEMBER(S):

- Council members that are appointed to the library board act as liaisons between the library and the township.
- They are regular voting members of the library board. Their ability to take over decision-making is restricted by the maximum number of councillors who can be appointed (1 less than a majority).
- Councillors vote in the best interests of the library at library meetings.
- Councillors vote in the best interests of the municipality at council meetings. OLS representative mentioned that on library matters this would generally be in the best interests of the library unless it conflicts with the interests of the municipality.

6. Ontario Public Libraries Guidelines Council (OPLGC):

- OPLGC accredits libraries operating at best practice levels, though provincial funding is not contingent upon accreditation. OLS has confirmed that accreditation is voluntary and was never/is not intended to impact library funding.
- OPLGC uses Trillium policies to inform its guidelines and audit practices. Trillium is expected to distance itself from OPLGC in the future (details unclear).

7. Recommended Next Steps:

- **TRAINING**: All board members to complete ***Governance 101: Public Library Board Training*** through LearnHQ. It is a 4-part video training series (approx. 15-20 mins each). You can sign up/login here: https://www.learnhq.ca/#/login or learn more here: https://resources.olservice.ca/gov-hub-videos-podcast
- **DISCUSSION**: Revisit this topic at a future meeting.
- **SUPPORT**: Consider inviting OLS for a presentation at a future meeting (cost dependent on scope).
- **COLLABORATION**: Begin discussions with Township to ensure delegation is documented and supervised, including budget presentation process.

Conclusion:

It is essential for all parties to understand the governance structure and responsibilities so they can effectively collaborate to manage the library. By clarifying and documenting responsibilities (including those that are delegated), the board can operate efficiently and best serve the community.

Library: Governance Committee + Council meeting

April 16, 2024 - 12-1pm

Attendees:

Sarah Ennor (Library Board Member)
Charlene Alexander (Library CEO)
Laurie Siydock (Councillor)
Bryan Martin (CAO)

CORE TAKEAWAYS

PROJECT - INITIAL GUIDING PRINCIPLES

- Improve overall **governance** (on-boarding, policies, documentation, MOU, etc.) and **oversight** (reporting, communication, approvals).
- Close gaps in understanding for all (council, board, and employees) to improve experience and comfort of all.
- Keep all as simple as possible to respect time of employees and volunteers, as well as recognizing relatively small population.
- Aim to make good progress on priority areas asap (year end?) and

Staged approach:

1. Inventory of obligations and gaps
2. Priority-driven project plan, beginning with:
    - Financial
    - Employment
    - Insurance
3. Immediately improve communication/oversight/reporting between council and board.
4. Create simple systems to ensure easy onboarding (board) and continuity of knowledge upon turnover.

LOGISTICS

Aspirational timing:

- End of Year - Address most concerning items in priority areas
- End of Term - Progress most other key areas
- End of Term - Ensure a roadmap with next steps/outstanding items is clearly available for incoming board.

Next steps:

- Township to coordinate with Charlene to obtain/provide all constating documents/bylaws/resolutions related to formation and authorities.
- Township to provide summary of insurance coverages
- Governance Committee to begin inventory of obligations per (PLA, MA, etc).
- Township to supplement GC inventory with additional legislation and current policy and practice information.
- All - collaborate create priority-driven project plan

OLBA's Leadership by Design

Cut to the Chase

Ontario Public Library Governance At-A-Glance

To be an effective board member:

- Know your duties, obligations, and role.
- Be open to continuous learning.
- Recognize that only the board has the authority to act on behalf of the library; individual board members have no authority to act on their own.
- Share in the responsibility for the effective functioning of the board by ensuring full discussion of issues and making reasoned decisions.
- Know who you are there to represent and serve and connect with them.
- Fulfill your legal obligations including duty of care and fiduciary duty.

To be an effective governing body:

- Focus on governance.
- Design meetings to support informed decision-making.
- Develop a trusting and respectful relationship between the Board and CEO and work together.
- Build a solid governance framework that includes by-laws, policies and a strategic plan that is based on why you exist: your mission.
- Make good decisions on behalf of your community.
- Determine what information is needed in order to manage risk.
- Know the composition of the board and who you need to run the library.

3 Major Responsibilities

1. Provide comprehensive and efficient public library service that reflects the community's unique needs.
2. Submit budget estimates to the municipal council and participate in the municipality's annual audit that includes boards.
3. To receive annual grants from the Government of Ontario, submit statistics and financial information along with completed public library operating and pay equity grant application forms.

The Public Libraries Act, RSO 1990, c. P.44 governs the operation of public libraries and is specific legislation that can override certain sections of other more general acts such as the Municipal Act. A library board is an independent body and cannot become a committee of council without legislation being passed that enables this. In Ontario, the majority of public libraries are governed by a public library board. In most First Nations Communities, the Band Council appoints Portfolio Holders to govern the public library. A minority of public libraries in the province are governed by union or county library boards.

Definitions

Public Library Board: a governing board and a legal corporation under the Public Libraries Act (PLA) responsible for the management and control of the public library, including library operations and the creation of policies related to the public library. (PLA Section 3(3).

Governing: is not the same as managing. It is ensuring that the organization is properly run.

Governance: the framework set by the library's governing body to direct the organization, identify how business will be conducted, how power will be divided and delegated and what processes will be set up to achieve accountability.

Oversight: the actions the board takes to review and monitor policies, plans, programs, and projects, to ensure that they:
- Are achieving expected results.
- Represent good value.
- Are in compliance with applicable policies, laws, regulations, and ethical standards.

Operations: A CEO responsibility guided by the Board policy and strategic plan. Operations are doing the work and organizing day-to-day activities within the constraints defined through governance. Examples of operations include:
- Choosing furnishings and paint colours for the children's area.
- Planning library programs.
- Selecting new books for the library collection.

Risk management: balancing the severity of a threat with the likelihood of the threat occurring. There are multiple types of risks that a Board should consider, for example, reputational, cultural, financial, and governance.

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Board Membership

- Members are appointed by the municipal council according to rules set out in the Act.
- The minimum size for a library board is five members.
- The number of municipal councillors on a public library board or union board may not exceed one less than the majority; a county board may have a bare majority of councillors.
- Library or municipal employees may not be board members.

Meeting Requirements

The Public Libraries Act, Sections 16 and 17, RSO 1990, c. P.44:

- Board shall hold 7 regular meetings each year.
- Meetings must be open to the public unless they meet the criteria outlined in PLA 16.1(4-6).
- Majority of members must be present.
- Chair may vote with other members.
- An equal vote is deemed to be negative.

Municipal Integration

Boards may forge closer ties with their municipality to maximize their effectiveness, achieve common goals, and realize cost savings. The library board is an independent body and cannot be directed by a municipality to delegate its responsibility for library funds or employer obligations. However, it can be advantageous to streamline business practices between the two separate organizations by way of a Service Agreement. It must be a decision of the public library board to enter into such a service agreement with a municipality with clear guidelines for exiting such an agreement.

Fiduciary Duty
You must act honestly, in good faith, and in the best interests of the library. The interests of the library must take precedence over your personal interests or those of any other group with which you are associated.

Duty of Care
You must use the same care, diligence, and skill that a reasonable person would use when performing your duties. This includes making informed decisions, asking questions, and assessing information given to you.

Conflict of Interest
You must disclose any direct, indirect, perceived, or deemed pecuniary interest prior to consideration of any matter. Once the interest is disclosed, you may not participate in discussions or voting.

Power to Oversee the Library's Finances

Financial oversight involves:

- Understanding the implications of a budget and a financial report.
- Recognizing if the allocation of monies aligns with board priorities.
- Ensuring that financial policies are in place to control receiving, processing and disbursing money, to ensure fiscally-sound budgeting, comply with current municipal legislation with respect to purchasing and hiring, manage risks, and limit liability to the library and the board.

Financial oversight does not mean:

- Simply approving a budget or financial report.
- Approving a cheque register.
- Challenging a minuscule amount on a budget line.

Power to Make Policy

Policies provide the necessary framework for library operations and priorities. Example includes:

- Personnel and hiring
- Purchasing
- Prevention of Workplace Harassment
- Prevention of Workplace Violence
- Health and Safety
- Accessibility

To be effective, policies should include specific reference to library operations.

Power to Set Fees

The Public Libraries Act, RSO 1990, c. P.44, sec.23 (3) allows a board to charge for:
- Use of parts of the library building not being used for library purposes;
- Library services for non-residents;
- Some services not outlined in Regulations.

A board is NOT permitted to charge for:
- Admission to the library;
- Using library materials in the library;
- Reserving or borrowing circulating materials specified in PLA Reg.976 Section 2.

Power to hire the CEO

The Public Libraries Act, Section 15(2) RSO 1990, c. P. 44 gives a library board the sole right to hire the library's chief executive officer.

Legislation to Consult:

The following resources can be found online at www.e-laws.gov.on.ca:

The Public Libraries Act, RSO 1990, c. P.44
The Municipal Act, 2001, SO 2001, c. 25
The Municipal Conflict of Interest Act, RSO 1990, c. M.50
The Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c. M.56

Further resources: visit the Ontario Library Services (OLS) Governance Hub which has resources for each year of the four-year term for Public Library Board members.

Organizations supporting Public Libraries:

Provincial:
- Ontario Library Association, including the following divisions: Ontario Library Boards Association, Ontario Public Library Association, L'Association des bibliothèques de l'Ontario-Franco, Indigenous Advisory Council.
- Federation of Ontario Public Libraries
- Ontario Library Service

National:
- Canadian Urban Libraries Council
- Canadian Federation of Library Associations

The Public Library Board & the Chief Executive Officer: Who Does What

LEGAL ISSUES	BOARD RESPONSIBILITIES	CEO RESPONSIBILITIES
Existing local and provincial laws	Knows provincial laws and local bylaws.	Knows provincial laws and local bylaws.
New legislation affecting libraries	Responds to new legislation.	Responds to new legislation.
Library Records	Ensures records are kept, protected, and reported in compliance with privacy legislation. Approves relevant grant applications and annual reports for the Government of Ontario, such as the Annual Survey of Public Libraries (per PLA Reg. 976 1(b).	Keeps complete and accurate records in compliance with privacy legislation. Prepares and submits annual reports and all relevant grant applications such as the Public Library Operating Grant (PLOG), Pay Equity Grant (PE) and First Nation Salary Supplement Grant (FNSS) as applicable to the Government of Ontario.
Accountability	Municipal/County/Band Council and Government of Ontario.	Board
Board meetings	Participate in all meetings. Appoints a board secretary.	Participates in all meetings. If the CEO is the Secretary, records and maintains minutes of all meetings. Provides reports regularly as directed by the board.
COMMUNITY DEVELOPMENT	**BOARD RESPONSIBILITIES**	**CEO RESPONSIBILITIES**
Understanding the community	Acting in the best interest of the community.	Identifies and addresses community needs and concerns.
Community Relationship building	Is aware of the municipal priorities and plans. Builds a strong and communicative partnership with the municipal/county/band council. Maintains dialogue with the community. Identifies strategic partnerships with community groups and leaders. Demonstrates accountability to the community (for example, presenting an annual report to the community).	Is aware of the municipal priorities and plans. Builds strong working relationships with municipal/county/band staff. Forges relationships with community groups and leaders. Develops strategic partnerships with community groups and leaders. Demonstrates accountability to the community (for example, preparing an annual report for the community).
Library's role in the community	Establishes, promotes, and advocates for the library as an essential community service. Builds community pride in the library.	Establishes, promotes, and advocates for the library as an essential community service. Builds community pride in the library.

POLICY	BOARD RESPONSIBILITIES	CEO RESPONSIBILITIES
Library policy	Develop governance-related policy. Analyzes CEO policy recommendations. Debates policy issues and implications. Approves policy. Ensures policy is implemented and followed. Regularly reviews established policies.	Recommends policies and a policy development framework. Provides information sources to inform discussion. Interprets and implements policies and procedures to library staff and the public. Maintains policy manual and ensures its accessibility. Ensure policy is followed.
PLANNING	**BOARD RESPONSIBILITIES**	**CEO RESPONSIBILITIES**
Mission and strategic plan	Analyzes information and feedback from the staff, community, and other stakeholders. Analyzes library strengths and weaknesses (for example SWOT analysis). Defines mission and strategic plan in partnership with the library staff, community, and other stakeholders.	Gathers information and feedback from the staff, community, and other stakeholders. Compiles library strengths and weaknesses (example: Strength, Weakness, Opportunity, Threat analysis). Partners with the board in defining mission and strategic plan and provides insights.
Strategic goals and objectives	Develops and approves strategic goals. Approves strategic objectives.	Partners with the Board to develop strategic goals and provides insights. CEO and staff develop objectives to achieve the strategic goals. Administers in accordance with the plan.
Action plan for meeting strategic goals and objectives	Approves plan and ensures financial resources are in place by approving the annual budget and advocating to funding sources (example: municipal/county/band council, provincial sources).	Formulates plans and identifies financial resources to meet strategic objectives. Administers in accordance with plan.
Monitoring and evaluation of the strategic plan	Approves a monitoring and evaluation plan for the CEO. Evaluates library progress and performance towards achieving the strategic plan annually or more often as needed. Revises plan accordingly.	Develops a strategic plan monitoring and evaluation system for library operations. Participates in ongoing evaluation. Adjusts plan accordingly.
FINANCE	**BOARD RESPONSIBILITIES**	**CEO RESPONSIBILITIES**
Annual budget	Analyzes preliminary budget and proposes necessary changes. Officially adopts budget.	Consults with municipal staff and advises board on municipal budget policy requirements and procedures. Prepares preliminary budget in conjunction with board based on present and anticipated needs and board's plan.

Budget presentation to Council	Presents or participates in presenting the budget to council in accordance with municipal/county/band budget policy and procedures. Works with the CEO on presentation to council.	Participates in budget presentation, supplying facts and figures, analysis and comments as requested. Works with the board on presentation to council.
Sustainable resources	Approve and advocate for options for generating additional revenue to support special project needs and/or funding gaps.	Identifies options for generating additional revenue to support special project needs and/or funding gaps.
Financial control measures	Appoints a Treasurer. Secures a bank account for the public library for deposit of all public library funds. Directs the disbursement of all public library funds into the Board's bank account as outlined in PLA 15(4)(c). Ensures legal control measures are in place to support and protect the library assets. Ensures check and balances are in place to expend the budget with due diligence and in accordance with board policies.	If the CEO is Treasurer, oversees all accounting functions and prepares regular financial statements. Fulfills obligations as directed by the Board. Monitors the budget and reports to the board on a regular basis. Identifies and addresses problems as they arise.

PERSONNEL	BOARD RESPONSIBILITIES	CEO RESPONSIBILITIES
CEO selection	Hires CEO.	
Board-CEO relationship	Builds a strong relationship that recognizes board authority and respects CEO expertise. Delegates to the CEO the authority for the organization and operation of the library and its staff.	Builds a strong relationship that recognizes board authority and respects CEO expertise.
Staff selection		Hires and directs all staff, adhering to board policies. May seek board input on senior staff selection.
Employee performance appraisal	Evaluates CEO performance annually.	Ensures that annual performance appraisals are conducted on all staff.
Salary scales and union contracts	Sets CEO's salary. Approves applicable staff salary scales and/or union contracts.	Negotiates salary and working conditions for staff including union contracts as applicable.
Grievances	Ensures that appropriate policies are in place to handle any grievances that have not been satisfactorily resolved by the library's grievance procedures.	Handles all grievances and keeps the board informed.
CEO succession management	Ensures that there is provision for succession management.	Contributes input to succession management.

GOVERNANCE PROCESS	BOARD RESPONSIBILITIES	CEO RESPONSIBILITIES
Board orientation	Board supports and participates in planning and delivery.	Supports and facilitates planning and delivery.
Board performance and development	Evaluates regularly. Individual board members conduct annual self-appraisal. Results are shared anonymously within the Board to strive for continuous learning and improvement.	Contributes input to evaluation process. Assists with identifying board development and training resources.
Board succession planning	Liaises with the appointing body and identifies the skills and competencies necessary for the incoming board to meet new term challenges. Allocates resources to develop a pipeline of future board members that are representative of their community.	Liaises with municipal staff on board appointments with input from outgoing board. Helps identify community members that could be approached to join the Board.
Legacy planning	Summarizes the successes, challenges, and outstanding action items to provide the incoming board with a framework for moving forward. Approves the legacy document.	Provides input and support to the board for developing a legacy plan. Reviews legacy document with incoming board members.

TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY 2023 REVIEW

1

LIBRARY VISITS

3738

ANNUAL CIRCULATION

5727

INTER-LIBRARY LOANS

62

2

3

E-RESOURCES DOWNLOADS

INCLUDES E-BOOKS, AUDIO BOOKS AND DIGITAL MAGAZINES

2086

NEW SERVICES ADDED

FREE LITTLE LIBRARIES

COMMUNITY SEED LIBRARY 90

4

5

PROGRAMS = 30 (INCLUDES SCHOOL/DAYCARE VISITS)

PROGRAM ATTENDANCE 695

ACTIVE PATRONS: 303

NEW PATRONS: 35

NON-PATRON USERS: 252

6

7

SOCIAL MEDIA

INSTAGRAM FOLLOWERS: 120

FACEBOOK FOLLOWERS:197

TECH ASSISTANCE: 239

PRINT/FAX/COPY/SCAN/LAMINATION:284

REFERENCE/READER'S ADVISORY: 294

8