



REPORT TO THE LIBRARY BOARD

MEETING DATE: Wednesday, April 16, 2008

Session:	Public Session
Subject:	Southern Ontario Library Service (SOLS) Trustee Council 1
Prepared By:	Joanne Tilley
Presented By:	Joanne Tilley
Purpose of Report:	For Receipt and Information Only <input checked="" type="checkbox"/>

Recommendation

It is recommended that this report be received.

Issue / Opportunity

To provide the Board of Trustees with an update of the SOLS-Trustee Council 1 meeting held April 05, 2008.

Background & Review

As the appointed London Public Library Board representative on the SOLS Trustee Council 1, which meets twice annually, I attended the Spring 2008 meeting held at the St. Thomas Public Library.

The meeting included a SOLS Service Update from the SOLS Library Development Consultant who highlighted events and available resources. Two items which may be of interest to the Board and Senior Administration include a Workshop for Succession Staffing (Appendix A) and an executive summary of the SOLS CEO Salary Survey Report 2008 (Appendix B). The full 18 page report is available on the SOLS public website.

The provincial representative of the SOLS Board attended the meeting and provided an update of the February 2008 board meeting. Two individuals from Trustee Council 1 were elected to the SOLS Board for a four-year term, which takes effect at the June 2008 SOLS board meeting.

The president of the Ontario Library Boards' Association (OLBA) also attended the meeting and provided an update, which included the Spring Report to SOLS Trustee Councils (Appendix C). There is a Policy Development Workshop scheduled for Saturday, October 4, 2008 in Grand Valley, which may be of interest to individuals.

A roundtable discussion allowed those in attendance the opportunity to share important or pressing issues and concerns relating to library boards or to pose questions or seek input from other members. This discussion was found to be both interesting and informative.



Succession Staffing: Getting the Right People in the Right Place at the Right Time Workshop

Public libraries are on the verge of a wave of retirements, leaving what some have called a significant leadership deficit at all levels. In many cases, the current leadership and those who would be their natural successors will retire simultaneously, making it imperative to begin now to plan and act strategically to meet future staffing requirements. Public library leaders need to engage in a proactive planning process that starts with an assessment of anticipated changes, identifying key positions, and analyzing the strengths and potential of the current workforce. A commitment that involves developing current staff with leadership potential, as well as recruiting new talent, is needed to ensure a successful transition for the library and the public it serves. This half-day session will provide practical approaches for the public library to meet its future staffing needs.

Our presenter is Rebecca Jones. As a principal with Dysart & Jones, Rebecca focuses on facilitating clients' planning processes, problem-solving, and project management. These are all skills she honed during eight years with Imperial Oil Limited, where she was involved with many innovative information management and human resource initiatives. Rebecca is known for having long advocated the application of business savvy to information services and knowledge management. She teaches continuing education and professional development courses with the University of Toronto's Faculty of Information Studies. Her services as facilitator in decision-making and problem-solving processes are enlisted by many organizations and focus groups.

Who should attend: This workshop will be of interest to CEOs and library managers.

Workshop Dates and Times

Thursday, May 15, 2008 - 10am to 1pm - Oshawa Public Library – McLaughlin Library – Main

Thursday, May 22, 2008 - 10am to 1pm - Brantford Public Library – Main, Auditorium

Registration information at: <http://www.sols.org/librarydev/training/clinicsworkshops/index.htm> and follow the links to Workshop #6. Price: \$78.75 [\$75 + GST], includes refreshments



SOLS CEO Salary Survey Report 2008

In December 2007, Southern Ontario Library Service (SOLS) conducted a survey of CEO salaries. 133 out of a possible 191 libraries in SOLS returned completed questionnaires representing a 70% participation rate.

Key Findings:

- Over the five years since the last salary survey, the average maximum salary for full time library CEOs has gone up by 16%, which is more than the 11% increase in the Consumer Price Index but less than the 21% increase in average hourly wages reported by Statistics Canada for Ontario.
- There is a positive correlation between higher maximum salaries for the CEO and 1) higher population, 2) higher operating expenditure and 3) more staff.
- The positive correlation is not so clear between higher maximum salaries and the number of library branches. That is, some CEOs in libraries with many branches have lower salaries and some with fewer branches have higher salaries.
- Respondents who identified themselves as having control of a municipal service are paid 21% more than other full time CEOs responsible for the library only.
- Most respondents reported a salary range for the CEO with about 20% difference between the minimum and the maximum rate. The most common type of progression from minimum to maximum was by an average of five pre-determined steps in the range. The majority of CEOs are not eligible for salary bonuses above the maximum of their ranges.
- 64% of respondents reported that their salaries are based on comparison with other municipal jobs. The most frequent comparator was Director/ Department Head (40%); although there was a large number who chose the "other" category and their titles were varied.
- Half of the respondents identified an MLS/MLIS as the education level required by the job and they had the highest salaries. 12% reported that EXCEL is required.
- Most (75%) respondents do not work in unionized libraries. Full time CEOs whose staff belong to a union earn 33% more than those in a non-union libraries. However, since most unionized libraries are in large communities, the higher salaries may be a factor of size rather than union status.
- The majority (77%) of CEOs have benefit plans. Compensating time equal to time worked was the most frequently mentioned additional perquisite. Full time CEOs are eligible for 27 vacation days per year on average and half get between 30 and 34 days per year.
- On average, CEOs are paid 45% more than their highest paid subordinates.
- 11% of CEOs reported that they are eligible to retire now. A total of 27% can retire within four years.
- Over half of the respondents had their job descriptions updated one or two years ago, and 85% had their salaries adjusted within the last year.
- Libraries located in the Golden Horseshoe region of Ontario are paid 26% higher than the overall average, with Western, Central and Eastern Ontario regions paid less than the average.

For the full report please visit SOLS website at www.sols.org

\\sols-dc-01\data\Salary Survey\Salary Survey 2007\Key findings.doc
March 20, 2008

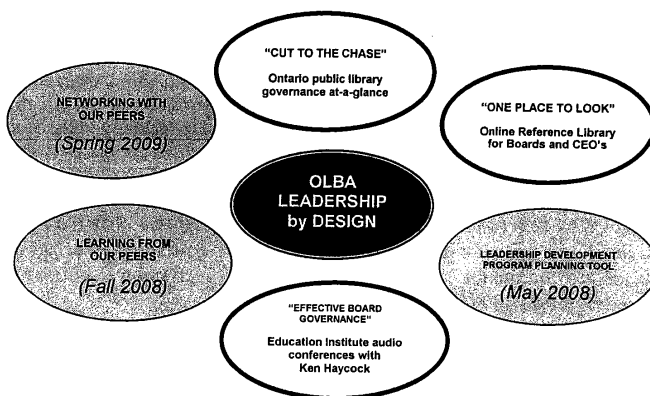
SPRING REPORT TO SOLS TRUSTEE COUNCILS

1. OLBA LEADERSHIP BY DESIGN PROGRAM

It is our hope that by now, most library board trustees are aware of **Leadership by Design** being developed by OLBA as the primary resource for all public library boards in Ontario to find the information and make the connections they need to:

- Expand their knowledge and understanding of their governance role and responsibilities, and
- Strengthen their capacity as community development leaders.

Leadership by Design is a comprehensive leadership development program being offered by OLBA as a first step in achieving its strategic priority to “engage all public library boards as full participants in strengthening their leadership potential”. As demonstrated in the following diagram, SIX elements form **Leadership by Design** – they are being developed incrementally based on OLBA’s commitment to stronger public library governance by 2010. The clear ‘bubbles’ feature the elements that are now available while the shaded ‘bubbles’ indicate elements to come in the next month and year.



LEADERSHIP BY DESIGN

The Place To Go And Take What You Need When You Need It To Build Your Library Leadership And Governance Skills.

NEW IN SPRING 2008

OLBA is pleased to announce that **One Place to Look** is NOW up and running online. **One Place to Look** is essentially a reference library that ties directly to **Cut to the Chase**, introduced in 2007 as a quick reference guide on public library governance in Ontario. **One Place to Look** contains standard board development resources for easy access by trustees from all the various types of library boards. Your OLBA representative will demonstrate just how easy it is to access and use **One Place to Look** at the SOLS Trustee Council meeting.

OLBA LEADERSHIP BY DESIGN – THREE ELEMENTS AVAILABLE NOW

Cut To The Chase: Ontario Public Library Governance At-A-Glance

All OLBA member boards should now have received sufficient copies of this laminated four-page guide for each trustee and CEO. If you have not, it may be because your library has not provided the OLA office with information about your current board. Contact the OLA office for copies. As a courtesy, non-member boards were provided with one copy per board. Additional copies can be obtained from the OLA office for \$5.00 per copy (\$2 per copy for five or more). There is no charge for OLBA members who request extra copies.

One Place to Look – Online Reference Library for Boards & CEOs

This is the ‘library board’s library’...grown out of OLBA’s consultations with Board Chairs and CEO’s in the early stages of the development of **Leadership by Design**. They told us that board members wanted one location to go in order to find board development resources.

One Place to Look builds on **Cut to the Chase** by using the chart, “*Your Board’s Path to Leadership by Design*”, as its ‘front door’. By exploring the topics listed in each of the seven columns, highlighting the library board’s fundamental responsibilities for achieving effective leadership and sound library governance, you will find a wealth of board development resources at your fingertips – www.accessola.com/olba/oneplacetolook

Effective Board Governance

A substantial element of **Leadership by Design** is the **Effective Board Governance** series of audio conferences available through “*The Partnership – Education Institute (EI)*”. The series represents a core curriculum for your board’s leadership development program and serves to complement the print materials available through **One Place to Look**. Audio conferences present library boards and senior staff with the opportunity to go beyond their immediate surroundings and engage in a dynamic exchange of ideas with Ken Haycock, the creator of the **Effective Board Governance** series. Audio conferences are scheduled regularly in the year-round Education Institute program and recordings of audio conferences on CD are available for purchase through the OLA Store – www.accessola.com

NOTE: EDUCATION INSTITUTE (EI) PROGRAM CHANGE – SPRING 2008

The Education Institute’s new audio conference series, “**Strategic Frameworks**” with Dr. Ken Haycock, scheduled to commence Tuesday, March 18th, has been removed from EI’s Spring schedule. Watch for this series in Fall 2008.

2. OLBA MEMBERSHIP

Is your board a member of OLBA? The Ontario Library Boards’ Association (OLBA) represents public library board members and the needs of all public libraries in Ontario. There are over 360 library systems, serving 12½ million residents.

We provide learning and networking opportunities throughout our membership and the cost of joining is very inexpensive – it is based on the size of the population served. Please ask your Library CEO if you are a member board and if not, go to our website and click on “*Becoming a Member*”... all the information you need is there.

3. DO YOU HAVE A SUCCESS STORY TO SHARE WITH YOUR FELLOW TRUSTEES?

Library Board Trustees in Southern Ontario are fortunate to have the opportunity to share valuable information with each other at the SOLS Trustee Council meetings during the Roundtable; this is usually the highlight of each meeting. But consider the vast distances that our Northern Ontario neighbours have to surmount in order to meet face to face and share their stories and learning experiences. OLBA can act as the conduit for libraries throughout Ontario to learn from each other. Why don’t you send us examples of things your board has done e.g. policies, strategic plans, CEO evaluation

processes, board evaluation tools, etc., and we'll see that your story is shared through our publication, 'Inside OLBA', through our contacts within Ontario Library Service - North (OLS-N), on our website, and with SOLS TC councils. Please send your stories to the OLBA President, Lynn Humfress-Trute at trute@execulink.com

4. SOLS/OLBA/OLS-N

These three organizations share many of the same ideals with the ultimate goal of stronger libraries and stronger communities. Each organization provides tools, resources, opportunities and services to assist libraries to attain their mission statements. Recently, OLBA has been privileged to be provided with opportunities to network with these two organizations:-

SOLS

In February OLBA council members were invited to attend the board meeting of SOLS. It was a wonderful opportunity for us to share our goals and directions, and to determine how we can support each other to help PL trustees be the best that they can be with the provision of learning opportunities supporting sound library governance. We look forward to more of these joint meetings and the development of mutual support.

OLS-N

There will be a joint Northwest and Northeast conference in Sudbury from May 6 to May 8, 2008. The theme for this year's conference is "Nurture Your Library and Watch Your Community Grow" and OLBA have been asked to participate with the provision of a workshop/session. We are so pleased to be a part of the exciting venue.

Through collaboration, networking, sharing of information and mutual support, OLBA, SOLS and OLS-N strive to offer the best of trustee training without replication; and to this end, OLBA will continue to support the endeavours of SOLS and OLS-N.

5. SUPER CONFERENCE 2008

Did you come away filled with enthusiasm and ideas? Have you implemented any of the lessons that you learned? What was the highlight of the conference? What did you *not* like? Do you think you could facilitate a session? Please share your thoughts and ideas with OLBA's Super Conference co-planners Esrick Quintyn and Jan Harder. They need your feedback so ensure that Super Conference 2009 meets your needs. And while you are at it, why not start your planning and/or fundraising efforts right now to ensure your board can attend next year!

OLBA Super Conference 2009 Planners

Esrick Quintyn Oshawa PL Board
Jan Harder Ottawa PL Board

esrickquintyn@hotmail.com
Jan.Harder@ottawa.ca

FOR MORE INFORMATION ON ALL THESE TOPICS AND MORE GO TO
<http://www.accessola.com/olba/bins/index.asp>

OR

CONTACT YOUR REGIONAL OLBA REPRESENTATIVE
LYNN HUMFRESS-TRUTE, President OLBA
trute@execulink.com
(519) 232-9190