

Appendix A - Support and Resources

Organizations

Ontario Ministry of Culture

400 University Avenue, 4th Floor, Toronto, ON M7A 2R9

Telephone: (416) 314-0199, Fax: (416) 314-7635

Web site: <http://www.culture.gov.on.ca/english/library/index.html>

Ontario Library Association

50 Wellington Street East., Suite 201, Toronto, ON M5E 1C8

Telephone: (416) 363-3388, 1-866-873-9867, Fax: (416) 941-9581

Web site: www.accessola.com

Ontario Library Service-North

334 Regent Street, Sudbury, ON P3C 4E2

Telephone: (705) 675-6467, 1-800-461-6348, Fax: (705) 675-2285

Web site: www.olsn.ca

Southern Ontario Library Service

111 Peter Street, Suite 902, Toronto, ON M5V 2H1

Telephone: (416) 961-1669, 1-800-387-5765, Fax: (416) 961-5122

Web site: www.sols.org

Federation of Ontario Public Libraries

5120 Yonge Street, Toronto ON M2N 5N9

Telephone: (416) 395-5638, Fax: (416) 395-0743

Web site: www.fopl.ca

Programs

EXCEL: a certificate programme in managing a small public library (For further information please contact your Ontario Library Service representative or go to the following link:

<http://www.library.on.ca/librarydev/training/excel/about.htm>)

Materials

SOURCEBOOK for small public libraries (<http://www.library.on.ca/publications/sourcebooks/index.htm>)

ADMINISTRATION

1. The Public library board
2. Organization of the board
3. Directors' liability
4. Personnel
5. Planning for library service
6. Marketing
7. Statistics
8. Volunteers
9. The Role of the CEO
10. Trillium public library policy manual

FINANCE

1. Budgeting
2. Financial record keeping
3. Funding

COLLECTION DEVELOPMENT AND MANAGEMENT

1. Policy and planning
2. Selection, acquisitions and weeding
3. The Catalogue
4. Organizing the book collection
5. Circulation
6. Local history & genealogy

SERVICES

1. Reference and information service
2. Readers' advisory service
3. Children's services
4. Programming

LIBRARY TRUSTEE DEVELOPMENT PROGRAMME

Library board orientation kit (<http://www.library.on.ca/publications/kits/boardorientation/>)

Trustee Tips (<http://www.library.on.ca/publications/trusteetips/index.htm>)

1. Introduction to orientation
2. From hostility to harmony: the library board and the municipal council
3. The board and the budget: monitoring financial reports
4. A library built on co-operation; the board's relationship with the CEO
5. The role of the board in advocacy and lobbying
6. Why conduct a CEO performance appraisal?
7. The role of the board in recruiting new members
8. Should the library form a friends of the library group?
9. The board and policy 1: constitution and bylaws
10. Conflict of interest and the public library board
11. Is fundraising the answer?
12. The Library board as employer
13. How to run effective board meetings
14. Launching a successful community partnership
15. The Value of the library in a community
16. Cultivating your friends
17. The Board as employer
18. The Internet: issues for the library board
19. The Board and policy 2: writing policy
20. Library board and municipal council collaboration
21. How well have you governed?
22. Connecting with your community
23. Understanding the board's role in advocating for funding
24. Library Board Recruitment 2003
25. Building effective relationships between the library and the municipality
26. Taking stock: Did your library board orientation give you what you needed?

Trustee 20/20

1. The role of the board: responsibilities and functions
2. The board and the budget: presenting the budget to council
3. The Board's role in the planning process
4. CEO performance appraisal

OTHER

Clearinghouse of professional information. <http://www.library.on.ca/links/clearinghouse/index.htm> (A comprehensive source of information on a diverse range of library topics. It provides links to OLS-North and SOLS information, as well as external resources.)

Crime Prevention and Personal Safety for Your Library and Community. OLS-North, 2004.

Coaching for Service and Success: A Guide to Performance Feedback. SOLS 2003.
<http://www.sols.org/publications/ldguides/coachingforserviceandsuccessseptember2003.pdf>

Creating the future you've imagined: a guide to essential planning. Southern Ontario Library Service, 2007.

Guidelines for rural/urban public library systems. Administrators of Rural/Urban Public Libraries of Ontario, 2005.
<http://www.sols.org/links/clearinghouse/accreditation/selectedsamplepolicies/ARUPLGuidelines.pdf>

It takes a library to raise a community: a community development activities tool kit for public libraries. OLS-North, 2007.

The Library's contribution to your community: a resource manual for libraries to document their social and economic contribution to the local community. Prepared by dmA Planning and Management Services and Southern Ontario Library Service. SOLS, 2007.

Marketing Tool Kit. OLS-North, 2006.

Media Relations Tool Kit. OLS-North, 2007.

Municipal Councilor's Public Library Handbook. OLS-North, 2007.

Ontario Public Libraries - Statistics (most recent year). Ontario Ministry of Culture.
<http://www.culture.gov.on.ca/english/library/statistics/index.html>

Partnership Tool Kit: Assisting Northern Ontario's Public Libraries in initiating Community Partnerships. OLS-North, 2007.

Strategic Hiring: A Guide to Staff Recruitment. SOLS, 2003.
<http://www.sols.org/publications/ldguides/strategichiringrecruitmentguideseptember2003.pdf>

A Technology planning kit for Ontario public libraries. Prepared by Katherine Slimman for Southern Ontario Library Service and Ontario Library Service-North. SOLS, 2001.
<http://www.sols.org/publications/kits/smalllibrary/A%20Technology%20Planning%20Kit%20for%20Ontario%20Public%20Libraries%202007.pdf>

