FOR APPLICANTS TO THE

HANOVER PUBLIC LIBRARY BOARD

Thank you for your interest in applying to become a Library Board Trustee.

The enclosed materials are a brief description of our library service and the duties of a Trustee, to assist you in making your application.

Please submit your application to Brian Tocheri, CAO/Clerk, Town of Hanover, by the closing date advertised.

THE LIBRARY BOARD:

FUNCTIONS:
The Library Board
• establishes policies to provide relevant library services
• appoints the Chief Librarian/Chief Executive Officer who administers the library
• oversees library finances
• is accountable to the Municipal Council and to the Government of Ontario

TRUSTEE DUTIES:
• Be aware of the legislation under which the Library exists and operates (Public Libraries Act) and local board bylaws
• Keep abreast of standards and library trends ; be aware of all legislation affecting libraries and play an active role in initiating and supporting beneficial library legislation
• Determine the goals of the library that help focus efforts on the needs of the community
• Work to secure adequate funding to fulfill those goals
• Establish written policies for the delivery of effective library service
• Promote library service positively in the community
• Support the work and decisions of the board
• Establish and maintain relationship with local municipal councillors and MPP's
• Interact with provincial and national library organizations; be prepared to attend outside meetings and workshops
• Attend 10 board meetings per year and serve on committees as arranged, time commitment approximately 5-6 hours per month

DESIRABLE QUALIFICATIONS AND RELEVANT EXPERIENCE FOR A TRUSTEE:
• Previous experience on volunteer boards or advisory committees
• Interest in the library, the community and their inter-relationship
• Readiness to dedicate time and effort to the Board's goals and purpose
• Connections and affiliations with the community and appreciation of the diversity of the community served
• Knowledge of the community's social and economic conditions, town boundaries and relationships with nearby municipalities
• Aptitude for planning - both long and short range
• Fundraising ideas and abilities
• Ability to work with other Board trustees, library staff, and governing officials, and to represent the Library in the community

Why have public libraries?

- Every month, 204,000 Canadians get job-seeking help at their public library.
- Canadians visit the library almost as much as we go to the movies and 20 times more than we attend Canadian NHL games each year.
- Over half of Canadians visit public libraries annually – more than visit museums, live theatre or zoos.
- Business owners and employees use resources at the public library 76,000 times per month to support their small businesses.
- Nearly 200 public libraries offer meeting rooms which are used by over 28,000 people each month.
- Public libraries offer over 8,500 internet workstations which are used over 18 million times annually.
- Most public libraries provide free wi-fi , supporting 3.2 million wi-fi connections annually.
- Over 300 public libraries offer technology training classes, which are attended by nearly 16,000 people each month.

(Highlights of OCLC spotlights research conducted with public libraries across Canada 2012)

An Introduction to the Hanover Public Library

Hanover Public Library

Your Library - Your World

A free and open public space with a reputation for kindness, welcome and service quality, the public library is increasingly finding its place and voice and a new and critical role as a civic stage. Trusted, accessible, neutral, strategically located at community focal points, powered with a combination of the latest technology and passionate and well trained staff members, the public library has begun to recognize the need, the opportunity and the necessity of becoming a larger presence and player in the life of its community.
~ Gerry Meek and Rosemary Griebel, 2007 Canadian Urban Libraries Conference

The Hanover Public Library is much more than just books. It is a treasury of valuable information, equipped with technology that citizens can use to empower themselves and attain personal goals. It is a portal to the wider world. The staff of the library are information professionals, providing expert service in searching out the data that residents needs to be successful in today's information-based economy.

Particularly relevant are the wide range of services designed to support:

- Education, skills development and employment
- Literacy development – for school, technology, and life
- Creative thinking and technical know-how
- Small business and entrepreneurship
- Integration of new Canadians
- Access to information on government and community support programs.

People from all walks of life make use of the library's free services. Public libraries mitigate the impact of poverty on the community's most vulnerable members. We often have waiting lists for our seven public use computers because many people in our area still do not otherwise have access to computers or the internet.

The Library supports municipal priorities: economic development, employment, early literacy development, cultural vitality, and access to affordable leisure activities and lifelong learning. The Hanover Public Library provides a significant return on investment. Our services are indispensable, and without them our community would be at a significant disadvantage. The Town of Hanover strategic planning consultant's Service Satisfaction survey ranked the Hanover Public Library #1 in municipal services, equal to Fire & Ambulance Services. The Library is a valued part of what makes the Town of Hanover a good place to live.

The Hanover Public Library is facing some significant challenges and opportunities in the near future, most especially that we are working to develop and improve our services for the community and find a solution to our inadequate space. We hope you will be interested in the future development and direction of the library to better serve the people of Hanover.



How is the library governed and funded?

- Public libraries are independent legal corporations that have governing boards with the authority to set policy and manage library affairs under the Public Libraries Act, R. S. O. 1990

(For the complete text of the Act, please visit http://www.e-laws.gov.on.ca/index.html and search for Public Libraries Act).

The library board does not run the library, but ensures that it is properly run.

- Public libraries are established under subsection 3(1) of the Act by the passing of a by-law by a municipal council. The residents of Hanover voted to establish a library in March 1906.

- Public libraries are required by law to provide their services free of charge. All public libraries must provide free admission and free use of materials on site. Residents of library service areas must also be permitted to borrow library materials and use reference and information services free of charge.

- On average, municipalities fund 85% of the operating revenues of Ontario public libraries. Only 5% comes from the provincial government.

- However, public libraries are not departments of municipalities. The library board is an independent body, and the employer of library staff, through the Chief Executive Officer.

- The Act states there must be a minimum of five board members. The municipal council has a presence on the board – one or two council representatives - but is limited to one less than the majority. Library board members are appointed by the municipal council.

- The Library Board must hold 10 regular meetings that are open to the public.

- The Library Board establishes policies, oversees the finances, sets fees for non-residents, determines library mission and goals, and hires the CEO. The Board submits budget estimates and financial statements to municipal council and must report statistics and finances to the province annually to receive its provincial grant.

What services does the library offer?

The Hanover Public Library offers a full range of library services to our citizens:

- A welcoming, comfortable place to discover, learn, relax and engage with others.
- Friendly, knowledgeable, professional staff with a wide range of expertise.
- An extensive, current collection of fiction and non-fiction for all ages, in a variety of formats including audio-books, CNIB collection, Large Print and regular print.
- An on-line website and catalogue to allow library users to access our services and collections and their own accounts from home or work - 24/7.
- Downloadable e-books and audio-books - 48,000 titles in 2013 and growing.
- Weekly children's story time; home-school class; summer reading programme and regular special events for children.
- Events and workshops for all ages promoting lifelong learning and cultural engagement.
- Classes and one-on-one help for beginners using tech devices and the Internet.
- Access to the collections of public libraries all over Ontario through the Interlibrary Loan system.



- Children's area with extensive collections of picture books, junior fiction and non-fiction, board books, book/audio sets and more.
- Special child-friendly computers with pre-school educational learn-through-play programs.
- Tourist Information service open 61 hours a week.
- Teen section: books, graphic novels, magazines and audiobooks that appeal to young adults.
- "Maker" activities to encourage creative thinking and technical skills in young people.
- Information & Reference service – trained staff help with questions and research.
- Access to subscription journal and information databases online, with staff support.
- Newcomer support: staff help to find resources and lead an award winning support group.
- The Daniel Knechtel Local History Room with an excellent collection of local history resources, microfilm reader/printers, and the Hanover newspaper on microfilm.
- Online index to obituaries in *The Post* from 1897 to 1949, launched 2014.
- Seven public-use computers with high-speed internet access.
- Wireless internet access for people with laptops and devices.
- Newspapers and magazines in print and online.
- DVDs & Blu-Rays, including children's favourites, documentaries, TV shows and movies.
- Home delivery service for residents unable to come to the library.
- Convenient fax, photocopier and scan to email services.

Staff Team

Agnes Rivers-Moore	CEO / Chief Librarian; technology and systems
Norma Graham	Assistant Librarian; Inter loans; Marketing; Cataloguing/Acquisitions
Emma Shaw	Customer Service Agent & team leader, administrative assistant
Lauren Butler	Customer Service Agent, journals, cataloguing, technology expert
Christine Morrow	Children & Youth librarian
Espe Eusebio	Customer Service Agent, newcomer specialist
Sandie King	Customer Service Agent, displays
Natalie Orr	Customer Service Agent, materials repair
Larissa Herman	Student page
Sidy Ndiongue	Student page
David DiSaverio	Page

Please come in and visit us!

Current Board Members

Sue Paterson (Council representative to end 2014)
Brenda Booth
Ruth Chapman
Debera Flynn
Michele Leibold
Pamela Matheson
Ed Peppler



YOUR APPLICATION:

When writing your application please consider the “desirable qualifications” on page 2, and the following points:

• Explain why you are interested in serving on the Public Library Board.
• Would you be able to spend 5-6 hours a month on the Library Board’s business?
• Would you be able to attend 10 regular meetings per year and as many or more committee meetings?
• Please describe your specific experience with Boards and Committees.
• Please describe your knowledge of and affiliations with the community.
• Describe your familiarity with the Hanover Public Library.
• What do you see as the role of the Library Board?
• What skills/interests do you have that you feel would be useful to the Board?

In the coming term, to complement the team and address our future plans, the Board is hoping to attract Trustees with particular interest or experience in:
Build projects, architecture, procurement, RFP writing, vendor assessment.
Fundraising
Marketing and design, branding
A background in business / professional
Tech savvy (enough for sharing Board documents and resources online or by email)

Please ask either the Library CEO or one of the current Board members if you would like further information.

Current Board Members

Brenda Booth	519-364-7943
Ruth Chapman	519-364-2469
Debera Flynn	519-364-1484
Pamela Matheson	519-364-2060
Ed Peppler	519-364-1665