

**AGENDA ITEM #3**

**Subject: FOPL Executive Director Update based on 2016-17 Goals**

**Date: April 11, 2017**

**Prepared by: Stephen Abram, FOPL Executive Director**

**Prepared for: FOPL BoD Meeting, April 28, 2017**

For this Board meeting, I am attempting to report my activities based on the ED Goals agreed to in my 2016 Performance Management meeting with the Board. These goals align with our recently approved (Nov. 18, 2016) FOPL Strategic Plan 2016-2020.

My top priorities and time commitment (averaging three days weekly) in 2016-17 are:

1. Addressing the community’s needs with respect to the Public Library Funding Review under the Culture Strategy
2. Ensuring the stable and sustainable transfer of financial activities and other operational activities from TPL to the FOPL offices.
3. Managing the OMD project, Statistics, and the marketing campaigns.
4. Working closely with our partners to ensure “One Voice for Ontario’s Public Libraries” and success

These four priorities comprise the Board direction to the executive director.

***First Quarter Strategic Activities and Initiatives 2016-2020***

* **Addressing the community’s needs with respect to the Public Library Funding Review under the Culture Strategy**
* Gained endorsement from ALL public library associations and agencies for a Joint Discussion Paper as a written response to the Ontario Culture Strategy and the Public Library Program Funding Review [PLPFR].
* Consulted with the Ministry of Culture on the process for the consultations.
* Hosted the Ministry of Culture event on the Culture Strategy and PLPFR at the OLA Super Conference.
* Attended and spoke at two Provincial Budget consultations.
* Wrote and submitted a Budget 2017 request to the Minister of Finance.
* Released 2017 Ontario Public Library Statistics Report to all members in Jan. 20-17, mere months after the data release. (Prepared and submitted final grant report to Ministry in April 2017).
* Submitted and wrote documents for the Community Hubs secretariat.
* Attending the Community Hubs Summit. Submitted program ideas.
* Working with ORION as an advisory group for libraries. On the program at the ORION conference in May. Debating a $20 million ask for broadband capital for small and rural areas.
* Submitted an ideas regarding broadband access to the #BudgetTalks. We expect to hear at the budget announcement.
* Attended the Public Library Awards Gala at the Minister’s table. Worked on the awards committee.
* Attended these Ministry sessions:
	+ Ministry of Tourism, Culture and Sport’s library roundtable on Leadership & Innovation and Community Hubs
	+ Ministry of Tourism, Culture and Sport’s library roundtable on Standards and Performance Measurement
	+ Ministry of Tourism, Culture and Sport’s library roundtable on Digital Services
* Support First Nations libraries with national and provincial advocacy
	+ Provided statistical analyses of the performance, value and impact of First Nations Libraries.
	+ Engaged in Federal-provincial activities regarding funding opportunities and education/library issues to address weaknesses in the support for First Nation communities and learners.
	+ Organized and promoted Twinning and Sponsorships for EVERY Ontario First Nation reserve public library.
	+ Participated in the FN Consultations with the province. Provided data and documentation.
* **Ensuring the stable and sustainable transfer of financial activities and other operational activities from TPL to the FOPL offices.**
* Built a membership growth and acquisition campaign based on mailings and calls as well as a first nation strategy. The results are now that we have the largest FOPL membership base ever.
* Moved FOPL offices to TRL into temporary accommodations. Phones, Fax, and Mail are now working.
* Finished Audit of FOPL and implementing recommendations.
* Updated and renewed SAGE accounting software.
* Transferred all banking and VISA management to FOPL Offices
* Transferred all files to FOPL offices from TRL.
* Remaining to do are: modernization of payroll.
* Updated and ordered new stationary (envelopes and letterhead) for FOPL
* Hired and on-boarded new administrative assistant. Some training was accomplished by Anita Sethna.
* Wrote Board discussion document on committees and task force alignment with strategic planning activities.
* **Managing the OMD project and the marketing campaigns.**
* See separate Board document. Our consultant will attend the Board meeting and report on the project as well as answer questions.
* Presented the OMD Project at a session at OLA Super Conference.
* Presented the marketing and positioning aspects of our statistics project at OLA Super Conference.
* Our project is on track. Excitingly we hope to have the majority of libraries covered as measured by population impact by the end of May.
* We have done two satisfaction surveys with the member libraries and have huge success.
* We WILL be ready form a social media response to government funding activities in 2017!
* Released and empowered the “One Voice for Ontario’s Public Libraries” tagline and implemented the French and English reports on the website. Two websites are relevant to these activities: <http://www.ThinkAboutLibraries.ca> and <http://www.oplw.ca>

# “A **Visit** Will Get You **Thinking**.”

# or “Une **visite**: ça fait **réfléchir**.”

* In partnership, booked a booth at the AMO conference in July 2017. Joint planning with SOLS and OLS-North, OLA in process.
* Building measurements and measureable success as well as an LDRI platform.
* **Working closely with our partners to ensure “One Voice for Ontario’s Public Libraries” and success**
* Worked with all of SOLS, OLS-North, OLA, OPLA, OLBA, CULC, AMPLO, ARUPLO, CELUPL, etc. to create discussion papers around Culture, Community Hubs, Municipal Act, and PLPFR,
* Presented the annual Libraries 2025 progress report with our partners at OLA Super Conference.
* Working with OLA on Queen’s Park Day 2017 and issued an RFQ in April 2017 for a lobbying firm. This is the start of our planning for an Inter-ministerial summit at OLA Super Conference 2018.
* **People Capacity: Training & Development**

Provide Ontario’s Public Libraries with professional training and development

* Enhanced the LearnHQ Trustee Training modules.
* Added bi-weekly notices to keep our project top of mind.
* Reported on the grant to the CDF.
* Continue to offer symposia in partnership with the iSchool at Toronto.
* Offered 5 FOPL-driven workshops and sessions at OLA Super Conference