

Dear Federation Member

Attached are components of our Municipal Elections Toolkit, which you might find useful. Those components include:

1. A letter to all candidates, to familiarize them with public library issues
2. A letter to the editor, which we hope your local media will publish
3. Answers to frequently asked questions from the media
4. Sample questions to pose at All Candidates Meetings.

All documents are provided in Word Format, so that you and your library board can customize them as you see fit. In a couple of places we have highlighted some optional phrases by showing them in bold. But your changes may be more extensive. We are also getting these documents translated into French, which we will soon make available to the Francophone Caucus, and others as requested.

Regarding the letter to all candidates, let us know if you want it to be put on the Federation's letterhead over the signature of Board Chair, Jim Bennett. Otherwise we will assume the letter will come from the Chair of your own library board. The letter should be sent as soon as possible after September 10, 2010, the date that candidate registration closes.

Regarding the letter to the editor, we suggest it come from your Friends of the Library group or Library Board Chair. However, if you would like it to come from Jim Bennett, again please let us know. The letter to the editor should be sent soon after September 10th as well.

The answers to frequently asked questions are simply a tool for you to use when fielding calls from the media. If you need help in responding to other anticipated questions, the Federation is pleased to assist you.

The last component of the toolkit provides sample questions that you could line up someone to ask at All Candidates Meetings. Questioning will likely be limited, so pick your one or two most important questions in advance. We suggest the questions be posed by a member of your Friends of the Library group or other local champion of the public library, rather than by a staff or board member of your library.

We trust you will find our Municipal Elections Toolkit helpful. Please contact me at davidallen@fopl.ca or 416-395-0746 if you have questions or concerns.

David Allen
Chief Executive Officer
Federation of Ontario Public Libraries