



FEDERATION OF ONTARIO PUBLIC LIBRARIES
ANNUAL GENERAL MEETING

A G E N D A

FRIDAY, APRIL 21, 2023 AT 10:00 AM

Registration opens at 9:30am on Zoom

Draft Agenda as at Second Notice on March 31, 2023

1. CALL TO ORDER/CONFIRMATION OF QUORUM

P. Ainslie

2. LAND ACKNOWLEDGMENT

Doc. 1

P. Ainslie

3. ACKNOWLEDGMENT OF GUESTS

P. Ainslie

4. APPROVAL OF MEETING AGENDA

P. Ainslie

Recommended Motion:

THAT the FOPL AGM Agenda of April 21, 2023, be approved as circulated and described in the Notice of AGM.

5. APPROVAL OF PREVIOUS AGM MINUTES

Doc. 2

P. Ainslie

Recommended Motion:

THAT the FOPL AGM minutes of June 10, 2022, be approved as circulated.

6. FOPL CHAIR'S REPORT

Doc. 3

P. Ainslie

Recommended Motion:

THAT the 2022 report of the FOPL Chair be received as circulated.

7. EXECUTIVE DIRECTOR'S REPORT

Doc. 4

D. Stevens

Recommended Motion:

THAT the 2022 report of the FOPL Executive Director be received as circulated.

8. TREASURER'S REPORT

Doc. 5-7

W. Greco

Recommended Motion:

THAT the Treasurer's Report be received as circulated.

Recommended Motion:

THAT the Audited Financial Statements and Auditor's Report for the fiscal year ending December 31, 2022 be received as circulated; and

Recommended Motion:

THAT the firm ____ be appointed to conduct and audit for the next three fiscal years, starting with December 31, 2023; and

Recommended Motion:

THAT the FOPL budget for fiscal year 2023 be received as circulated.

9. CONFIRMATION OF ACTS OF DIRECTORS AND OFFICERS

P. Ainslie

Recommended Motion:

THAT all acts, contacts, by-laws, proceedings, appointments, elections and payments, enacted, made, done and taken in good faith by the directors and officers of FOPL to the date of this meeting, as the same are set out or referred to in the resolutions to the board of directors, the minutes of the meetings of the board of directors or in the financial statements of the federation, are approved, sanctioned and confirmed.

10. REPORTS OF WORKING GROUPS AND COMMITTEES

Docs. 8-13

- (a) Indigenous Library Partnerships Working Group
- (b) Marketing and Communications Advisory Working Group
- (c) Government Relations Working Group
- (d) Research and Development Working Group
- (e) French Translation Working Group
- (f) CELUPL

F. Maracle
S. Saunders
M. Singleton
S. McDonough
C. Rouse
L. Jessop

Recommended Motion:

THAT the Reports of all Working Groups and Committees be received as circulated.

11. NOMINATIONS AND ELECTIONS TO THE BOARD FOR 2023

Deadline for Nominations was February 13, 2023 at 4:00pm.

First Nations Caucus CEO	Kathleen Peters, acclaimed
Large Urban Caucus CEO	Margie Singleton, acclaimed

Large Urban Caucus Trustee	OPEN
Northern Caucus CEO	Rebecca Hunt, acclaimed
Rural Caucus Trustee	OPEN
Small Medium Caucus Trustee	OPEN
Small Medium Caucus CEO	Matthew Corbett, elected November 2022
Former Library Leaders Rep	David Harvie, acclaimed
Toronto Public Library MGMT	Lisa Radha Vohra, appointed

Recommended Motion:

THAT That the names of those appointed and elected to the FOPL board of directors by the various caucuses be received.

12.OTHER BUSINESS

A. Member Motions

Deadline for member motions was March 22, 2023 at 4:00pm.

According to FOPL Bylaw, Section 9.2, resolutions shall be prepared and submitted to the Board no later than 30 days prior to the Annual General Meeting. Resolutions, other than resolutions proposed by the Board, may not exceed 200 words in length, and shall be signed by the presiding officer and the secretary of the submitting body.

B. Emergency Motions

According to FOPL Bylaw, Section 9.2.1, Emergency resolutions shall have the same requirements as regular resolutions, respective of word length and signatories. Emergency resolutions may be presented to the Annual General Meeting where the matter provoking the resolution could not reasonably have been known by the submitting body more than 30 days prior to the Annual General Meeting, subject to the approval of the Board.

13.ADJOURNMENT

Recommended Motion:

THAT That the Annual General Meeting of the Federation of Ontario Public Libraries be adjourned at ____ p.m.

A SHORT MEETING OF THE NEW BOARD OF DIRECTORS WILL TAKE PLACE IMMEDIATELY FOLLOWING THE AGM FOR THE PURPOSE OF ELECTING OFFICERS.

WE, the public libraries of Ontario acknowledge that the lands now referred to as Ontario have been inhabited by many distinct Nations since time immemorial. The Original Peoples have been and continue to be the traditional custodians of this land. Ontarians, as well as Canadians, need to remember and reaffirm our accountability to these Indigenous Nations, and the lands, resources and waters which nourishes life. We are grateful to have the opportunity to work in the community, on this territory. FOPL acknowledges the lands and treaties upon which our public libraries across Ontario prosper.

Federation of Ontario Public Libraries 2022 Annual General Meeting

Meeting Date: June 10, 2022

Meeting Time: 10:00 a.m.

Location: Via Zoom

Secretary: Dina Stevens, Executive Director/Secretary of the Board

Prepared By: Hannah Saunders, Administrative Assistant

1. Call To Order/Confirmation of Quorum

The Annual General Meeting was called to order at 10:02 a.m. by the Chair.

2. Land Acknowledgement

3. Acknowledgement of Guests

4. Approval of Agenda

FOPL-Resolution 2022-045

Moved by Margie Singleton and seconded by Sabrina Saunders, THAT the FOPL AGM Agenda of June 10th, 2022, be approved as circulated and described in the Notice of AGM. CARRIED

5. Approval of the Minutes

FOPL-Resolution 2022-046

Moved by Catherina Rouse and seconded by Wayne Greco, THAT the FOPL AGM Minutes of February 1, 2021, be approved as circulated. CARRIED

6. FOPL Chair's Report

The Chair provided a summary of the distributed report.

FOPL-Resolution 2022-047

Moved by Kathy Fisher and seconded by Trevor Pross, THAT the report of the FOPL 2021 Chair be received. CARRIED

7. Executive Director's Report

The Executive Director provided a summary of the distributed report.

FOPL-Resolution 2022-048

Moved by Margie MacLean and seconded by Feather Maracle, THAT the 2021 report of the FOPL Executive Director be received as circulated. CARRIED.

8. Treasurer's Report

The Treasurer provided a summary of the distributed report.

FOPL-Resolution 2022-049

Moved by Sue Melcher and seconded by Laura Carter, THAT the FOPL change the Fiscal Year to end on December 31, as approved by the Canada Revenue Agency; and

FOPL-Resolution 2022-050

Moved by Jennifer LaChapelle and seconded by Margaret Maclean, THAT the Audited Financial Statements and Auditor's Report for the fiscal year ending October 31, 2021 be received as circulated; and

FOPL-Resolution 2022-051

Moved by Wayne Greco and seconded by Laura Carter, THAT the Audited Financial Statements and Auditor's Report for the fiscal year ending December 31, 2021 be received as circulated; and

FOPL-Resolution 2022-052

Moved by Mathew Corbett and seconded by Kathy Fisher, THAT the firm BDCA be appointed to conduct and audit for the fiscal year ending December 31, 2022; and

FOPL-Resolution 2022-053

Moved by Julia Merritt and seconded by Kathy Fisher, THAT the FOPL budget for fiscal year 2022 be received as circulated.

FOPL-Resolution 2022-054

Moved by Julia Merritt and seconded by Kathy Fisher, THAT the 2021 Treasurers Report be received as circulated. CARRIED.

9. Confirmation of Acts of Directors and Officers

FOPL-Resolution 2022-055

Moved by Alicia Subnaik-Kilgour and seconded by Anand Date, THAT all acts, contacts, by-laws, proceedings, appointments, elections and payments, enacted, made, done and taken in good faith by the directors and officers of FOPL to the date of this meeting, as the same are set out or referred to in the resolutions to the board of directors, the minutes of the meetings of the board of directors or in the financial statements of the federation, are approved, sanctioned and confirmed. CARRIED

10. Working Group Reports

- | | |
|--|---------------|
| a. Indigenous Library Partnerships Working Group | F. Maracle |
| b. Marketing and Communications Advisory Working Group | S. Saunders |
| c. Government Relations Working Group | D. DeBenedict |
| d. Research and Development Working Group | S. McDonough |
| e. French Translation Working Group | C. Rouse |
| f. CELUPL | H. Kelly |

FOPL-Resolution 2022-056

Moved by Feather Maracle seconded by Mary Chevreau, THAT the Reports of CELUPL and Working Groups be received. CARRIED

11. Nominations and Elections to the Board for 2022

First Nations Caucus CEO	Feather Maracle, Six Nations Public Library (acclaimed)
Francophone Caucus Trustee	Jacques Hèroux, Bibliothèque publique du canton de Russell (acclaimed)
Rural Caucus Trustee	OPEN
Large Urban Caucus Trustee	Margaret MacLean, Thunder Bay Public Library (acclaimed)
Large Urban Caucus CEO #1 Large Urban Caucus CEO #2	Alicia Kilgour, Niagara Falls Public Library (acclaimed) Mary Chevreau, Kitchener Public Library (acclaimed)
Small Medium Caucus Trustee	Nadine Williams, Whitchurch-Stouffville Public Library (acclaimed)

FOPL-Resolution 2022-057

Moved by Margie Singleton and seconded by Laura Carter, THAT the names of those appointed and elected to the FOPL board of directors by the various caucuses be received. CARRIED.

12. Other Business

a. Amending of By-Laws 1 and 2

FOPL-Resolution 2022-058

Moved by Jennifer LaChapelle and seconded by Frances Newman, THAT the FOPL By-Law 1 (2019) and 2 (2006) are to be repealed; and the FOPL By-Law 2022 is approved in its place. CARRIED.

b. Amending of By-Law 8.1

FOPL-Resolution 2022-059

Moved by Catherina Rouse and seconded by Feather Maracle, THAT the FOPL By-Law 8.1 be repealed. CARRIED.

c. Member Motions

d. Emergency Motions

13. Adjournment

FOPL-Resolution 2022-060

Moved by Margie Singleton and seconded by Laura Carter, THAT the Annual General Meeting of the Federation of Ontario Public Libraries be adjourned at 10:29 a.m. CARRIED.

Paul Ainslie, Board Chair

Dina Stevens, Board Secretary

Board Chair's 2023 AGM Report

Report to: The FOPL Board and Members
Prepared by: Paul Ainslie, Chair
Prepared on: April 17, 2023

Recommendation

1. **THAT the FOPL board and members receive the chair's report as information.**

Report

Dear FOPL Members,

It has been another exciting year for public libraries in Ontario, not without its challenges, but the Federation of Ontario Public Libraries has been there at the forefront once again to support our public libraries to meet all challenges head on!

I recently read a survey about the use of public libraries, and one respondent summed the future of libraries very succinctly: "We are adaptable and will overcome the obstacles ahead of us with pride and commitment."

And it's true; now more than ever, public libraries are providing essential services. Local and national media are paying more attention to this critical work, and libraries are doubling their traditional media and social media efforts to ensure their success stories are heard and their importance noted. This will only serve to boost the value of public libraries across Ontario, in the eyes of every community, as more and more patrons come through the doors either physically or virtually to utilize the broad array of services which are being offered.

Our public librarians have worked diligently to create, promote, and execute programming for all ages, and it shows, with public attendance at library programs each year as we come out of COVID.

Dealing with the dynamics of COVID, public librarians faced the difficulty of ensuring libraries stayed relevant, even as many had to close their doors for long periods of time. Librarians were thrown for a loop by eliminating the ability to draw people into the library with fun and educational programming. COVID disrupted their ability to run key in-person programs for people in every age demographic.



Perseverance was key, and this became an area where librarians excelled in taking action. Even though some had to face their fears of being on camera, learn how to use new technology, and create virtual programs from scratch, they rose to the occasion!

Many new virtual programs were born out of social distancing regulations, including story times, crafting how-tos, book talks, bedtime stories, drawing lessons, book clubs, online trivia, and more. Librarians also found ways to engage patrons in reading programs with virtual programming, [grab-n-go kits](#), and [online tracking tools](#).

In our rural and underprivileged communities throughout Ontario, the digital divide continues to be a challenge for delivering virtual services. To help bridge the gap, some libraries are extending their WiFi to their parking lots and lending out tablets or laptops. Others are lending mobile hotspots or placing them in trailers in parking lots for patrons to access. At FOPL we will continue to our advocacy work with partners such as the Canadian Federation of Library Associations (CFLA), Ontario Library Service (OLS), Ontario Library Association (OLA) and the Canadian Urban Libraries Council (CULC) to bring about changes that will benefit libraries across the province.

In relation to this, FOPL mad a joint budget submission with the Ontario Library Association to the Ontario government with three key recommendations:

Working alongside our partners at OLA, we are continuing our advocacy for Ontario's libraries with three main priorities:

1. Maintain critical provincial funding for Ontario's public libraries at current levels and work with municipalities and the Federal government to prevent unsustainable cuts to public library funding.
2. Working alongside First Nations Public Library leaders, rapidly implement a sustainable funding model for public libraries on reserve to ensure that these important local hubs are fully-funded and viable. This includes enhancing the existing direct provincial funding support for public libraries on reserve to sustainably fund library operations and ensure a living income for frontline library staff in these communities.
3. Provide critical e-learning support and fair access to modern, digital resources for all Ontario public libraries through the creation of an Ontario Digital Public Library, thereby leveraging the province's significant purchasing power to give all Ontarians access to a common core of high-quality e-learning & online resources and more e-books.

With regards to our public libraries, it always seems to be a rare fiscal year when funding isn't an issue. With the latest budget freezes in many municipalities, in conjunction with inflation, the freezes actually feel like a budget cut. We at FOPL need to continue to advocate for our public library systems now, more than ever. With so much of public library funding coming from municipal budgets, it's of paramount importance our local politicians are constantly reminded of the high public opinion of



what our public libraries can do not only as providers of information but as gathering places in our communities. We need to bring this same attitude to the table when we have discussions with our Municipal and Provincial politicians as well.

Looking back over the past year FOPL has done amazing advocacy work in all areas, as we continue to support our public libraries in the challenges which they are faced with.

All my Best,

Paul Ainslie
FOPL Chair

Executive Director's 2022 AGM Report

Report to: The FOPL Board and Members
Prepared by: Dina Stevens
Prepared on: April 17, 2023

Recommendation

1. **THAT the FOPL board and members receive this report as information.**

Report

Executive Director's Report for the Annual General Meeting 2023

It is my privilege to present the Executive Director's Report for the Federation of Ontario Public Libraries (FOPL) for the year 2022. Over the past year, FOPL has been actively engaged in various activities and initiatives to support our member libraries and advance our advocacy efforts. We have transitioned from recovery mode in 2021 to focusing on capacity development and membership engagement, while continuing to prioritize advocacy as a crucial part of our work.

Advocacy remains our main priority and we have been actively building relationships with appointed members of government. In February 2022, FOPL and the Ontario Library Association (OLA) had a meeting with Deputy Minister Sarah Harrison and Assistant Deputy Minister (MHSTCI) Katherine Kelly to discuss our priorities and concerns. These proved to be critical meetings as we have developed our relationship with the MTCS throughout the provincial elections and into 2022.

Our Government Relations priorities culminated shortly thereafter in the formal submission of our budget ask to the Ministry of Finance in February 2022. Our budget asks have remained consistent, and we have requested for the maintenance of critical provincial funding for Ontario's public libraries at current levels, working with municipalities and the Federal government to prevent unsustainable cuts to public library funding. We have also emphasized the need to implement a sustainable funding model for public libraries on reserve in partnership with First Nations Public Library leaders, and enhance the existing direct provincial funding support for public libraries on reserve to fund library operations and ensure a living income for frontline library staff in these communities. Additionally, we requested for critical e-learning support and fair access to modern, digital resources for all Ontario public libraries through the creation of an Ontario Digital



Public Library, leveraging the province's significant purchasing power to give all Ontarians access to a common core of high-quality e-learning and online resources.

In addition to our budget submission, FOPL and OLA were invited to participate in the Pre-Budget Consultations with the Minister of Finance. We attended the Windsor area session and had the opportunity to speak to the Minister, highlighting our three main priorities and providing local context of how Windsor Public Library and Bkejwanong First Nations Public Library have supported their communities before and during the pandemic. We also assisted in coordinating deputations from many of our library members to the Standing Committee on Finance and Economic Affairs, with representation from all over Ontario.

Our advocacy efforts were met with extremely positive results, with three out of four major parties endorsing and supporting our budget asks leading up to the provincial election in June 2022. This success is a direct result of the collective efforts of FOPL Admin, Board, and Members through meetings, emails, letters, and deputations. Thank you to everyone who contributed to this great success! Immediately afterward FOPL and members embarked on an engagement campaign to reach out and meet with newly elected or returning officials, inviting them into our libraries and planning meet and greet sessions.

Membership engagement has been a key focus for FOPL in 2022. We have implemented a bi-annual Caucus meeting, where members can connect, share ideas, and collaborate on common issues and initiatives. These Caucus meetings have been well-received and have provided valuable opportunities for networking and knowledge sharing among our members. We have also launched an info series of webinars, exclusive to FOPL members, covering various topics of interest, such as advocacy strategies, funding opportunities, and best practices in library management. We are also proud to share that FOPL has joined The National Indigenous Knowledge and Language Alliance (NIKLA), as we continue to seek out avenues for allyship and support for First Nations communities and libraries.

Looking ahead, FOPL will continue to prioritize advocacy efforts, building relationships with government stakeholders, and engaging in strategic partnerships to further advance the interests of Ontario's public libraries. We will continue to work towards our budget asks, including maintaining critical provincial funding for public libraries, advocating for sustainable funding models for First Nations libraries, and creating an Ontario Digital Public Library to ensure fair access to modern digital resources for all Ontarians.

2022 has been a year of transformation and development for FOPL. We have made significant progress in our advocacy efforts, building relationships with government stakeholders, and engaging in strategic partnerships. Our budget asks have been submitted, and we have received endorsements and commitments from major



parties, reflecting the impact of our collective efforts. We have also focused on supporting our members through professional development, networking opportunities, and advocacy support.

Thank you to the Ontario library community and our members for your ongoing support of FOPL. Our efforts have a very real impact on creating a sustainable future for our public libraries. I am excited to see what we can accomplish next.

Kind Regards,

Dina Stevens, MLIS
Executive Director

Federation of Ontario Public Libraries
PO Box 3285
Meaford Stn Main, ON
N4L 1A5
Cell: 416-873-8139
Email: dinastevens@fopl.ca

Treasurer's Report

Report To: 2023 FOPL Annual General Meeting
Prepared by: Dina Stevens on behalf of Wayne Greco
Prepared on: April 6, 2023

RECOMMENDATIONS

1. THAT the FOPL Members and Board receive this report as information.
2. That the Audited Financial Statements and Auditor's Report for the fiscal year ending December 31, 2022 be received as circulated.
3. That the firm Ouseley Hanvey Clipsham and Deep LLP be appointed to conduct the audit for the fiscal year ending December 31, 2023.

REPORTS

Financial Reports attached:

- Draft Audit for the December 31, 2022 fiscal year end
- 2023 Operating Budget

FINANCIAL UPDATES

1. Stripe was contracted to process credit card payments with Sage integration for invoices issued for the 2022 Membership year. The fee is minimal for small transactions but can quickly become costly for larger amounts over \$750.
2. Digital Migration project was completed in February of 2022. All records are now virtual, and work is completed remotely by the ED and Administrative Assistant. The physical office at Toronto Reference Library has been returned to TPL and FOPL no longer holds a physical location.
3. Cell phones have been contracted for the ED and Administrative Assistant. This will incur a monthly charge of approx. \$135 per month.
4. Website support services have been contracted to maintain our current site. This will incur a charge of approx. \$90 per quarter.
5. The GIC matured on September 10th, 2022 and was not renewed due to low interest rates. A high interest savings account was procured, and all internally restricted funds are now there. \$10,000 of

these funds remain inaccessible as a hold against the Visa accounts, as per Scotiabank's policy for non-profit organizations.

6. Budgets for audit/accounting and board expenses lines are over-budget for 2022. In fiscal 2022 FOPL paid for a double audit for two year ends in 2021 as we migrated from an October 31 to December 31 year end. Board expenses increased as the world moved out of pandemic closures from 2021 to 2022. Office consultants and staff budget lines are underspent due to illness and significant bereavement leaves.
7. Libraries who have declined membership for 2022: Orillia Public Library, Lanark Highlands Public Library, St. Catharines Public Library, Lincoln Public Library and Pelham Public Library (now the Lincoln-Pelham Public Library).
8. Libraries new to FOPL membership in 2022: Douro-Dummer Public Library, Waterloo City Public Library, Haliburton County Public Library, Port Colborne Public Library.
9. Surplus revenue for 2022 is \$35,009. The board motioned that 50% of annual surplus revenue is moved to the internally restricted funds account. This allows the funds to collect interest while waiting for later allocation when FOPL takes on larger projects.
10. Requests for Proposals to contract auditing services were sent out in early 2023. As per best practice, having had the same company as auditor for 3+ years, an RFP was sent out soliciting proposals. The Chair, Vice Chair and Treasurer evaluated received proposals and put forward that Ouseley Hanvey Clipsham and Deep LLP be appointed for the 2023 fiscal year end audit.

Audited Financial Statements of

**FEDERATION OF ONTARIO PUBLIC
LIBRARIES / FÉDÉRATION DES
BIBLIOTHÈQUES PUBLIQUES DE
L'ONTARIO**

Year ended December 31, 2022

FEDERATION OF ONTARIO PUBLIC LIBRARIES /
FÉDÉRATION DES BIBLIOTHÈQUES PUBLIQUES DE L'ONTARIO

INDEX

	Page
Independent Auditor's Report	1 - 2
Statement of Financial Position	3
Statement of Project Fund and Changes in Fund Balance	4
Statement of General Fund and Changes in Fund Balance	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 11

INDEPENDENT AUDITOR'S REPORT

To the Members of Federation of Ontario Public Libraries

Opinion

I have audited the accompanying financial statements of Federation of Ontario Public Libraries (the Entity), which comprise the statement of financial position as at December 31, 2022, and the statements of project fund and changes in fund balances, general fund and changes in fund balances, and cash flows for the year then ended and notes to the financial statements including a summary of significant changes in accounting policies.

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2022, and the results of its operations and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.

Comparative Information

We draw attention to Note 2 of the financial statements which describes that the Entity changed its year end from October 31 to December 31, effective December 31, 2021. The comparative figures presented including the balance sheet as at December 31, 2021 and the statements of project funds and changes in fund balances, general fund and changes in fund balances and of cash flows for the year (12 months) ended December 31, 2021.

Other matters

The budget figures for 2022 (12 months) are presented only for the convenience of the members. They have not been audited and no opinion is expressed thereon.

Basis for Opinion

I conducted my audit in accordance with Canadian generally accepted auditing standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am independent of the Entity in accordance with the ethical requirements that are relevant to my audit of the financial statements in Canada, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Accounting Standards for Not-for-Profit Organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Company's financial reporting process.

Auditor's Responsibility for the Audit of the Financial Statements

My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:

- Identify and assess the risk of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Toronto, Canada
/Date

**BDCA Chartered Professional
Accountants Professional Corporation**
Authorized to practise public accounting by the
Chartered Professional Accountants of Ontario

**FEDERATION OF ONTARIO PUBLIC LIBRARIES /
FÉDÉRATION DES BIBLIOTHÈQUES PUBLIQUES DE L'ONTARIO**

STATEMENT OF FINANCIAL POSITION

As at December 31, 2022

	<u>2022</u> (note 2)	<u>2021</u> (note 2)
ASSETS		
Current assets		
Cash (note 3)	\$ 34,114	\$ 112,364
Cash - restricted - internal (note 1)	83,683	-
Investment (note 4)	-	92,697
Accounts receivable	125	-
Prepaid expenses	<u>1,402</u>	<u>2,188</u>
	<u>\$ 119,324</u>	<u>\$ 207,249</u>
LIABILITIES AND FUND BALANCES		
Current liabilities		
Accounts payable and accrued liabilities	\$ 16,669	\$ 29,368
Deferred revenue (note 5)	<u>150</u>	<u>110,385</u>
	<u>16,819</u>	<u>139,753</u>
Fund balances		
Internal restricted fund	83,682	-
General fund	<u>18,823</u>	<u>67,496</u>
	<u>102,505</u>	<u>67,496</u>
	<u>\$ 119,324</u>	<u>\$ 207,249</u>

Approved on behalf of the Board of Directors:

Director

Director

See accompanying notes to financial statements

**FEDERATION OF ONTARIO PUBLIC LIBRARIES /
FÉDÉRATION DES BIBLIOTHÈQUES PUBLIQUES DE L'ONTARIO**

STATEMENT OF INTERNAL RESTRICTED FUND AND CHANGES IN FUND BALANCE

Twelve- months ended December 31, 2022, with Comparative figures for December 31, 2021.

	<u>2022</u> (note 2)	<u>2021</u> (note 2)
Revenue	\$ -	\$ 7,000
Expenses	<u>-</u>	<u>7,000</u>
Excess (deficiency) of revenue over expenses	-	-
Fund balance, beginning of year	-	(106,722)
Transfer from general fund	<u>83,682</u>	<u>106,722</u>
Fund balance, end of year (note 1)	<u><u>\$ 83,682</u></u>	<u><u>\$ -</u></u>

See accompanying notes to financial statements

**FEDERATION OF ONTARIO PUBLIC LIBRARIES /
FÉDÉRATION DES BIBLIOTHÈQUES PUBLIQUES DE L'ONTARIO**

STATEMENT OF GENERAL FUND AND CHANGES IN FUND BALANCE

Twelve- months ended December 31, 2022, with Comparative figures for December 31, 2021.

	<u>Budget 2022</u>	<u>2022</u> (note 2)	<u>2021</u> (note 2)
Revenue			
Membership fees	\$ 239,400	\$ 233,400	\$ 239,083
Other	3,000	2,168	1,816
Interest	-	1,169	309
	<u>242,400</u>	<u>236,737</u>	<u>241,208</u>
Expenses			
Office consultants and staff	130,400	115,978	99,743
Public relations and contract services	39,000	34,190	78,392
Marketing and promotion	20,450	16,177	513
Audit and accounting	6,800	13,736	9,768
Board expenses	4,500	8,525	2,438
Administration	3,700	-	-
Memberships	3,250	3,566	501
Telecommunications	3,000	4,030	4,185
Office equipment and supplies	2,250	3,133	1,429
Insurance	1,700	1,688	1,661
Bank charges and interest	<u>1,000</u>	<u>705</u>	<u>2,023</u>
	<u>216,050</u>	<u>201,728</u>	<u>200,653</u>
Excess of revenue over expenses	<u><u>\$ 26,350</u></u>	35,009	40,555
Fund balance, beginning of year		67,496	133,663
Transfer to internal restricted fund (note 1)		<u>(83,682)</u>	<u>(106,722)</u>
Fund balance, end of year		<u><u>\$ 18,823</u></u>	<u><u>\$ 67,496</u></u>

See accompanying notes to financial statements

**FEDERATION OF ONTARIO PUBLIC LIBRARIES /
FÉDÉRATION DES BIBLIOTHÈQUES PUBLIQUES DE L'ONTARIO**

STATEMENT OF CASH FLOWS

Twelve-months ended December 31, 2022, with Comparative Figures for two-months ended December 31, 2021.

	<u>2022</u> (note 2)	<u>2021</u> (note 2)
Cash provided by (used in)		
Operations		
Excess of revenue over expenses - General fund	\$ 35,009	\$ 40,555
Change in non-cash working capital items		
Decrease (increase) in accounts receivable	(125)	(251)
Decrease (increase) in prepaid expenses	786	(1,554)
Increase (decrease) in accounts payable and accrued liabilities	(12,699)	21,384
Increase (decrease) in deferred revenue	<u>(110,235)</u>	<u>(85,881)</u>
	(87,264)	(25,747)
Investing		
Investment proceeds	92,697	92,137
Investment purchases	<u>-</u>	<u>(92,137)</u>
	92,697	-
Increase (decrease) in cash	5,433	(25,747)
Cash, beginning of year	<u>112,364</u>	<u>138,111</u>
Cash, end of year	<u><u>\$ 117,797</u></u>	<u><u>\$ 112,364</u></u>
Consists of:		
Unrestricted	34,114	112,364
Restricted	<u>83,683</u>	<u>-</u>
	<u><u>\$ 117,797</u></u>	<u><u>\$ 112,364</u></u>

See accompanying notes to financial statements

FEDERATION OF ONTARIO PUBLIC LIBRARIES / FÉDÉRATION DES BIBLIOTHÈQUES PUBLIQUES DE L'ONTARIO

NOTES TO FINANCIAL STATEMENTS

Year ended December 31, 2022

PURPOSE OF THE FEDERATION

The Federation of Ontario Public Libraries / Fédération des Bibliothèques Publiques de l'Ontario is incorporated without share capital under the laws of the Province of Ontario and qualifies as a non-profit organization under the Income Tax Act (Canada). Its purpose is to support and further Ontario public libraries and the communities they serve by educating the public on the role of public libraries to governments and other public and private sector bodies.

1. SIGNIFICANT ACCOUNTING POLICIES

Basis of accounting

The financial statements were prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations which are in accordance with Canadian generally accepted accounting principles and include the following significant accounting policies:

Use of estimates

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the recognition, measurement and disclosure of amounts reported in the financial statements and accompanying notes. The reported amounts and note disclosures are determined using management's best estimates based on assumptions that reflect the most probable set of economic conditions and planned courses of action. Estimates are used in the determination of accrued liabilities. Actual results could differ from such estimates.

Financial instruments

Financial instruments, including cash, investments, accounts receivable, accounts payable and accrued liabilities are recorded at fair value on initial recognition and then subsequently at cost or amortized cost, unless management has elected to carry them at fair value. The Federation has not elected to carry any of its financial instruments at fair value.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs.

Financial assets are assessed for indicators of impairment annually at the year/period end date. If there is an indicator of impairment, the Federation determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized by selling the financial asset or the amount the Federation expects to realize by exercising its right to any collateral held to secure repayment of the asset. If events or circumstances change in a future period, an impairment loss can be reversed to the extent of the improvement, but not exceeding the initial carrying value.

FEDERATION OF ONTARIO PUBLIC LIBRARIES / FÉDÉRATION DES BIBLIOTHÈQUES PUBLIQUES DE L'ONTARIO

NOTES TO FINANCIAL STATEMENTS - continued

Year ended December 31, 2022

1. SIGNIFICANT ACCOUNTING POLICIES - continued

Tangible capital assets

The organization's policy is to expense tangible capital assets in the year acquired.

Revenue recognition

The Federation follows the restricted fund method of accounting for contributions whereby restricted contributions are recognized as revenue of the appropriate restricted fund, or as revenue of the General Fund in the period in which the related expenses are incurred. Unrestricted contributions are recognized as revenue of the General Fund in the period received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Membership fees are recognized as earned over the term of the membership. Membership terms are on a calendar year-basis. Memberships paid in advance of the next fiscal year are recorded as deferred revenue.

Fund balances

Historically, the Federation maintained separate funds. In accounting for its operations, and had established two funds of which the purpose of each fund was as follows:

- i) **General fund:**
The General fund accounts for the ongoing operations and administrative activities of the Federation. Subsequent to year-end, the Board approved a policy to transfer 50% of the excess of revenue over expenditures of the general fund to the internal restricted fund.
- ii) **Internal restricted fund:**
The internal restricted fund historically accounted for expenditures for specific projects, which were determined and approved by the Board of Directors. This fund is now invested in a high interest savings account for use at the Board discretion.

Contributed services

Individuals volunteer their time to assist in the Federation's activities. These services materially benefit the Federation, however a reasonable estimate of the time spent and its fair market value cannot be made. Accordingly, such contributed services are not recognized in the financial statements. The Federation is also dependent on the Toronto Public Library for administrative and IT services for which no compensation is paid.

2. CHANGE IN YEAR END AND COMPARATIVE FIGURES

The Federation changed its year end from October 31 to December 31, effective December 31, 2021. The comparative figures were audited. The statements of project fund and changes in fund balances, general fund and changes in fund balances and of cash flows for December 31, 2021 presented includes twelve months, commencing January 1, 2021 and concluding December 31, 2021.

FEDERATION OF ONTARIO PUBLIC LIBRARIES / FÉDÉRATION DES BIBLIOTHÈQUES PUBLIQUES DE L'ONTARIO

NOTES TO FINANCIAL STATEMENTS - continued

Year ended December 31, 2022

3. BANK CREDIT FACILITY

The Federation had a \$48,750 overdraft facility in the prior year which was secured against the GIC (note 4), and bore interest at prime plus 1.9%. This facility was removed during fiscal 2022 and has been replaced with a \$10,000 security against the Federation credit card facility.

4. INVESTMENT

The Federation converted its GIC to cash during fiscal 2022. The prior year's GIC consisted of one chartered bank guaranteed investment certificate, which matured on September 10, 2022, earning interest at 0.57% annually. The Federation has put into practice rolling over 50% of end of year cash into this internally restricted balance as opposed to maintaining the investment.

	<u>2022</u>	<u>2021</u>
Chartered bank guaranteed investment certificate ("GIC")	\$ -	\$ 92,506
Accrued interest	-	<u>191</u>
	<u>\$ -</u>	<u>\$ 92,697</u>

5. DEFERRED REVENUE

	<u>Balance, Jan 1, 2022</u>	<u>Amount Received</u>	<u>Amount brought into income</u>	<u>Balance, Dec. 31, 2022</u>
Memberships	\$ 110,385	\$ 123,165	\$ 233,400	\$ 150
Ontario Trillium Foundation	-	-	-	-
	<u>\$ 110,385</u>	<u>\$ 123,165</u>	<u>\$ 233,400</u>	<u>\$ 150</u>

6. TANGIBLE CAPITAL ASSETS

During the year, the organization purchased \$2,095 of tangible capital assets.

FEDERATION OF ONTARIO PUBLIC LIBRARIES / FÉDÉRATION DES BIBLIOTHÈQUES PUBLIQUES DE L'ONTARIO

NOTES TO FINANCIAL STATEMENTS - continued

Year ended December 31, 2022

7. RISKS ASSOCIATED WITH FINANCIAL INSTRUMENTS

Interest rate risk

Cash represents amounts on deposit with financial institutions, earning interest at market rates. The Federation manages its exposure to its interest rate risk by maximizing the interest income earned on temporary excess funds while maintaining the minimum liquidity necessary to conduct operations on a day-to-day basis. Fluctuations in market rates of interest do not have a significant impact on the Federation's results of operations.

Credit risk

Credit risk arises from the possibility that a member will default on its financial obligations. The Federation minimizes this risk via regular review of unpaid accounts. The Federation does not have a significant concentration of credit risk with any one member.

Credit risk associated with cash is minimized substantially by ensuring that it is held in a major financial institution, while excess funds are invested in secure instruments such as guaranteed investment certificates.

Liquidity risk

Liquidity risk is the risk that the Federation will not be able to meet a demand for cash or fund its obligations as they come due. It also includes the risk of the Federation not being able to liquidate assets in a timely manner at a reasonable price. The Federation meets its liquidity requirements by preparing and monitoring an annual financial budget and maintaining its excess cash in investments that are highly liquid instruments.

8. CORONAVIRUS - 19

During January 2020, the World Health Organization declared a public health emergency due to the outbreak of a strain of the novel coronavirus ("COVID-19"). As a result, a series of public health and emergency measures have been put in place to combat the spread of the virus and it is not possible to reliably estimate the impact that the length and severity of these developments will have on the financial results and condition of the Organization in future periods.

Since fiscal 2020, the continuation of COVID-19 and related global responses have caused material disruptions to organizations around the world leading to an economic slowdown. Global equity markets have experienced significant volatility and weakness. Governments and central banks have responded with monetary and fiscal interventions to stabilize economic conditions. While governments and central banks have reacted with monetary and fiscal interventions, designed to stabilize economic conditions, the duration and extent of the impact of the COVID-19 outbreak, as well as the effectiveness of government and central bank responses, remains unclear at this time.

**FEDERATION OF ONTARIO PUBLIC LIBRARIES /
FÉDÉRATION DES BIBLIOTHÈQUES PUBLIQUES DE L'ONTARIO**

NOTES TO FINANCIAL STATEMENTS - continued

Year ended December 31, 2022

9. RECLASSIFICATIONS

Certain of the 2021 figures, presented for comparative purposes, have been reclassified to conform with the financial statement presentation adopted in 2022.

DRAFT

Federation of Ontario Public Libraries

	2022 Budget	2022 Actual	2023 Budget
REVENUE			
Revenue			
Sponsorships	0.00	0.00	0.00
Gifts & Donations	0.00	0.00	0.00
Membership Fees	239,400.00	233,450.00	285,025.00
Grants	0.00	0.00	0.00
Sale of Material	0.00	0.00	0.00
Other Revenues	0.00	0.00	0.00
Special Peer Comparisons Fees	3,000.00	2,150.00	0.00
Library Training & Development Fees	0.00	17.81	0.00
Interest Income	0.00	787.56	0.00
Misc.	0.00	0.00	0.00
Total Revenue	242,400.00	236,405.37	285,025.00
TOTAL REVENUE	242,400.00	236,405.37	285,025.00
EXPENSE			
Payroll Expenses			
Part-Time Permanent Salaries	0.00	68.53	0.00
Contract & Temporary Staff	0.00	0.00	0.00
EI Expense	0.00	0.00	0.00
CPP Expense	0.00	0.00	0.00
Total Payroll Expense	0.00	68.53	0.00
Office Consultants			
Executive Director	107,000.00	87,104.79	107,000.00
Administrative Assistant	23,400.00	21,390.00	23,400.00
Marketing & Social Media	9,000.00	261.11	9,000.00
Total Office Consultants	139,400.00	108,755.90	139,400.00
Administrative Expenses			
Admin Meeting	200.00	0.00	200.00
Admin Travel	2,500.00	2,451.63	4,500.00
Admin Professional Development	1,000.00	0.00	2,000.00
Total Administrative Expenses	3,700.00	2,451.63	6,700.00
Board Expenses			
Board Travel	4,000.00	3,718.05	9,000.00
Board Meeting	500.00	807.35	3,000.00
Board Professional Development	0.00	0.00	0.00

Board Recruitment	0.00	0.00	0.00
Annual General Meeting	0.00	0.00	0.00
Legal	0.00	0.00	0.00
Board Appreciation	0.00	1,547.82	200.00
Total Board Expenses	<u>4,500.00</u>	<u>6,073.22</u>	<u>12,200.00</u>

Committee Work

CELUPL	500.00	477.48	500.00
Working Groups	0.00	0.00	0.00
Total Committee Work	<u>500.00</u>	<u>477.48</u>	<u>500.00</u>

Operational Expenses

General Office Supplies	1,000.00	37.77	500.00
Postage & Courier	200.00	518.49	500.00
Photocopying Supplies	150.00	0.00	150.00
Printing	200.00	85.00	150.00
Telephone	1,300.00	2,126.27	2,000.00
Telecommunication	200.00	0.00	200.00
Insurance	1,700.00	1,704.24	1,700.00
FOPL Memberships	3,250.00	3,566.40	3,400.00
Subscriptions	0.00	0.00	0.00
Total Operational Expenses	<u>8,000.00</u>	<u>8,038.17</u>	<u>8,600.00</u>

Furniture & Equipment

Furniture	0.00	0.00	0.00
Equipment	400.00	2,084.40	
Information Technology Hardware	0.00	0.00	2,000.00
Information Technology Software	1,500.00	317.53	1,500.00
Total Furniture & Equipment	<u>1,900.00</u>	<u>2,401.93</u>	<u>3,500.00</u>

Finance

Bank Charges & Interest	1,000.00	585.65	600.00
Credit Card Charges	0.00	187.50	115.00
Audit	6,800.00	12,942.50	6,800.00
Services & Consultants	0.00	572.91	0.00
Total Finance	<u>7,800.00</u>	<u>14,288.56</u>	<u>7,515.00</u>

Marketing & Promotion

Conferences & Exhibitions	8,500.00	11,898.77	12,000.00
Advertising & Promotions	250.00	0.00	250.00
Special Events	0.00	0.00	0.00
Publications & Printing	1,000.00	328.50	500.00
Presentation Supplies	1,000.00	1,739.65	500.00
French Language Translation	0.00	0.00	1,000.00
Indigenous Language Translation	0.00	0.00	3,000.00
Website	500.00	565.11	500.00
Total Marketing & Promotion	<u>11,250.00</u>	<u>14,532.03</u>	<u>17,750.00</u>

Programs & Projects

Contract Services	0.00	3,890.00	0.00
Research & Development	0.00	0.00	0.00
Statistician Fees	4,000.00	1,900.00	0.00
Library Member Training	0.00	0.00	0.00
Working Groups	0.00	0.00	0.00
Legal Opinions	0.00	0.00	0.00
Public Relations Services	35,000.00	42,940.48	40,000.00
Total Programs & Projects	<u>39,000.00</u>	<u>48,730.48</u>	<u>40,000.00</u>

Miscellaneous Expense

UNKOWN EXPENSE	0.00	0.00	0.00
Write-off	0.00	0.00	0.00
Total Miscellaneous Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

TOTAL EXPENSE	<u>216,050.00</u>	<u>205,817.93</u>	<u>236,165.00</u>
----------------------	-------------------	-------------------	-------------------

NET INCOME	<u>26,350.00</u>	<u>30,587.44</u>	<u>48,860.00</u>
-------------------	------------------	------------------	------------------

Generated On: 2023-04-20

Working Group Report

Report To: The FOPL Board
Report Name: Marketing & Communication Working Group –AGM 2023
Prepared by: Dr. Sabrina Saunders, Working Group Chair

Working Group:

Board Members: Paul Ainslie, Toronto Public Library
Jennifer LaChapelle, Clearview Public Library [regrets]
Catherina Rouse, Bibliothèque publique de Clarence, Rockland Public Lib.
Sabrina Saunders, The Town of the Blue Mountains Public Library
Staff Resource: Dina Stevens, FOPL ED

Location: Via MS Teams

Recommendation

THAT the FOPL Marketing & Communication Working Group Report be received as information.

Purpose

The FOPL Board recognizes that the importance of Marketing on the work and impacts of the organization. Marketing is completed by paid staff and consultants, as well as volunteers. This Working Group is unique among the FOPL Committees as it is comprised of two separate and distinct components, the Board volunteers who focus on overview needs and large scale changed to marketing and communication, and the volunteer staffer complement who are “voluntold” by their libraries to support the FOPL marketing and communications initiative. These secondary members are under the direction of the Executive Director and bring significant expertise in marketing to FOPL.

Activities of the Working Group 2022

Board Members: The Board Member component of this Working Group met to review communications and marketing needs of FOPL.

- The website was a key focus and saw tremendous changes and improvement in 2022. Library member access was added so staff of FOPL libraries could also have a generic access to resources. This login changes annually and is provided following membership renewal.

- Member libraries received the updated info graphics based on the Ministry 2021 statistics. These are available on the website, available as a download bundle, available in French, and/or available when a library follows FOPL on Instagram.
- A communication package was developed for release to CEOs on the Importance of PL, the impact of FOPL, and the Importance of keeping PL Board Independent.
- A primer video of PLs was developed as a PPT video. Numerous libraries responded showing this video as part of their 2023 library board or Council orientations.
- Members participated in Caucus meetings to share recruitment needs for members to the Board in vacant areas.

Operational Members: The operational members of the group, comprised of member volunteers, support the vision of the Board Members.

- The operational members of the group are comprised of member library volunteers with a knowledge of social media practices and applications.
- The group met occasionally during 2022 and had been posting to FOPL's social accounts on a rotating schedule for the majority of this year. The group also created infographics for member libraries to utilize on their own websites and social media.
- Due to the group's tremendous efforts FOPL's social media accounts flourished and gained followers.
- Since the fall of 2022, the group has been on hiatus due to the high volume of staff turnover in member libraries and therefore lack of volunteers.

Requests for Support

This Working Group is made up of Board members as well as an operational team. This operational team has dropped from 12 down to 3 due to non-renewal, job switches, retirements, etc. We are looking for new members who can take on the 2 weeks a year of social media. Any libraries who have communication staffers or people who are good in this area are asked to volunteer their staff for this task. The FOPL presence was significantly enhanced through this Working Group, but without the operational member volunteers, we will not have the same social impacts in 2023.

Working Group Report

Report To: FOPL Board and Members, Annual General Meeting
Report Name: Government Relations Working Group Report
Prepared by: Dina Stevens, on behalf of the Working Group

Working Group Members:

Dayna DeBenedet, Leeds and Thousand Islands PL (Chair) (outgoing)
Vickery Bowles, Toronto PL
Michael Ciccone, London PL
Jodie Delgado, Springwater PL
Danielle McDonald, Ottawa PL (outgoing)
Alim Remtula, Toronto PL
Margie Singleton, Vaughan PL
Dave Neeson, Georgina PL (outgoing)
Staff Resource: Dina Stevens, FOPL ED

Location: Virtually

Recommendation

THAT the Government Relations Working Group report be received as information.

Purpose

The FOPL Board recognizes that advocacy, lobbying and public relations initiatives are complex processes that would benefit from the assistance of a Working Group. FOPL's government relation's initiatives are worked on in conjunction with a lobbying firm, Board Members and the Government Relations Working Group.

Mandate: This Standing Committee known as a Working Group, has the mandate to...

- (1) Advise on provincial budget and election strategies and build relationships with provincial and municipal elected officials, as well as civil servants, to influence government policy and practice.
- (2) Support FOPL's work with our Government Relations Firm on government relations initiatives.
- (3) Collaborate with other library associations, organizations and agencies to advocate for public libraries with initiative such as the Library Day at Queen's Park.
- (4) Support all public and First Nations libraries with provincial and municipal advocacy.

Activities of the Working Group 2022

This working groups has discussed, endorsed, and advised a variety of topics that have been brought to the FOPL board for deliberation. Most notably, this has included:

The growing concern of violent incidents and disturbances at libraries of all sizes and location across the province. Safety and security of library staff and customers is becoming a big issue, with many libraries hiring external security companies and providing additional training for staff. Part of the problem is the that the province isn't support those who are mentally ill or have addiction problems, with many social services underfunded or closing, and so these persons turning to public libraries. In April of 2022, TPL identified the provincial advocacy opportunity to "Increase investments in mental health and addiction crisis intervention services available to the community to address the urgent needs of urban public libraries in addressing safety and security issues." Refer to TPL's [Staff Report](#) for more details. For more details about TPL's strategy dealing with these security concerns and vulnerable persons, please refer to TPL's Staff Report on [Alternate Approaches to Safety and Security at TPL](#).

The Government Relations Working Group decided to endorse TPL's advocacy priority to call on the province to increase investments in mental health and addiction crisis intervention services and recommended that the FOPL board adopt this priority as well. The FOPL board agreed and the priority was adopted in November of 2022.

Working Group Report

Report To: FOPL Board and Members, Annual General Meeting
Report Name: Research and Development Working Group –AGM 2023
Prepared by: Shaun McDonough, Working Group Chair

Working Group: Shaun McDonough, Markham Public Library, Co-Chair
Sarah Roberts, Vaughan Public Libraries, Co-Chair
Alicia Subnaik-Kilgour, Niagara Falls Public Library, Board Rep
Brooke McLean, Bruce County Public Library
Megan Legg, Innisfil IdeaLab and Public Library
Monika Machacek, Clarington Public Library (outgoing)
Rosemary Minnella, West Perth Public Library (incoming 2023)
Dina Stevens, FOPL, Ex-Officio

Location: Virtually, on Zoom/Teams

Recommendation

THAT the FOPL Research and Development Working Group Report be received as information.

Purpose

The Research and Development working group has a mandate to:

- (1) Identify and coordinate training opportunities for FOPL Members such as seminars, workshops, symposia, and webinars
- (2) collaborate in creation of FOPL Trustee training tools
- (3) increase awareness of professional development grant and subsidy opportunities
- (4) create content for the FOPL website relevant to ongoing advocacy initiatives

Activities of the Working Group 2022

Pursuant to *creating content for FOPLs website relevant to ongoing advocacy initiatives*, the Research & Development working group has completed an interactive dashboard that will replace the annual data report sent out to FOPL members. The 2022 Ministry of Sport, Culture and Tourism – Annual Survey of Public Libraries (ASPL) will be updated once the Ministry completes the annual update (est. July 2023).

FOPL Data Dashboard Updates:

- The working group has entered into preliminary discussions with Toronto Public Library to merge the results of the IMPACT survey (Formerly known as 'Bridge') with the outputs from the Ministry survey.
- Over the course of 2023, the Research and Development working group will continue to explore how the data pipeline and workflows can be completed to link the 2 datasets.
- The working group is investigating adding additional datasets available through Statistics Canada's web interface, API(s) or open data.
- The WG is looking into the possibility of hiring a support staff through grant related initiatives.

Working Group Composition:

- Given the amount of work conducted in 2022, the group agreed to expand the composition of the working by 2 additional members.
- Adjustments to the Terms of Reference require approval.
- Rosemary Minnella , Head Librarian/CEO for West Perth Library has joined the WG.
- Monika Machacek, CEO for Clarington Public Library, will be leaving the WG.
- As a succession measure, the working group has also changed the terms of reference to include a co-chair.

Next Steps:

1. Prepare training & informational webinar series.
2. Finalize the working group's composition.
3. Build out additional dashboard capabilities.

Information sessions and webinar to members in 2023 on topics such as:

- Ramifications of Bill – C – 23
- Asset Management Legislation & Consolidated Financial Management
- Artificial Intelligence

Working Group Report

Report To: FOPL Board and Members, Annual General Meeting
Report Name: French Translation Working Group – AGM 2023 Report
Prepared by: Catherina Rouse – WG Chair

French Translation Working Group:

Catherina Rouse	Clarence-Rockland Public Library	Chair
Gwen Boyd	Ontario Library Service	
Isabelle Camiré	Township of Russell Public Library	
Catherine Seaman	Ottawa Public Library	

Location: Virtually

Recommendation

THAT the French Translation Working Group Report be received as information.

Purpose

FOPL endeavors to provide equitable access to all its services, documents, and research. As such, the French Translation WG provides translations for items identified and requested by our members on an ad hoc basis.

Activities of the Working Group 2022

The French Translation Working Group met three times in 2022.

During those meetings, various items were identified for translation and were completed as homework by the various WG members.

Currently outstanding is the translation of the new FOPL infographics.

Next Meeting date:

May 15, 2023 (virtual)

Working Group Report

Report To: FOPL Board and Members, Annual General Meeting
Report Name: CELUPL Report – AGM 2023
Prepared by: CELUPL Executive

CELUPL Executive Committee:

Lauren Jessop	Barrie Public Library	Chair
Lita Barrie	Burlington Public Library	Vice-Chair
Rae-Lynne Aramburo	Brantford Public Library	Secretary

Location: Virtually and in-person

Recommendation

THAT the CELUPL Report be received as information.

Purpose

The Chief Executives of the Large Urban Public Libraries that comprise the CELUPL Working Group are committed to serve as a strong voice on behalf of the Federation and look forward to continued collaboration and alignment this year and beyond.

Activities of the Working Group 2022

The CELUPL Group met twice in 2022. Key topics and activities from the meetings are noted below:

April 1, 2022

- Ministry staff provided an update on the Annual Survey and reminded everyone to suggest changes, additions, and deletions throughout the year
- OLS celebrated their first anniversary
- FOPL Caucus meeting; elections toolkit, CELA funding, Intellectual Freedom challenges, polarization
- Coming out of the pandemic; many libraries hiring new staff, renovating and building new facilities

November 4, 2022

- This was CELUPL's first in-person meeting since November 2019
- Ministry encouraged nominations for the Ontario Public Library Service Awards

- FOPL advocacy around *Strong Mayors, Building Homes Act*, Ontario Digital Public Library and other priorities
- FOPL introduced the Data Dashboard, a new advocacy tool to see trends and create comparisons
- OLS working with ministry to connect libraries to broadband through the *Connecting Public Libraries Initiative*
- Safety and security issues in libraries
Discussed Bill 23 *More Homes, Built Faster Act* and the impact of this legislation on Development Charges

2023 Meeting dates:

April 14, 2023 (virtual), TBD