



**FEDERATION OF ONTARIO PUBLIC LIBRARIES
ANNUAL GENERAL MEETING
AGENDA**

TUESDAY, APRIL 8, 2025 AT 10:00 AM

Meeting opens at 9:30am on Zoom

1. Call to Order & Confirmation of Quorum

P. Ainslie

2. Land Acknowledgement

P. Ainslie

Doc. 1

See attached Agenda Package.

3. Approval of Agenda

P. Ainslie

Recommended Motion:

THAT the FOPL AGM Agenda of April 8, 2025, be approved as circulated and described in the Notice of AGM.

4. Approval of Previous AGM Minutes

P. Ainslie

Doc. 2

Recommended Motion:

THAT the FOPL AGM minutes of April 26, 2024, be approved as circulated.

5. FOPL Chair's Report

P. Ainslie

Doc. 3

Recommended Motion:

THAT the 2024 report of the FOPL Chair be received as circulated.

6. Executive Director's Report

D. Stevens

Doc. 4

Recommended Motion:

THAT the 2024 report of the FOPL Executive Director be received as circulated.

7. Treasurer's Report

C. Moskau

Doc. 5-7

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, 2024 be received as circulated.

Recommended Motion:

THAT the FOPL budget for fiscal year 2025 be received as circulated.

8. Confirmation of Acts of Directors & 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.

9. Report of Working Groups and Committees

Doc 8-12

- a. Indigenous Library Partnerships Working Group
- b. Government Relations Working Group
- c. Research & Development Working Group
- d. French Translation Working Group
- e. CELUPL

F. Maracle
M. Singleton
S. McDonough
C. Moskau
L. Jessop

Recommended Motion:

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

10. Nominations & Elections to the Board for 2025

The Deadline for Nominations was March 10, 2025, at 4:00pm.

First Nations Caucus CEO	Feather Maracle
Francophone Caucus Trustee	<i>Vacant</i>
Large Urban Caucus Trustee	<i>Vacant</i>
Large Urban Caucus CEO #1	Sarah Vaisler
Large Urban Caucus CEO #2	<i>Vacant</i>

Northern Caucus Trustee	<i>Vacant</i>
Rural Caucus CEO	Jennifer LaChapelle
Small/Medium Caucus Trustee #1	Nadine Williams
Small/Medium Caucus Trustee #2	<i>Vacant</i>

Recommended Motion:

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

11. Other Business

a. Member Motions

Deadline for member motions was March 9, 2025, 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.

12. 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

Meeting Date: April 26, 2024

Meeting Time: 10:00 a.m.

Location: Virtual via Zoom

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

In Attendance: Dina Stevens, FOPL ED (non-voting)

Wayne Greco, FOPL Board, Sault Ste Marie Public Library

Sarah Vaisler, FOPL Board, Ajax Public Library

David Harvie, FOPL Board, Former Library Leaders Caucus

Jonathan Hoss, FOPL Board, Toronto PL

Jodie Delgado, FOPL Board, Springwater PL

Margie Singleton, FOPL Board, Vaughan PL

Jennifer LaChapelle, FOPL Board, Clearview PL

Lisa Radha Vohra, FOPL Board, Toronto PL

Todd Kyle, Brampton PL

Carolyn Caskanette, Hanover PL

Lauren Jessop, Barrie PL

Catherina Moskau, FOPL Board, Clarence Rockland PL

Laura Carter, Kingston Frontenac PL

Jennifer Murley, Blue Mountains PL

Crystal Bergstrom, Bracebridge PL

Rachel Tkachuk, Port Colborne PL

Adele Reid, King Township PL

Julie Portelance, Hearst PL

Julie Latimer, Kapuskasing PL

Michael Ciccone, London PL

Beverly King, Halton Hills PL

Erin Scuccimarri, Innisfil IdeaLab and PL

Sonia Bebbington, Ottawa PL

David Tremblay, Huntsville PL

Kelly Kipfer, Waterloo PL

Sam Coghlan, FOPL Member, Former Library Leaders Caucus

Karla Buckborough, Cavan Monaghan Libraries

Rosemary Minnella, West Perth PL

Rebecca Hunt, FOPL Board, Temiskaming Shores PL

France Seguin, Russell Township PL

Allie Fallis, Waterloo Region Public Libraries

Andrew Whitfield, Muskoka Lakes PL

Vicki Stevens, Rideau Lakes PL

Ashley Kulchycki, Collingwood PL

Christina Blazeka, Cochrane PL

Alison Dee, Clarington PL

Alicia Subnaik-Kilgour, FOPL Board, Niagara Falls PL

Laura Wark, Essa PL
Rhonda Jessup, Whitby PL
Rae-Lynne Aramburo, Brantford PL
Sarah Douglas-Murray, Milton PL
Christine Row, Mississippi Mills PL
Lita Barrie, Burlington PL
Kathy Fisher, FOPL Board, Ottawa PL
Pam Pal, Wasaga PL
Paul Ainslie, FOPL Board, Toronto PL
Susan Artymko, Bonnechere PL
Anne Smith, FOPL Board, Innisfil PL
Lynne Fascinato, Meaford PL
Matthew Macdonald, Sault Ste Marie PL

By Proxy: Laura Wark, Essa PL
Heather Ratz, Brighton PL
Terri Watman, Former Library Leaders Caucus
Stephanie Clare, Georgian Bay PL
Pat McGurk, Elliot Lake PL
Lorrie Atkinson, Wainfleet Township PL

Prepared By: Diana Chiavaroli, Administrative Assistant

1. Call to Order & Confirmation of Quorum

The 2023 Annual General Meeting was called to order at 10:03 a.m. by the Chair.

2. Land Acknowledgement

See attached Agenda Package.

3. Acknowledgement of Guests

The Board Chair extended a warm welcome to all attendees of the AGM.

4. Approval of Agenda

FOPL-Resolution-2024-AGM-01

Moved by Sarah Vaisler and seconded by Jodie Delgado, THAT the FOPL AGM Agenda of April 26, 2024, be approved as circulated and described in the Notice of AGM. CARRIED.

5. Approval of Previous AGM Minutes

FOPL-Resolution-2024-AGM-02

Moved by Margie Singleton and seconded by Laura Carter, THAT the FOPL AGM minutes of April 21, 2023, be approved as circulated. CARRIED.

6. FOPL Chair's Report

See attached Agenda Package.

FOPL-Resolution-2024-AGM-03

Moved by Jennifer LaChapelle and seconded by Adele Reid, THAT the 2023 report of the FOPL Chair be received as circulated. CARRIED.

7. Executive Director's Report

The Executive Director offered thanks to everyone for their assistance in a successful legislative season. Margie Singleton offered congratulations to the Executive Director for a successful year.

FOPL-Resolution-2024-AGM-04

Moved by Catherina Moskau and seconded by Sarah Vaisler, THAT the 2023 report of the FOPL Executive Director be received as circulated. CARRIED.

8. Treasurer's Report

See attached Agenda Package.

Sarah Vaisler noted that the budget for Public Relations was not used fully and inquired how this will be utilized in 2024. The Executive Director explained that there is a lag in billing, so the third quarter of 2023 will be shown in 2024. This accounts for the perceived gap. A Library Day in Queen's Park will also account for a significant portion of the budget in 2024. The majority of this budget line is a shared agreement with OLA to employ Counsel Public Affairs government relations firm.

FOPL-Resolution-2024-AGM-05

Moved by Wayne Greco and seconded by Jodie Delgado, THAT the Treasurer's Report be received as circulated. CARRIED.

FOPL-Resolution-2024-AGM-06

Moved by Wayne Greco and seconded by Jodie Delgado, THAT the Audited Financial Statements and Auditor's Report for the fiscal year ending December 31, 2023, be received as circulated; and

FOPL-Resolution-2024-AGM-07

Moved by Wayne Greco and seconded by Jodie Delgado, THAT the FOPL budget for fiscal year 2024 be received as circulated. CARRIED.

9. Confirmation of Acts of Directors & Officers

FOPL-Resolution-2024-AGM-08

Moved by Catherina Moskau and seconded by Michael Ciccone, 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. Report of Working Groups and Committees

a. Indigenous Library Partnerships Working Group

See attached Agenda Package.

Feather Maracle, Chair of the Working Group, provided a verbal update. The committee advocated for the increase in funding for the First Nations Salary Supplement to First Nation public libraries. While there was a release of \$3.75 million dollars over the next three years, these funds are to be attributed amongst both the First Nations Salary Supplement and the Public Library Operating Grant for First Nation Libraries. Once divided amongst all the First Nation libraries, it is still insufficient. There are questions regarding how the money will be divided between the two. This needs attention and the Working Group will aim to address these concerns in 2024.

Feather also highlighted the Truth and Reconciliation Plan document that was created by the Working Group.

b. Marketing and Communications Advisory Working Group

See attached Agenda Package.

c. Government Relations Working Group

See attached Agenda Package.

d. Research & Development Working Group

See attached Agenda Package.

e. French Translation Working Group

See attached Agenda Package.

f. CELUPL

See attached Agenda Package.

FOPL-Resolution-2024-AGM-09

Moved by Lauren Jessop and seconded by Kathy Fisher, THAT the Reports of all Working Groups and Committees be received as circulated. CARRIED.

11. Nominations & Elections to the Board for 2024

The Deadline for Nominations was April 1, 2024, at 4:00pm.

Francophone Caucus CEO	Catherina Moskau [acclaimed]
Francophone Caucus Trustee CEO	<i>remains open</i>
Large Urban Caucus Trustee	Wayne Greco [acclaimed]
Large Urban Caucus Trustee	Kathy Fisher [acclaimed]
Large Urban Caucus Trustee	<i>remains open</i>
Large Urban Caucus CEO	Sarah Vaisler [acclaimed]
Northern Caucus Trustee	<i>remains open</i>
Rural Caucus Trustee	Susa McGibbon [acclaimed]
Small Caucus Trustee	Anne Smith [acclaimed]
Small Caucus CEO	Jodie Delgado [acclaimed]
Toronto City Librarian	Vickery Bowles [acclaimed]

Members were encouraged to connect with their Board members following the appointment of the new Board, to identify potential candidates interested in filling open positions on the FOPL Board.

The Executive Director also welcomed Jonathan Hoss, who was appointed to the Toronto Public Library Caucus.

FOPL-Resolution-2024-AGM-10

Moved by Jennifer LaChapelle and seconded by Wayne Greco, THAT 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. Member Motions

Deadline for member motions was March 27, 2024, 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.

None.

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.

None.

13. Adjournment

FOPL-Resolution-2024-AGM-11

Moved by Jennifer Murley and seconded by Todd Kyle, THAT That the Annual General Meeting of the Federation of Ontario Public Libraries be adjourned at 10:26 a.m. CARRIED.

Paul Ainslie, Board Chair

Dina Stevens, Board Secretary



Chair's 2025 AGM Report

Report to: The FOPL Board and Members
Prepared by: Paul Ainslie
Prepared on: April 4, 2025

Recommendation

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

Report

Dear FOPL Board Members,

Another year has gone by.... too quickly it seems....and we are having an Annual General Meeting!

I want to begin by thanking all of the Board Members for their time and dedication to making FOPL stronger than ever!

My sincerest gratitude to Dina for all of her tireless efforts, along with Diana's support in ensuring the work of FOPL remains on everyone's radar screen....and comes to the attention of others who often seem to take our public library system for granted.

Wearing my other "hat", as a Toronto City Councillor I heard from the Mayors, Councillors, M.P.P.s, M.P.s, librarians, and residents of their interactions with FOPL; whether it's at the Rural Ontario Municipal Association (ROMA), Ontario Municipal Association (AMO), Federation of Ontario Municipalities (FCM), OLA's Super Conference, Ontario Good Roads Association (Good Roads), or at Provincial Standing Deputations across Ontario.

This increased awareness is only made possible by a Board of Directors, and our staff who believe so strongly in the core mission of our public library systems across Ontario. We have all collectively deputed at Standing Committees, attended conferences, and staffed our booth at those conferences.



Our efforts led to successes last year including increased funding for First Nations Public Libraries and an increase to the Connectivity Grant. An additional investment of \$1.25 million per year for a total of \$3.75 million over three years will be allocated through the First Nations Salary Supplement and Provincial Libraries Operating Grant, an increase of almost 300% of what these libraries are currently receiving. The Internet Connectivity Grant received a boost of \$122,000 to assist rural, northern, and First Nations libraries in maintaining reliable internet.

Our message resonates with everyone about the role public libraries play in our society:

1. They offer free educational resources to everyone.
2. Libraries are safe refuges for the homeless and underserved populations.
3. They help boost local economies.
4. Libraries make communities healthier.
5. They preserve history, and more importantly, truth.
6. Libraries help connect communities.

I look forward to another exciting year! We will continue to safeguard our public libraries and make them stronger than ever!

Thank you, Merci Beacoup, Chi Miigwech,

Paul



Executive Director's 2025 AGM Report

Report to: The FOPL Board and Members
Prepared by: Dina Stevens
Prepared on: April 4, 2025

Recommendation

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

Report

It is my pleasure to present this year's Annual General Meeting report and to reflect on the incredible progress and accomplishments we achieved together in 2024. This past year has been one of the most active and impactful in FOPL's history, and I want to begin by thanking our members, board, staff, and partners for their tireless dedication and passion for Ontario's public libraries.

Advancing Our Advocacy – Stronger, Louder, United

Following the success of our 2023 Library Days at Queen's Park, we entered 2024 with momentum—and we used it well. Our advocacy for the **Ontario Digital Public Library (ODPL)** and increased public library funding has reached unprecedented levels of engagement. Thanks to the combined efforts of our members and partners, we:

- Delivered **11 deputations** to the Standing Committee on Finance and Economic Affairs across Ontario, highlighting how the ODPL will transform services in communities of all sizes.
- Participated in over **32 strategic MPP meetings** with members of the PC Caucus and other parties, amplifying the voices of local libraries and aligning provincial priorities.
- Had the opportunity to speak **directly with the Minister of Finance**, the Honourable Peter Bethlenfalvy, to share our sector's compelling needs and opportunities.

The result? Real progress. In fall 2024, the Ministry of Tourism, Culture, and Sport announced a **historic \$1.25 million annual increase to First Nations Public Libraries**, to be rolled out over the next three years. This vital funding will stabilize and empower some of our province's most vulnerable libraries. This milestone is a testament to the power of collective advocacy and what we can achieve when we speak as one.



In addition, the **Internet Connectivity Grant** received a \$122,000 boost, ensuring that **up to 155 rural, northern, and First Nations libraries** can maintain reliable broadband—a true lifeline for many communities.

Building Relationships and Elevating the Library Voice

Beyond Queen's Park, we've worked hard to ensure libraries are part of broader conversations. Our presence at key **municipal conferences** this year—including **ROMA, FONOM, AMCTO, and AMO**—reaffirmed our commitment to working alongside municipal leaders. The joint FOPL-OLS booth at FONOM in Sudbury marked the first coordinated outreach of its kind since 2018, and it was a powerful moment of reconnection and shared vision.

At each conference, we proudly promoted our new advocacy campaign: **"Libraries are for Everyone."** This campaign champions intellectual freedom, inclusivity, and access to information—values that are especially vital amid rising challenges to library collections and programming.

Strategic Action and Organizational Growth

We've continued advancing our strategic goals through focused initiatives and improved infrastructure:

- A **non-member outreach campaign** was launched, distributing new materials that spotlight the value of FOPL membership. Follow-ups are planned throughout 2025 to grow our membership base.
- Our **Power BI Dashboard migration** will enhance how we collect, analyze, and share library data—strengthening our research capabilities and advocacy.
- We welcomed **Diana Chiavaroli** as our new Administrative Assistant and transitioned to **QuickBooks** for our financial management—both changes aimed at increasing efficiency and clarity in our operations.

We also marked changes within the board, with heartfelt thanks to **Matthew Corbett** and **Anne Smith** for their service, a warm welcome to **Beverly King** as our newly elected Small/Medium Caucus representative, and congratulations to **Catherina Moskau**, who has joined as our new Treasurer.



Forging New Partnerships

One of the most exciting aspects of this year has been our work to expand the role of public libraries through new partnerships:

- An **information session with ServiceOntario** saw overwhelming library interest in bringing vital government services into library spaces. This is a prime example of how libraries are stepping into new roles as civic hubs.
- Early discussions with the **Ministry of Mental Health and Addictions** about collaboration with **Youth Wellness Hubs** show great promise for future engagement.
- At the **First Nations Spring Gathering**, we had the honour of learning from and collaborating with First Nations library staff across Ontario, reinforcing our commitment to equity and partnership.

Looking Ahead – Building on Our Momentum

As we prepare for a dynamic 2025, we remain laser-focused on the future of the Ontario Digital Public Library and continued increases to the Provincial Libraries Operating Grant (PLOG). With pre-budget consultations beginning earlier than usual, our advocacy has already shifted into high gear. In late 2024, we presented additional deputations, participated in spontaneous Ministry of Finance consultations, and coordinated efforts with Counsel Public Affairs to ensure our voice remains present—and persistent.

We are optimistic about early 2025 meetings with Minister Cho and his team, and are encouraged by their growing recognition of libraries as essential partners in community development and service delivery.

Celebrating Leadership and Community

This year, we were proud to celebrate **Paul Ainslie**, our Board Chair, who was honoured with the **OPLA James Bain Medallion**. Paul's long-standing dedication to the Toronto Public Library and to FOPL is nothing short of inspiring. Congratulations, Paul—this recognition is richly deserved.



In Closing

2024 has proven that public libraries are not only relevant—they are essential. From digital equity to civic access, from reconciliation to intellectual freedom, Ontario's libraries are helping build a stronger, more informed, and more inclusive province.

Thank you to our dedicated board, members, staff, and partners. Together, we've moved mountains. Let's continue climbing—together.

With gratitude and optimism,

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: 2025 FOPL Annual General Meeting
Prepared by: Dina Stevens on behalf of Catherina Moskau
Prepared on: March 28, 2024

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, 2024 be received as circulated and approved by the membership.
3. That the 2025 Operating Budget be received as circulated.

REPORTS

Financial Reports attached:

- Draft Audit for the December 31, 2024 fiscal year end
- 2025 Operating Budget

FINANCIAL UPDATES

1. FOPL currently has \$127,520.71 in reserve funds currently held in a high interest savings account. The account accrues \$3500 in interest annually. These funds are set aside for large projects and advocacy initiatives and will be allocated in-part in 2025 to support FOPL's new strategic plan and upcoming initiatives.
2. Membership fees were increased in 2023 after nearly 12 years. Despite this, we have not decreased in memberships and have increased our net revenue for 2024 to roughly \$36,000. This will allow us to adjust for inflation, cost of living, and expand our services going forward.
3. Libraries new to membership in 2024: Oxford County Public Library, Tudor and Cashel Public Library and Clarington Public Library.
4. Libraries that declined membership in 2024: Grimsby, Welland, and Quinte West Public Libraries.
5. Due to a new executive lineup on the board, authorized signatories were adjusted and now include: Paul Ainslie - FOPL Chair, Wayne Greco - FOPL Vice-Chair, Margie Singleton – Past Chair, and Catherina Moskau – FOPL Treasurer.

FEDERATION OF ONTARIO PUBLIC LIBRARIES

March 7, 2024

Audit Representation Letter

Ouseley Hanvey Clipsham Deep LLP
Chartered Professional Accountants
200 - 205 Catherine Street
Ottawa, Ontario
K2P 1C3

Dear OHCD:

This representation letter is provided in connection with your audit of the financial statements of FEDERATION OF ONTARIO PUBLIC LIBRARIES for the year ended December 31, 2024 for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

To the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves, we confirm that:

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the most recent audit engagement letter for the preparation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations; in particular, the financial statements are fairly presented in accordance therewith.
- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- Related-party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian accounting standards for not-for-profit organizations.
- All events subsequent to the date of the financial statements and for which Canadian accounting standards for not-for-profit organizations require adjustment or disclosure have been adjusted or disclosed.

- The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. If applicable, a list of the uncorrected misstatements is attached to this letter.

Information Provided

- We have provided you with:
 - Access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
 - Additional information that you have requested from us for the purpose of the audit; and
 - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

All transactions have been recorded in the accounting records and are reflected in the financial statements.

- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the organization and involves:
 - Management;
 - Employees who have significant roles in internal control; or
 - Others where the fraud could have a material effect on the financial statements.
- We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators or others.
- We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.
- We have disclosed to you the identity of the entity's related parties and all the related-party relationships and transactions of which we are aware.
- We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities reflected in the financial statements.
- The nature of all material measurement uncertainties has been appropriately disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.
- We have informed you of all outstanding and possible claims, whether or not they have been discussed with legal counsel.
- All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.

- The organization has satisfactory title to all assets, and there are no liens or encumbrances on the organization's assets that have not been disclosed in the financial statements.
- We have disclosed to you, and the organization has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.
- We acknowledge that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.

CONFIRMATION OF APPROVAL AND RESPONSIBILITY

This is to confirm that the Board of Directors has reviewed, approved, and taken responsibility for the financial statements of the FEDERATION OF ONTARIO PUBLIC LIBRARIES as of December 31, 2024 and for the period then ended, as of the date that has been inserted at the beginning of this letter.

This further confirms that the Board, or designated Committee, has received and reviewed all communications from you including the audit engagement letter, the audit independence letter, the audit planning letter and the audit findings letter.

Yours truly,

FEDERATION OF ONTARIO PUBLIC LIBRARIES

Per: 
Executive Director

Per: _____
Member of the Board



February 18, 2025

Audit Findings Letter

The Board of Directors
FEDERATION OF ONTARIO PUBLIC LIBRARIES

Dear Board Members:

We have been engaged to audit the financial statements of your organization as of December 31, 2024 and for the period then ended. Canadian generally accepted standards for audit engagements require that we communicate any significant findings to you in relation to our audit.

Evaluation of Internal Controls

Audits include a review of internal control relevant to the entity's preparation of the financial statements 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.

During the course of our audit, we encountered the following internal control matter that we wish to bring to your attention.

Year-end close

While the general bookkeeping for the year was well done, we identified some issues with the year-end, close as some liabilities and prepaid expenses had to be adjusted during the audit. In addition, the prior year adjusting entries were not entered in the correct period, meaning the trial balance in Quickbooks Online for 2023 didn't agree to the audited trial balance. FOPL should consider engaging an outside accountant familiar with audit requirements to help with the year-end close prior to the audit commencing.

Significant Accounting Policies

Management is responsible for the appropriate selection and application of accounting policies. Our role is to review their appropriateness and application as part of our audit. The accounting policies used by your organization are described in the notes to the financial statements.

There were no new accounting policies adopted or changes to the application of accounting policies of the organization during the year.

Significant Unusual Transactions

There were no unusual transactions identified during the audit.

Accounting Estimates

Management is responsible for the accounting estimates included in financial statements. Estimates and the related judgments and assumptions are based on management's knowledge of the business and past experience about current and future events.

Our responsibility as auditors is to obtain sufficient appropriate evidence to provide reasonable assurance that management's accounting estimates are reasonable within the context of the financial statements as a whole. An audit includes performing appropriate procedures to verify the:

- Calculation of accounting estimates;
- Analyzing of key factors such as underlying management assumptions; and
- Materiality of estimates individually and in the aggregate in relation to the financial statements as a whole.

During the audit we did not identify any significant accounting estimates that we considered to be unreasonable.

Disagreements with Management

We are required to communicate any disagreements with management, whether or not resolved, about matters that are individually or in aggregate significant to your organization's financial statements or auditor's report. Disagreements may arise over:

- Selection or application of accounting principles;
- Assumptions and related judgments for accounting estimates;
- Financial statement disclosures;
- Scope of the audit; or
- Wording of the auditor's report.

We are pleased to inform you that we had no disagreements with management during the course of our audit.

Issues Discussed

The auditor generally discusses, among other matters, the application of accounting principles and auditing standards, and fees, etc. with management during the initial or recurring appointment of the auditor during the normal course of business. There were no major issues

discussed during our audit with regards to our retention that were not in the normal course of business.

Difficulties Encountered During the Audit

We encountered no significant difficulties during our audit that should be brought to the attention of the Board.

We shall be pleased to discuss further with you and at your convenience any matters mentioned above.

This communication is prepared solely for the information of the Board and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.

Yours truly,

 OHCL LLP.

OUSELEY HANVEY CLIPSHAM DEEP LLP

Per: Eric Wilson

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

FINANCIAL STATEMENTS
DECEMBER 31, 2024

DRAFT



INDEPENDENT AUDITOR'S REPORT

To the Members,
FEDERATION OF ONTARIO PUBLIC LIBRARIES:

Opinion

We have audited the financial statements of FEDERATION OF ONTARIO PUBLIC LIBRARIES ("the Entity"), which comprise the statement of financial position as at December 31, 2024, and the statements of changes in net assets, operations and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2024, 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.

Basis for opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our 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 Entity's financial reporting process.

Auditor's responsibilities for the audit of the financial statements

Our objectives are 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 our 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, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks 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 our 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 we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our 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.

We 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 we identify during our audit.

OUSELEY HANVEY CLIPSHAM DEEP LLP

Licensed Public Accountants
Ottawa, Ontario
Date TBD

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

STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2024

	2024	2023
CURRENT ASSETS		
Cash (note 2)	\$ 71,629	\$ 63,226
Cash - internally restricted - internal (note 1)	127,176	104,717
Accounts receivable	552	2,086
Prepaid expenses	2,158	9,246
	<u>\$ 201,515</u>	<u>\$ 179,275</u>
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 24,906	\$ 38,895
Deferred revenue	-	150
	<u>24,906</u>	<u>39,045</u>
Net assets		
Internally restricted reserve (note 1)	104,716	104,716
Unrestricted	71,893	35,514
	<u>176,609</u>	<u>140,230</u>
	<u>\$ 201,515</u>	<u>\$ 179,275</u>

Approved on behalf of the Board _____

Approved on behalf of the Board _____

**FEDERATION OF ONTARIO PUBLIC LIBRARIES/
FEDERATION OF ONTARIO PUBLIC LIBRARIES**

**STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2024**

	2024	2023
INTERNALLY RESTRICTED RESERVE		
Balance - beginning of year	\$ 104,716	\$ 83,682
Transfer from unrestricted assets	-	21,034
Balance - end of year	\$ 104,716	\$ 104,716
UNRESTRICTED NET ASSETS		
Balance - beginning of year	\$ 35,514	\$ 18,823
Net revenue for the year	36,379	37,725
Transfer to internally restricted	-	(21,034)
Balance - end of year	\$ 71,893	\$ 35,514

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

STATEMENT OF OPERATIONS FOR THE YEAR ENDED DECEMBER 31, 2024

	Budget 2024 (unaudited)	2024	2023
REVENUE			
Membership fees	\$ 280,000	278,653	279,775
Gifts and donations		450	-
Interest	3,200	4,175	3,913
Other income	-	4,094	662
	283,200	287,372	284,350
EXPENDITURE			
Office consultants and staff	153,866	141,877	144,175
Public relations and contract services	50,000	38,113	37,100
Marketing and promotion	22,250	21,068	22,129
Audit and accounting	8,700	9,473	6,271
Board expenses	9,000	10,410	10,591
Administration	14,200	16,224	8,316
Membership	3,700	3,725	3,753
Telecommunications	3,000	3,705	5,814
Office equipment and supplies	4,450	3,610	2,810
Working groups	5,000	-	3,288
Insurance	2,000	1,928	1,906
Bank charges and interest	700	810	472
Other expenses	3,100	50	-
	279,966	250,993	246,625
NET REVENUE FOR THE YEAR	\$ 3,234	36,379	\$ 37,725

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

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2024

	2024	2023
CASH PROVIDED BY (USED FOR)		
OPERATING ACTIVITIES		
Net revenue for the year	\$ 36,379	\$ 37,725
Changes in non-cash working capital items:		
Accounts receivable	1,534	(1,961)
Prepaid expenses	7,088	(7,844)
Accounts payable and accrued liabilities	(13,989)	22,226
Deferred revenue	-	-
	31,012	50,146
INVESTING ACTIVITIES		
Change in investments	-	-
CHANGE IN CASH FOR THE YEAR	31,012	50,146
Cash beginning of the year	167,943	117,797
CASH END OF YEAR	\$ 198,955	\$ 167,943

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

NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2024

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 nonprofit 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. As a registered not for profit, the Federation is not subject to income tax.

1. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

a) Revenue recognition

The Federation follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received and/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.

b) Internally restricted net assets

As reflected in the statement of changes in net assets, the Federation has internally restricted the use of net assets. This fund is invested in a high interest savings account for use at the Board discretion.

c) 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 or 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
DECEMBER 31, 2024

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

d) Use of estimates

The preparation of these financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

e) Tangible capital assets

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

2. BANK CREDIT FACILITY

The Federation has \$10,000 deposited as security against the Federation credit card facility.

3. TANGIBLE CAPITAL ASSETS

During the year, the organization purchased no capital assets.

4. 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.

Client: **FOPL - FEDERATION OF ONTARIO PUBLIC LIBRARIES**
Engagement: **FOPL 2024**
Period Ending: **2024-12-31**
Trial Balance: **3110 - Trial Balance**
Workpaper: **Combined Journal Entries Report**

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entries				
Adjusting Journal Entries JE # 1				
To fix the opening balances to agree to last audit				
3500	Opening Balance	TB	4,088.06	
3550	Retained Earnings		4,525.94	
4020	Revenue:Membership Fees		575.00	
5610	Marketing and Promotions:Conferences & Exhibitions		7,844.36	
5160	Board Expenses:Board Travel			434.30
5275	Operational Expenses:Telephone			166.84
5740	Programs and Projects:Public Relations Services			13,278.10
5740	Programs and Projects:Public Relations Services			3,154.12
Total			17,033.36	17,033.36
Adjusting Journal Entries JE # 2				
To write off uncollectible A/R accounts				
5990	Write-off	C	337.50	
1200	Accounts Receivable			337.50
Total			337.50	337.50
Adjusting Journal Entries JE # 3				
To write off uncollectible A/R recorded to Deferred Revenue				
2610	Deferred Revenue	C	150.00	
1200	Accounts Receivable			150.00
Total			150.00	150.00
Adjusting Journal Entries JE # 4				
To record 2024 Prepaid Expenses				
1320	Prepaid Expenses - 1	L	2,157.83	
5285	Operational Expenses:Insurance (DS)			883.58
5645	Marketing and Promotions:Website			1,274.25
Total			2,157.83	2,157.83
Adjusting Journal Entries JE # 5				
To expense 2023 Prepaid				
5285	Operational Expenses:Insurance (DS)	L	630.34	
5525	Marketing and Promotions:Services & Consultants		771.58	
1320	Prepaid Expenses - 1			1,401.92
Total			1,401.92	1,401.92
Adjusting Journal Entries JE # 6				
To remove 2025 Conference Expense, was recorded as expene, should have been prepaid but also included in AP balance				
2021	Visa 9458	CC	3,616.00	
5610	Marketing and Promotions:Conferences & Exhibitions			3,616.00
Total			3,616.00	3,616.00
Total Adjusting Journal Entries			24,696.61	24,696.61
Total All Journal Entries			24,696.61	24,696.61

Tickmarks

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Federation of Ontario Public Libraries
2025 Budget Proposal

Strat Plan Legend	
AI - Advocacy and Influence	TD - Training and Development
MVI - Marketing PL Value and Impact	OR - Organizational Resilience

	2024 Budget	2024 Actual	2025 Budget	Comments	Connection to Strategic Plan
REVENUE					
Revenue					
Sponsorships	0.00	0.00	0.00		
Gifts & Donations	0.00	450.00	0.00		
Membership Fees	280,000.00	279,227.50	280,000.00	Based on member renewals from 2024	
Grants	0.00	0.00	0.00		
Sale of Material	0.00	0.00	0.00		
Other Revenues	0.00	3,920.19	0.00	Recouperated costs for booths split with OLS	OR 1. Seek alternate sources of funding to ensure fiscal stability.
Special Peer Comparisons Fees	0.00	225.00	0.00		
Library Training & Dev Fees	0.00	0.00	0.00		
Interest Income	3,200.00	3,946.00	3,200.00	High Interest Savings Account Revenue	ensure fiscal stability.
Misc.	0.00	0.01	0.00		
Total Revenue	283,200.00	287,768.70	283,200.00		
TOTAL REVENUE	283,200.00	287,768.70	283,200.00		

EXPENSE

Payroll Expenses					
Part-Time Permanent Salaries	0.00	0.00	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	0.00	0.00		

Office Consultants

Executive Director	113,366.00	94,780.47	113,366.00		
Administrative Assistant	23,400.00	17,736.00	31,500.00	Change in administrative position	OR - Creating a more resilient organization.
Marketing & Social Media	9,000.00	5,350.00	9,000.00		
Total Office Consultants	145,766.00	117,866.47	153,866.00		

Administrative Expenses					
Admin Meeting	200.00	0.00	200.00		
Admin Travel	6,500.00	13,872.65	14,000.00	Includes accomodations and mileage for all municipal conferences and OLA, misc meeting travel, and deputations across the province	See Conferences and Exhibitions
Admin Professional Development	2,260.00	2,260.00	0.00	APLL Course Ended	
Total Administrative Expenses	8,960.00	16,132.65	14,200.00		

Board Expenses					
Board Travel	6,000.00	4,782.49	6,000.00		
Board Meeting	2,000.00	3,288.24	2,500.00		
Board Professional Development	0.00	0.00	0.00		
Board Recruitment	0.00	0.00	0.00		
Annual General Meeting	0.00	33.99	0.00		
Legal	0.00	1,629.80	0.00	Trademark fees - not expected again in future	
Board Appreciation	500.00	0.00	500.00		
Total Board Expenses	8,500.00	9,734.52	9,000.00		

Committee Work					
CELUPL	500.00	0.00	500.00		
Working Groups	0.00	0.00	0.00		
Total Committee Work	500.00	0.00	500.00		

Operational Expenses					
General Office Supplies	500.00	123.86	250.00		
Postage & Courier	500.00	1,160.98	1,200.00		
Photocopying Supplies	150.00	0.00	0.00	Collapsed into printing	
Printing	150.00	1,982.89	2,000.00		

Telephone	2,000.00	2506.59	3,000.00	Two cell phones	OR 5. Overcome challenges of diversity and geography.
Telecommunication	200.00	0.00	0.00	Zoom moved to software line	OR 5. Overcome challenges of diversity and geography.
Insurance	1,700.00	1,972.40	2,000.00		
FOPL Memberships	3,700.00	725.00	3,700.00	NIKLA, CFLA, Ontario Nonprofit Network, Ontario Library Association	MVI 2. Inspire and mobilize the library community. MVI 5. Pursue partnerships beyond traditional library partners such as AMO, school boards, vendors and media.
Subscriptions	0.00	0.00			
Total Operational Expenses	8,900.00	8,471.72	12,150.00		

Furniture & Equipment					
Furniture	0.00	0.00	0.00		
Equipment	0.00	342.34	500.00		
Information Technology Hardware	1,000.00	0.00	1,000.00	Standing budget for repairs or replacements	
Information Technology Software	1,700.00	642.90	1,200.00	Quickbooks, Hootsuite, Canva, Zoom	
Total Furniture & Equipment	2,700.00	985.24	2,700.00		

Finance					
Bank Charges & Interest	600.00	574.05	600.00		
Credit Card Charges	100.00	225.00	100.00		
Audit	8,200.00	7,966.50	8,200.00		
Services & Consultants	0.00	734.51	500.00		
Total Finance	8,900.00	9,500.06	9,400.00		

Marketing & Promotion					
Conferences & Exhibitions	20,000.00	13,973.28	15,000.00	OLA booth, ROMA, AMO, FONOM	TD 2. Share expertise at professional conferences and events such as OLA Super Conference and Marketing Think Tank. AI 1. Build relationships with provincial elected officials and civil service to influence government policy and practices. AI 3. Support members' libraries efforts in municipal government advocacy. AI 5.
Advertising & Promotions	250.00	0.00	250.00		
Special Events	0.00	29.84	0.00		

Publications & Printing	500.00	94.82	500.00		
Presentation Supplies	500.00	714.16	500.00		
Indigenous Language Translation	3,000.00	0.00	3,000.00	Standing budget	AI 4. Support First Nations libraries with national and provincial advocacy.
French Language Translation	1,000.00	0.00	1,000.00	Standing budget	
Website	750.00	3249.09	2,000.00	Annual domain and server costs	OR 2. Grow and retain membership through increased member engagement.
Total Marketing & Promotion	26,000.00	18,061.19	22,250.00		

Programs & Projects					
Contract Services	0.00	0.00	0.00		
Research & Development	600.00	282.50	600.00		MVI 3. Develop and provide research to inform marketing initiatives.
Statistician Fees	0.00	0.00	0.00		
Library Member Training	0.00	0.00	0.00		
Working Groups	5,000.00	0.00	5,000.00	Standing budget	OR 4. Increase involvement and contribution of FOPL Working Groups.
Legal Opinions	0.00	0.00			
Public Relations Services	50,000.00	47,954.75	50,000.00	Slight increase in annual fee from CPA, lobby days Queens park	AI 2. Collaborate with other library associations, organizations, and agencies to lobby for public libraries in provincial political arena such as Library Day at Queen's Park.
Total Programs & Projects	55,600.00	48,237.25	55,600.00		

Miscellaneous Expense					
UNKOWN EXPENSE	0.00	0.00			
Write-off	0.00	0.00			
Total Miscellaneous Expense	0.00	0.00	0.00		

TOTAL EXPENSE	255,876.00	229,248.33	279,666.00
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NET INCOME	27,324.00	58,520.37	3,534.00
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Working Group Report

Report To: FOPL Board and Members, Annual General Meeting
Report Name: Government Relations Working Group – AGM 2025
Report Prepared by: Catherina Rouse – WG Chair

French Translation Working Group:

Sonia Bebbington	Ottawa PL
Vickery Bowles	Toronto PL
Michael Ciccone	London PL
Stephanie Clare	Georgian Bay PL
Jodie Delgado	Springwater PL
Christina Row	Mississippi Mills PL
Margie Singleton	Vaughan PL (Chair)

Location: Virtually

Recommendation

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

Background

The Government Relations Working Group has been a standing committee of FOPL for many years. Since the rejuvenation of the Working Group in Fall 2021, the committee has enthusiastically supported FOPL advocacy initiatives.

Discussions of Needs, Issues and Work Completed

The Working Group met to discuss FOPL advocacy priorities. It was agreed that the Group encourage the FOPL Board to continue with the Ontario Digital Public Library (ODPL) as FOPL's advocacy priority as recommended by Counsel Public Affairs, FOPL's government relations firm. It was proposed that the Executive Director share the value of ODPL at each Caucus meeting to ensure members are informed of the rationale behind advocacy priorities. To prepare members so they can confidently embark on individual advocacy meetings with their local MPPs, FOPL will convene an Advocacy Forum/Training session annually in the Fall.



Potential partners and collaborators were reviewed including Big City Mayors, Association of Municipalities of Ontario (AMO) and Association of Municipal Clerks and Treasurers of Ontario (AMCTO). Topics of shared concern with Big City Mayors are Safety and Security in public libraries and civic spaces whereas to AMCTO and AMO the positive impact of public libraries on the economic development and fiscal success of a community might be highlighted. The Executive Director will coordinate a booth at both AMCTO and AMO conferences and Working Groups members will assist manning the booth if possible.

Impact of Strong Mayor Powers on Ontario's public libraries was discussed. A possible survey will be released to gather a comprehensive picture of the impact provincially.

A desire to refocus FOPL's municipal outreach campaign from "Libraries are for Everyone" to Intellectual Freedom and censorship was confirmed. Toronto PL is encouraging other libraries to support their creative Intellectual Freedom campaign. FOPL will investigate the possibility of sharing TPL resources.

Working Group Report

Report To: The FOPL Board
Report Name: Research and Development Working Group Report
Prepared by Shaun McDonough, Sarah Roberts

Working Group: Alicia Kilgour, Niagara Falls Public Library
Jennifer Murley, The Blue Mountains Public Library
Megan Legg, Innisfil ideaLAB & Library
Rahul Sabu Joseph, Brampton Library
Rosemary Minnella, West Perth Public Library
Shaun McDonough, Richmond Hill Public Library
Sarah Roberts, Vaughan Public Libraries
Dina Stevens, FOPL Staff Resource

Location: Via MS Teams

Recommendation

THAT the FOPL Board receive this report as information.

Purpose

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

The Research and Development Working Group continues to meet on a quarterly basis, with additional working meetings held as needed. The members have engaged in discussions around the implications of Artificial Intelligence on the public library, and are currently researching different perspectives on this

Activities 2024

- New member Jennifer Murley was welcomed in 2024. Members Sarah Roberts and Megan Legg are currently on maternity leave and will rejoin the working group in 2026.
- The Working group continues to provide the manpower behind the Data Dashboard. A migration to using Power BI software is under way. Additions and improvements for 2025 will include a breakdown of expenses such as library staffing and collection budgets, funding sources vs. operating budget, programming breakdowns, and a comparative analysis option.

- The working group assembled and hosted information sessions in 2024 including a session on Asset Management.
- Looking forward to 2025, the working group has discussed a survey to better understand provincial library trends, an information session on data for advocacy 101, offering members data dashboard training in the spring, and the skills gap in library leadership.

Next Steps

- *Review & finalize 2025 Workplan.*
- *Upgrade data dashboard with new incoming ministry data*
- *Identify areas of interest for professional development in 2025*

Working Group Report

Report To: FOPL Board and Members, Annual General Meeting
Report Name: French Translation Working Group – AGM 2025 Report
Prepared by: Catherina Rouse – WG Chair

French Translation Working Group:

Catherina Rouse	Clarence-Rockland Public Library
Gwen Boyd	Ontario Library Service
France Séguin	Township of Russell 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 2024

The French Translation Working Group met once in 2024.

Work was done outside of the meetings such as the translation of the “About Us” FOPL brochure to be used at trade shows and the “Join FOPL” document to be sent to non-member libraries to encourage them to join. During the April 9, 2024 meeting it was decided that we would hire someone to finish formatting the translated versions of the FOPL Truth & Reconciliation Report and the infographics that were translated by this working group in 2022. Dina was to obtain a quote from Hardie & Company before moving forward.

Next Meeting date:

TBD

CELUPL's Report to the AGM: 2024 Activities

April 4, 2025

CELUPL met twice in 2024. Key topics and activities from the meetings are noted below:

April 19, 2024

- Ministry staff provided an update on the Annual Survey and asked for a CELUPL representative for the Library Service Award review committee
- First Nations Public Library funding increase was announced
- Interlibrary loan platform transition continues.
- OLS Board elections to take place in the spring.
- A new FOPL Board trustee and a CEO will be elected at the AGM. A new FOPL strategic plan will be brought forward in 2025.
- FOPL provided an overview of its mandates, initiatives and provincial priorities.
- FOPL will host a Service Ontario and Youth Wellness Hub information session.

October 4, 2024

- Representatives from the Ministry shared that the Public Library Service Awards have shortlisted 34 nominees, and open data from the annual survey is available.
- OLS provided updates about launch of the new interlibrary loan platform and that FNPL resources are available on their website.
- D. Stevens highlighted continued advocacy for the Internet Grant program, an increase to PLOG, on Ontario Digital Public Library, and a continued focus on sustaining the increased funding to FNPL.
- CELUPL passed a motion in October 2023 requesting FOPL explore partnerships with a public relations agency to support libraries with Intellectual Freedom issues, including cost and timeline.
 - The Government Relations working group is addressing the matter. Additionally, the "Libraries are for Everyone" campaign was created in response to Intellectual Freedom challenges, and new position statements were passed at FOPL in September.

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.

This report is circulated on behalf of the 2023/2024 CELUPL Executive:

Lauren Jessop
Lita Barrie
Rae-Lynne Aramburo

Barrie Public Library
Burlington Public Library
Brantford Public Library

Chair
Vice-Chair
Secretary