

FEDERATION OF ONTARIO PUBLIC LIBRARIES
Q2 MEETING OF THE BOARD OF DIRECTORS

FRIDAY, DECEMBER 13, 2024 - 10:00 AM
[JOIN VIRTUALLY VIA ZOOM](#)

1. CALL TO ORDER AND ROLL CALL

2. LAND ACKNOWLEDGEMENT

DOC 1

3. REGRETS

4. DECLARATIONS OF CONFLICT OF INTEREST

5. APPROVAL OF THE MINUTES OF THE SEPTEMBER 20, 2024 BOARD MEETING

DOC 2

THAT this Board approve as circulated the minutes of the FOPL Board Meeting of September 20, 2024.

6. APPROVAL OF AGENDA

THAT this Board approve as circulated the FOPL Board Agenda for January 24, 2024.

PROPOSED MOTION TO MOVE IN CAMERA.

IN-CAMERA SESSION

BRIEF ADVOCACY UPDATE - CONFIDENTIAL

EXIT IN-CAMERA SESSION

7. TREASURER'S REPORT

DOC 3

THAT this Board receive the Treasurer's report as information.

a. 2025 OPERATING BUDGET

D. STEVENS

DOC 4

8. EXECUTIVE DIRECTOR'S REPORT

D. STEVENS

DOC 5

THAT this Board receive the Executive Director's report as information.

9. WORKING GROUPS AND COMMITTEES — REPORTS AND UPDATES

a. RESEARCH AND DEVELOPMENT WORKING GROUP

S. McDONOUGH / S. ROBERTS

i. POWER BI DASHBOARD DEMO

b. INDIGENOUS LIBRARIES PARTNERSHIP WORKING GROUP

F. MARACLE

c. FRENCH TRANSLATION WORKING GROUP

C. MOSKAU

THAT this Board receive the Working Group's reports as information.

10. DEFERRED BUSINESS

a. CELUPL TERMS OF REFERENCE

LARGE URBAN CAUCUS REPS

11. NEW BUSINESS

a. TERMS FOR BOARD MEMBERS

D. STEVENS

DOC 6

b. LETTER OF SUPPORT FOR BIG CITY MAYORS

S. VAISLER

DOC 7

c. STRATEGIC PLAN LAUNCH

D. STEVENS

DOC 8

12. NEXT MEETING:

WEDNESDAY, JANUARY 29, 2025

5:30PM

HYBRID - LOCATION TBD

OLA SUPERCONFERENCE

13. ADJOURNMENT

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: Sep 20, 2024

Meeting Time: 10:00a.m.

Location: Hybrid – Springwater Public Library- Elmvale Branch, Virtual via Zoom

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

In Attendance: **First Nations Caucus:** Kathleen Copegog

Francophone Caucus: Catherina Moskau

Large Urban Caucus: Wayne Greco, Margie Singleton, Sarah Vaisler, Kathy Fisher, Alicia Subnaik-Kilgour

Small & Medium Caucus: Jodie Delgado, Anne Smith, Beverley King, Nadine Williams

Northern Caucus: Rebecca Hunt

Rural Caucus: Susan McGibbon, Jennifer La Chapelle

Toronto Caucus: Vickery Bowles, Lisa Radha Vohra, Jonathan Hoss

Former Library Leaders: David Harvie

Guests: Devan Sommerville, Council Public Affairs

Regrets: Feather Maracle

Absent: Paul Ainslie

FOPL Team: Dina Stevens, Executive Director, Diana Chiavaroli, Administrative Assistant

Prepared By: Diana Chiavaroli, Administrative Assistant

1. Call to Order & Roll Call

The Q3 Board Meeting was called to order at 10:03 a.m. by the Vice Chair, Wayne Greco

2. Land Acknowledgement

3. Regrets

As noted above.

4. Declarations of Conflict of Interest

None.

5. Approval of the Minutes of the May 17, 2024 Board Meeting

Amendments to In Camera minutes and names were made.

Moved by Sarah Vaisler and seconded by Jodie Delgado, THAT this Board approves the minutes of the May 17, 2024 board meeting, as amended. CARRIED.

6. Approval of the Agenda.

Moved by Jennifer La Chapelle and seconded by Kathy Fisher, THAT this Board approve as circulated, the FOPL Board Agenda of September 20, 2024. CARRIED.

Motion to move to In-Camera Session

Moved by Rebecca Hunt, seconded by Catherina Moskau THAT this Board go into Closed Session at 10:10 a.m. CARRIED.

In- Camera Session

The board discussed provincial funding for First Nation public libraries.

Exit In- Camera Session

Moved by Jennifer La Chapelle, seconded by Kathleen Copegog, THAT the Board exit the Closed Session at 10:19 a.m. CARRIED.

Moved by David Harvie, seconded by Susan McGibbon, THAT the Board accept the report from the Closed Session as information. CARRIED.

7. Treasurer's Report

Sarah Vaisler commented on Admin Travel being overbudget and if this line will be adjusted for next year. ED noted the budget should be changed for next year. The increase in accommodations for conferences have made a significant impact, making it difficult to predict an accurate budget. Overall, we are under budget. The ED noted that the need for attending conferences will be discussed in the ED report. The year over year revenue will be analyzed and discussed at the next board meeting.

Kathy Fisher questioned strategy on getting members back after they are lost. ED noted that detailed notes are kept on non-renewing members, and it is usually a budgetary issue for them. The Niagara region, in particular, has pressures regarding funding. Alicia Subnaik Kilgour confirmed and expanded on the issues in the Niagara region. Wayne Greco requested Alicia investigate what the area libraries are expecting of FOPL.

ED noted there is a member campaign every year to gain new members. The pluses and minuses of each year generally balance out.

Nadine questioned the account receivable of membership dues for 2024 and the expectation of recovering those fees. ED noted some of this has already been recovered since the report was run, and much of the reason for the outstanding dues is internal personnel turnover. Cost recovery is being investigated in other ways – which will be further discussed in the ED report.

Susan McGibbon questioned if a survey should be sent to all libraries to collect data on the value and expectations for FOPL. ED noted that as part of the strategic planning process a survey was sent out to the full membership. Some feedback was noted and incorporated; however, a lot is not part of FOPL's mandate. The board had a brief discussion on sentiments from libraries regarding what FOPL should be pursuing. All members agreed there is a limit to what FOPL can do, and the strategic plan has defined FOPL's role within budget. Commendations were given for what FOPL has achieved.

Catherina Moskau noted there may be benefit in FOPL, OLS, and OLA jointly sending out an email to all libraries on what each organizations roles are. ED agreed this may be useful and will look into this. The board agreed on the benefit of this, and further discussed what should be included. Margie Singleton suggested a motion be made.

Moved by Catherina Moskau and seconded by Margie Singleton, THAT the Executive Director investigate the creation of an information bulletin or session on the roles of FOPL, OLS, OLA and CFLA. CARRIED.

Moved by Sarah Vaisler and seconded by David Harvie, THAT the Board received this report as information for the period ending August 31, 2024.

8. Executive Director's Report

The Executive Director provided a summary of the report, highlighting a few key points. ED also provided an update on discussions with Ministry staff regarding ODPL. Engagement was positive. However, at the AMO conference, the conversations were less encouraging and there was a sentiment that PLOG needs to be pushed for over ODPL. ED believes one last push for ODPL can be made.

[Devan Sommerville joined the meeting]

The ED report was then paused as Devan Sommerville joined the meeting and item 11.a. was pushed up.

11. New Business

a. FALL/ WINTER ADVOCACY CAMPAIGN

The ED provided a summary on strategy for advocacy in the coming months, and the impact of the new Minister and possibility of a spring election impacting the strategy. Devan discussed the strategy and timeframes for an ODPL push.

The Board discussed the balance of pushing for ODPL and PLOG and the benefits or drawbacks of each.

[Devan Sommerville exited the meeting]

8. Executive Director's Report

ED continued the summary of the ED report. Highlights were noted regarding the First Nations funding, and the new member campaign flyer.

Wayne Greco noted an amendment is required in the ED report regarding accounting support.

Moved by David Harvie and seconded by Anne Smith, THAT this Board receive the Executive Director's Report, as amended, as information. CARRIED.

[Vickery Bowles exited the meeting]

9. Working Group and Committees – Reports and Updates

a. Research and Development Working Group

The ED provided a summary of the transition to Power BI.

Moved by Jodie Delgado and seconded by Kathleen Copegog, THAT this Board receive the Research and Development Working Group's report as information. CARRIED.

b. Strategic Planning Project Team

i. Draft Strategic Plan

ED questioned the timeline for the strategic plan. The Board discussed the most appropriate timing and agreed a 4 or 5 year plan is acceptable.

Lisa Radha Vohra suggested the global pandemic should be removed from the plan and there was general agreement from the board. Lisa also noted the Truth and Reconciliation section should be placed at the top of each section it is within. The Board agreed.

Moved by Beverley King and seconded by Jennifer La Chapelle THAT the Board adopt the Draft Strategic Plan with amendments as stated. CARRIED.

c. French Translation Working Group

Catherina Moskau summarized the report and noted the upcoming AMFO conference September 27.

Moved by Catherina Moskau and seconded by David Harvie THAT the Board receive the French Translation Working Group's report as information. CARRIED.

d. Indigenous Libraries Partnership Working Group

The ED provided a brief update of the monthly meetings and the creation of a letter to reintroduce the municipal libraries sponsoring FN library membership to the FN library, aimed at engaging local FN PLs and providing support. Attendance of Tea and Chats hosted by the FN libraries was also discussed.

A formal report is deferred at this time.

10. Deferred Business

a. CELUPL Terms of Reference

Deferred to next meeting.

b. Intellectual Freedom Statement / Adoption

Lisa Radha Vohra summarized updates to the statement that were made. Once approved, the ED will sent the document out to the full membership.

Moved by Lisa Radha Vohra and seconded by Jodie Delgado THAT the Board adopt the Intellectual Freedom Statement. CARRIED.

11. New Business

b. Municipal Engagement Conferences

The ED summarized engagement with MPPs that is being tracked. Municipal conferences and their expenses over the past few years was reviewed and the recommendations for attendance moving forward. The Board discussed the value of attendance at the various conferences. The Overall concurrence of the board was to not cut back on conferences as much as the ED recommended. AMCTO can be cut to every other year, but AMO should continue every year.

Moved by Jodie Delgado and seconded by Sarah Vaisler THAT the Board receive the report as information. CARRIED

c. Small/Medium Caucus election

The ED summarized the election process and results.

Moved by Sarah Vaisler and seconded by Lisa Radha Vohra THAT the Board receive the report as information. CARRIED.

d. Preparation for Attending Tea and Chats

Kathleen Copegog summarized expectations and suggestions for the ED.

e. 2025 Schedule of Board Meetings

Suggested dates and alternates were discussed. ED will revise and adjust the dates.

f. Four Seasons of Reconciliation

The ED summarized that the executive has discussed furthering commitment to truth and reconciliation. The Four Seasons of Reconciliation Course was suggested for the full board. A few board members had already taken the course and recommended it. The feasibility of extending the course to the entire membership was discussed, however there were concerns over this causing extensive delays to the board taking the course.

Moved by Jodie Delgado and seconded by Sarah Vaisler THAT the Board Members take the Four Seasons of Reconciliation course, and that the ED investigate the possibility of extending the course to all members. CARRIED.

12. Next Meeting

Friday, December 13th, 2024
10:00AM
Virtual ONLY

13. Adjournment

The Board meeting was called to adjourn by the Chair at 1:53.

Wayne Greco, Vice Chair

Dina Stevens, Board Secretary

Treasurer's Report

Report To: The FOPL Board
Prepared by: Dina Stevens and Diana Chiavaroli on behalf of Catherina Moskau
Prepared on: December 5, 2024

RECOMMENDATION

THAT the FOPL Board receive this report as information for the period ending November 30, 2024.

BACKGROUND

This report covers the period January 1, 2024 to November 30, 2024 to present finances to date within the current fiscal year. This reflects an unaudited representation of FOPL finances.

REPORT

Financial Reports (attached):

- Comparative Income Statement, now known as "Budget vs. Actuals": Provides FOPL's operating revenue and expenditures from January 1, 2024 to November 30th, 2024.
- Balance Sheet: Provides information on FOPL's full financial situation as of November 30, 2024 including accounts and investments.

Note: this report excludes payments made to contractors in November (ED, Admin, Marketing) as they were not processed at the time of this report.

Revenue to Note:

- \$19,100 in paid memberships

Expenditures to Note:

- \$3616.00 paid for tradeshow booth at 2025 ROMA Conference
- \$1699 paid for annual web support services from Websites Valley

Total Assets at a glance, as of November 30, 2024:

- Total Cash (chequing account): \$ 79,820.51
- Total Savings: \$ 126,947.53
- Visa Holding Investment Account: \$ 10,002.21
- Total Receivable: \$ 1040.39

FINANCIAL UPDATES

1. Current Accounts Receivable is \$1040.39, meaning this amount is currently in unpaid memberships. This is significantly improved from our last treasurer's report ending in August 31, 2024 from \$20,102. Diana is currently following up with all unpaid members.
2. The attached "Budget vs Actuals" report does not include November and December 2024 invoices paid under "5050 Office Consultants" budget line. This line is currently reporting that we have only spent 80.86% of the budgeted amount, however this will increase much closer to the budgeted amount by year's end.
3. Line "5290 FOPL Memberships" is reporting significantly under budget. Our 2024 membership for the CFLA was not invoiced; Diana is following up.
4. Dina has reallocated roughly \$9000 within the previously approved budget, as per FOPL Finance Policy (2021). The result is a more balanced view of expenditures which will inform the next budget cycle.
5. Our net income is reporting as significantly higher than budgeted. This number will decrease when November and December 2024 office consultants are paid and included in this report by year's end.

Federation of Ontario Public Libraries

Balance Sheet

As of November 30, 2024

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1010 Scotia Chequing Account	79,820.51
1011 Cash Investment Account Scotia	10,000.53
1020 Scotia Savings Account	126,947.53
Total Cash and Cash Equivalent	\$216,768.57
Accounts Receivable (A/R)	
Accounts Receivable	1,040.39
Total Accounts Receivable (A/R)	\$1,040.39
1040 Payroll Clearing	0.00
1110 Investments	0.00
1201 Accounts Receivable Adjustments	0.00
1210 Interest Receivable	0.00
1320 Prepaid Expenses - 1	1,401.92
Total Current Assets	\$219,210.88
Total Assets	\$219,210.88
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable	179.67
Total Accounts Payable (A/P)	\$179.67
Credit Card	
2021 Visa 9458	4,546.34
Total Credit Card	\$4,546.34
2011 Accounts Payable Adjustments	0.00
2015 Accrued Liabilities	6,999.74
2110 EI Payable	0.00
2120 CPP Payable	0.00
2130 Federal Income Tax Payable	0.00
2140 Federal Tax 2016 Adjustment	0.00
2210 Vacation Payable	0.00
2320 GST Paid on Purchases	0.00
2610 Deferred Revenue	150.00
Total Current Liabilities	\$11,875.75
Total Liabilities	\$11,875.75
Equity	
Opening Balance	4,088.06
Retained Earnings	144,754.72
Profit for the year	58,492.35
Total Equity	\$207,335.13
Total Liabilities and Equity	\$219,210.88

Federation of Ontario Public Libraries

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Revenue				
4010 Sponsorships		0.00	0.00	
4015 Gifts & Donations	450.00	0.00	450.00	
4020 Membership Fees	279,227.50	280,000.00	-772.50	99.72 %
4030 Grants		0.00	0.00	
4040 Sale of Material		0.00	0.00	
4050 Other Revenues	3,920.19	0.00	3,920.19	
4051 Special Peer Comparisons Fees	225.00	0.00	225.00	
4061 Library Training & Development Fees		0.00	0.00	
4070 Interest Income	3,946.24	3,200.00	746.24	123.32 %
Total 4000 Revenue	287,768.93	283,200.00	4,568.93	101.61 %
Discounts	-50.85		-50.85	
Total Income	\$287,718.08	\$283,200.00	\$4,518.08	101.60 %
GROSS PROFIT	\$287,718.08	\$283,200.00	\$4,518.08	101.60 %
Expenses				
5050 Office Consultants				
5055 Executive Director	94,780.47	113,366.00	-18,585.53	83.61 %
5060 Administrative Assistant	17,736.00	23,400.00	-5,664.00	75.79 %
5065 Marketing & Social Media	5,350.00	9,000.00	-3,650.00	59.44 %
Total 5050 Office Consultants	117,866.47	145,766.00	-27,899.53	80.86 %
5100 Administrative Expenses				
5110 Admin Meeting		200.00	-200.00	
5115 Admin Travel	13,872.65	12,500.00	1,372.65	110.98 %
5120 Admin Professional Development	2,260.00	2,260.00	0.00	100.00 %
Total 5100 Administrative Expenses	16,132.65	14,960.00	1,172.65	107.84 %
5155 Board Expenses				
5160 Board Travel	4,782.49	6,000.00	-1,217.51	79.71 %
5165 Board Meeting	3,288.24	2,000.00	1,288.24	164.41 %
5170 Board Professional Development		0.00	0.00	
5175 Board Recruitment		0.00	0.00	
5180 Annual General Meeting	33.99	0.00	33.99	
5185 Legal	1,629.80	0.00	1,629.80	
5190 Board Appreciation		500.00	-500.00	
Total 5155 Board Expenses	9,734.52	8,500.00	1,234.52	114.52 %
5200 Committee Work				
5205 CELUPL		500.00	-500.00	
5210 Working Groups		0.00	0.00	
Total 5200 Committee Work		500.00	-500.00	
5250 Operational Expenses				
5255 General Office Supplies	123.86	200.00	-76.14	61.93 %
5260 Postage & Courier	1,160.98	1,200.00	-39.02	96.75 %
5265 Photocopying Supplies		150.00	-150.00	
5270 Printing	1,982.89	1,800.00	182.89	110.16 %
5275 Telephone	2,506.59	2,000.00	506.59	125.33 %
5280 Telecommunication		0.00	0.00	

Federation of Ontario Public Libraries

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5285 Insurance (DS)	1,927.80	2,000.00	-72.20	96.39 %
5290 FOPL Memberships	725.00	3,700.00	-2,975.00	19.59 %
5295 Subscriptions		0.00	0.00	
Total 5250 Operational Expenses	8,427.12	11,050.00	-2,622.88	76.26 %
5300 Furniture and Equipment				
5310 Furniture		0.00	0.00	
5315 Equipment	342.34	400.00	-57.66	85.59 %
5320 Information Technology Hardware		0.00	0.00	
5325 Information Technology Software	642.90	800.00	-157.10	80.36 %
Total 5300 Furniture and Equipment	985.24	1,200.00	-214.76	82.10 %
5500 Finance				
5510 Bank Charges & Interest	574.05	600.00	-25.95	95.68 %
5515 Credit Card Charges	225.00	100.00	125.00	225.00 %
5520 Audit	7,966.50	8,200.00	-233.50	97.15 %
Total 5500 Finance	8,765.55	8,900.00	-134.45	98.49 %
5600 Marketing and Promotions				
5525 Services & Consultants	734.51	0.00	734.51	
5610 Conferences & Exhibitions	13,973.28	14,000.00	-26.72	99.81 %
5615 Advertising & Promotions		250.00	-250.00	
5620 Special Events	29.84	0.00	29.84	
5625 Publications & Printing	94.82	500.00	-405.18	18.96 %
5635 Presentation Supplies	714.16	500.00	214.16	142.83 %
5640 Indigenous Language Translation		3,000.00	-3,000.00	
5641 French Language Translation		1,000.00	-1,000.00	
5645 Website	3,249.09	750.00	2,499.09	433.21 %
Total 5600 Marketing and Promotions	18,795.70	20,000.00	-1,204.30	93.98 %
5700 Programs and Projects				
5710 Contract Services		0.00	0.00	
5715 Research & Development	282.50	600.00	-317.50	47.08 %
5720 Statistician Fees		0.00	0.00	
5725 Library Member Training		0.00	0.00	
5730 Working Groups - 1		5,000.00	-5,000.00	
5735 Legal Opinions		0.00	0.00	
5740 Public Relations Services	47,954.75	50,000.00	-2,045.25	95.91 %
5990 Write-off		0.00	0.00	
Total 5700 Programs and Projects	48,237.25	55,600.00	-7,362.75	86.76 %
5950 UNKNOWN EXPENSE	303.83	0.00	303.83	
Total Expenses	\$229,248.33	\$266,476.00	\$ -37,227.67	86.03 %
NET OPERATING INCOME	\$58,469.75	\$16,724.00	\$41,745.75	349.62 %
Other Expenses				
5000 Payroll Expenses				
5010 Part-Time Permanent Salaries		0.00	0.00	
5020 Contract & Temporary Staff		0.00	0.00	
5025 EI Expense		0.00	0.00	
5030 CPP Expense		0.00	0.00	

Federation of Ontario Public Libraries

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 5000 Payroll Expenses		0.00	0.00	
Total Other Expenses	\$0.00	\$0.00	\$0.00	0.00%
NET OTHER INCOME	\$0.00	\$0.00	\$0.00	0.00%
NET INCOME	\$58,469.75	\$16,724.00	\$41,745.75	349.62 %

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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Executive Director's Report

Report to: The FOPL Board
Prepared by: Dina Stevens, Executive Director
Prepared on: December 6, 2024

Recommendation

THAT the FOPL board receive this report as information.

Report

The fall advocacy season has been exceptionally active as we prepare for the upcoming pre-budget submission in February 2025. With the potential for a provincial election in the spring and indications of an early federal election, timelines for budget consultations have been advanced, adding a layer of complexity to our advocacy initiatives. Despite these challenges, we have made substantial progress in engaging stakeholders, fostering partnerships, and maintaining a strong focus on our key priorities.

Since early September, I have been in regular communication with our members, encouraging them to engage directly with their local MPPs to advocate for the Ontario Digital Public Library (ODPL) and the Public Library Operating Grant (PLOG). To date, members have successfully conducted meetings with nine PC Caucus MPPs and several representatives from other parties. Although the number of meetings is currently about one-third of those achieved last winter, the quality of these engagements has been promising. The ODPL has received nearly unanimous support in these meetings, though discussions around the PLOG have been less prominent. With MPPs returning to Queen's Park on October 16, scheduling meetings has become more challenging; however, members are persevering in securing opportunities to connect over the winter months.

Our attention shifted swiftly to an accelerated budget process, as Counsel Public Affairs has indicated that the provincial government may use the 2025 budget as their platform for a spring election. This has prompted FOPL to initiate outreach to all parties, focusing on their election platforms. While engagement with the NDP and Liberal parties remains in its early stages and the Conservative Party is not currently open to consultations, we are laying the groundwork for comprehensive election advocacy.

In mid-November, the Ministry of Finance (MOF) initiated spontaneous consultation sessions without a formal application process, inviting select stakeholders to participate. FOPL was contacted on November 21 and



delivered a deputation in Ajax the following day. Two other library stakeholders, Clarington Public Library and Whitchurch-Stouffville Public Library, have also been contacted and provided deputations. Unfortunately, the absence of a published consultation schedule has required us to operate on an ad hoc basis. We are working closely with Counsel Public Affairs to obtain information on upcoming sessions and ensure library CEOs are prepared.

Meanwhile, our engagements with the Standing Committee on Economic Affairs and Finance have proceeded smoothly. The committee has scheduled 11 consultation sessions across the province, and we have secured opportunities to present at seven of these. Presentations have already been made by the Kenora Public Library and the Timmins Public Library, with Stratford Public Library scheduled to present in the coming weeks. These sessions are critical platforms for amplifying the voice of public libraries and their contributions to community development.

Looking ahead, we are anticipating a meeting with the Minister of Tourism, Culture, and Gaming in early 2025. Although a December meeting was postponed, the Ministry has expressed strong interest in the ODPL and reiterated its recognition of public libraries as key stakeholders. Minister Cho's recent announcement of increased funding for First Nations Public Libraries at an event in October highlights the government's commitment to equitable library services. Counsel Public Affairs and I maintain regular dialogue with the Minister's office and are optimistic about advancing our priorities in the coming months. Although a formal meeting with Minister Cho has been delayed, FOPL and OLA had the opportunity to meet with Assistant Deputy Minister Nancy Kennedy and discuss sector priorities.

In addition to advocacy, FOPL has been actively preparing for key conferences in early 2025. We will participate in the Rural Ontario Municipal Conference (January 19–21) and the OLA SuperConference later that month. An information session on the ODPL held in October attracted over 70 members, demonstrating strong interest and engagement within the library community.

Kind Regards,

Dina Stevens, MLIS
Executive Director

Caucus	Trustee/CEO	Name	Member started	Term Start	Term End	Notes
First Nations	CEO	Feather Maracle	Jun-19	Acclaimed AGM 2022	2025	
	CEO	Kathleen Copegog	Jan-20	Acclaimed AGM 2023	2026	
Francophone	CEO	Catherina Moskau	Feb-18	Acclaimed AGM 2024	2027	Treasurer started August 2024
	Trustee	OPENING				
Large Urban	Trustee	Wayne Greco	Feb-14	Acclaimed AGM 2024	2027	Vice Chair until 2026
	CEO	Margie Singleton	Feb-14	Acclaimed AGM 2023	2026	
	Trustee	OPENING				
	CEO	Alicia Subnaik-Kilgour	Jan-19	Acclaimed AGM 2022	2025	Replaced Mary Chevreau, Mary acclaimed 2022 - so term until 2025
	CEO	Sarah Vaisler	Apr-24	Acclaimed AGM 2024	2025	
	Trustee	Kathy Fisher	Jun-15	Acclaimed AGM 2024	2027	
Northern	Trustee	OPENING				
	CEO	Rebecca Hunt	Feb-17	Acclaimed AGM 2023	2026	
Rural	CEO	Jennifer LaChapelle	Apr-12	Acclaimed AGM 2022	2025	
	Trustee	Susan McGibbon	Apr-24	AGM 2024	2027	
Small	Trustee	Anne Smith	Apr-24	AGM 2024	2027	M. Corbett resigned July 2024
	CEO	Beverly King	Sep-24	AGM 2023	2026	
	CEO	Jodie Delgado	Apr-24	AGM 2024	2027	
	Trustee	Nadine Williams	2022	Acclaimed AGM 2022	2025	
Toronto	Trustee	Paul Ainslie	Feb-14	Acclaimed AGM 2022	2025	Chair until AGM 2026
	City Librarian	Vickery Bowles	Feb-15	Acclaimed AGM 2024	2027	
	MGMT	Lisa Radha Vohra	Apr-23	AGM 2023	2026	
	Trustee	Jonathan Hoss	Apr-24	Appointed 2024	2027	
Former Library Leaders	Representative	David Harvie	Apr-23	AGM 2023	2026	

Dear Ontario's Big City Mayors (OBCM),

The Chief Executives of Large Urban Public Libraries (CELUPL) support the OBCM's Solve the Crisis project. As leaders of public libraries in Ontario's major urban cities, we recognize the critical importance of addressing the growing homelessness, mental health, and addiction crises.

Homelessness has reached crisis levels on the streets of many of our cities. This is a humanitarian emergency that requires urgent, coordinated action from all levels of government.

Within our public libraries, we witness firsthand the devastating impacts of this crisis on our most vulnerable residents. We also hear the concerns of community members who now avoid public spaces and downtown areas due to safety fears related to homelessness and encampments. This is deeply troubling, as it undermines the core purpose of public institutions, like libraries, to create a sense of belonging and inclusion.

Public libraries are/may also uniquely positioned to help. As outlined in the Canadian Urban Institute's [Overdue: A Case for Canada's Public Libraries Report](#), libraries serve as catalysts for connection and community belonging - the "third spaces" that bring people together and create stronger, more resilient cities. We serve as community hubs, offering access to culture, information, civic engagement, socialization, and essential services.

We commend the Ontario's Big City Mayors for leading the Solve the Crisis initiative. We are ready to collaborate and contribute our unique perspectives and resources towards developing and implementing solutions.

The time for action is now. We urge the provincial and federal governments to heed the call of OBCM and work swiftly to allocate the necessary funding and policy changes required to solve this crisis. The health, safety, and prosperity of our cities and their residents depend on it.

Please let us know how the CELUPL can further support this important work. We are committed partners in this endeavour.

Sincerely,

[Signatures of CELUPL Chief Executives]

Quote

To: Dina Stevens, ED
Federation of Ontario Public Libraries
PO Box 3285
Meaford Stn Main, ON
N4L 1A5

Date: December 9, 2024

GST#: 879376929 RT0001

Project

FOPL PROMOTION & MARKETING EFFORTS

Usual and customary fees for research, brand positioning, minor copy writing and creation of cohesive look for various efforts; creative concepts presented for review, and approved concepts compiled into final artwork, applied to the following additional items;

- **Positioning / Celebratory Poster** - Poster Design for Joint Venture partners and member libraries
- **Strat Plan;**
 - 4-12 pages, including covers
 - Stock Photography
- **Web Graphic** (campaign branded)
- **Social Graphics**

Subtotal.....\$5,000.00

Acceptance of Terms: The signatures below shall evidence acceptance of these terms.

Client Approval

Date

Payment Schedule: 50% initiation prior to starting, 25% interim payment, 25% due upon completion
Out-of-pocket expenses, such as photography, overtime charges, travel, couriers to be billed separately, and agreed upon in advance.
All quotes may vary plus or minus 10%, unless otherwise stated. Printing, taxes and shipping not included.
Quote valid for 30 days. Terms: NET - 30 days. Interest 24% per year (2% per month).

Quote

To: Dina Stevens, ED
Federation of Ontario Public Libraries
PO Box 3285
Meaford Stn Main, ON
N4L 1A5

Date: December 9, 2024

GST#: 879376929 RT0001

Project

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Usual and customary fees for research, brand positioning, minor copy writing and creation of cohesive look for various efforts; creative concepts presented for review, and approved concepts compiled into final artwork, applied to the following additional items;

• **Strategic Plan & Social Media Efforts;**

- Strat Plan copy review and recommendations/suggestions
- Strat Plan concept design and layout
 - 4-12 pages, including covers
 - Website Graphic
 - Stock Photography
 - Social Media Graphics

• **Additional Collateral Materials;**

- Poster Design for Joint Venture partners and member libraries
- Educational info distilled down to Rack Card format, directing readers to online info (*x 4*)
FOPL 2pg Flyer; Advocacy Priorities; ODPL; Libraries are for Everyone Postcard;

• **Includes all working files for use as templates**

Subtotal.....\$12,000.00

Acceptance of Terms: The signatures below shall evidence acceptance of these terms.

Client Approval

Date

Payment Schedule: 50% initiation prior to starting, 25% interim payment, 25% due upon completion
Out-of-pocket expenses, such as photography, overtime charges, travel, couriers to be billed separately, and agreed upon in advance.
All quotes may vary plus or minus 10%, unless otherwise stated. Printing, taxes and shipping not included.
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- **Positioning / Celebratory Poster** - Poster Design for Joint Venture partners and member libraries
- **Strategic Plan & Social Media Efforts;**
 - Strat Plan copy review and recommendations/suggestions
 - Strat Plan concept design and layout
 - 4-12 pages, including covers
 - Website Graphics, Social Media Graphics
 - Stock Photography
- **Additional Collateral Materials;**
 - Poster Designs for Joint Venture partners and member libraries
 - Educational info distilled down to Rack Card format, directing readers to online info (*x 4*)
FOPL 2pg Flyer; Advocacy Priorities; ODPL; Libraries are for Everyone Postcard;
- **Trade Show Materials;**
 - 8' Wall
 - Table Cloth/Runner
 - Podium and/or - Retractable Banner Stand
- **Includes all working files for use as templates**

Subtotal.....\$15,500.00

Acceptance of Terms: The signatures below shall evidence acceptance of these terms.

Client Approval

Date

Payment Schedule: 50% initiation prior to starting, 25% interim payment, 25% due upon completion
Out-of-pocket expenses, such as photography, overtime charges, travel, couriers to be billed separately, and agreed upon in advance.
All quotes may vary plus or minus 10%, unless otherwise stated. Printing, taxes and shipping not included.
Quote valid for 30 days. Terms: NET - 30 days. Interest 24% per year (2% per month).