

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

MONDAY, JUNE 9, 2025 - 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 DECEMBER 13, 2024 BOARD MEETING

Doc 2

THAT this Board approve as circulated the minutes of the FOPL Board Meeting of December 13, 2024.

6. APPROVAL OF THE MINUTES OF THE 2025 AUDIT APPROVAL BOARD MEETING

Doc 3

THAT this Board approve as circulated the minutes of the FOPL 2025 Audit Approval Board Meeting.

7. APPROVAL OF THE MINUTES 2025 POST AGM BOARD MEETING

Doc 4

THAT this Board approve as circulated the minutes of the FOPL 2025 Post AGM Board Meeting.

8. APPROVAL OF AGENDA

THAT this Board approve as circulated the FOPL Board Agenda for June 9, 2025.

PROPOSED MOTION TO MOVE IN CAMERA.

IN-CAMERA SESSION

EXIT IN-CAMERA SESSION

9. TREASURER'S REPORT

Doc 5

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

10. EXECUTIVE DIRECTOR’S REPORT

D. STEVENS

DOC 6

a. 2025 WORKPLAN

DOC 7

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

11. WORKING GROUPS AND COMMITTEES – REPORTS AND UPDATES

a. FRENCH TRANSLATION WORKING GROUP

C. MOSKAU

DOC 8

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

12. DEFERRED BUSINESS

a. CELUPL TERMS OF REFERENCE

LARGE URBAN CAUCUS REPS

DOC 9

THAT this Board adopts the updated CELUPL Terms of Reference.

13. NEW BUSINESS

a. STRATEGIC PLAN BRANDING PROJECT

J. HARDIE / D. STEVENS

JAMIE TO JOIN AT 10:20AM

b. FULL REBRAND DISCUSSION

D. STEVENS

DOC 10

c. SPRING CAUCUS MEETINGS

D. STEVENS

DOC 11

d. ADVOCACY CHAMPIONS AWARD

D. STEVENS

e. BOARD RECOGNITION

D. STEVENS

DOC 12

14. NEXT MEETING:

FRIDAY, SEPTEMBER 5, 2025

10:00AM

HYBRID - LOCATION TBD

15. 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: Dec 13, 2024

Meeting Time: 10:00a.m.

Location: Virtual via Zoom

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

In Attendance: **Francophone Caucus:** Catherina Moskau

Large Urban Caucus: Wayne Greco, Margie Singleton, Alicia Subnaik-Kilgour

Small & Medium Caucus: Jodie Delgado

Northern Caucus: Rebecca Hunt

Rural Caucus: Susan McGibbon

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

Former Library Leaders: David Harvie

Guests: Sarah McDonough, Shaun Roberts

Regrets: Feather Maracle, Kathleen Copegog, Sarah Vaisler, Jennifer La Chapelle

Absent: Kathy Fisher, Beverley King, Nadine Williams

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.

2. Land Acknowledgement

3. Regrets

As noted above.

4. Declarations of Conflict of Interest

None.

5. Approval of the Minutes of the September 20, 2024 Board Meeting

Minutes were amended to be in the third person.

Moved by David Harvie and seconded by Wayne Greco, THAT this Board approve, as amended, the minutes of the September 20, 2024 board meeting. CARRIED.

6. Approval of the Agenda.

Moved by Jonathan Hoss and seconded by Susan McGibbon, THAT this Board approve as circulated, the FOPL Board Agenda of December 13, 2024. CARRIED.

Motion to move to In-Camera Session

Moved by Catherina Moskau, seconded by Margie Singleton THAT this Board go into Closed Session at 10:15 a.m. CARRIED.

In- Camera Session

An Advocacy update was provided.

Exit In- Camera Session

Moved by Jodie Delgado, seconded by Margie Singleton, THAT the Board exit the Closed Session at 10:45 a.m. CARRIED.

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

7. Treasurer's Report

The ED reviewed the treasurer's report, noting key items. The possibility of providing forecasting was inquired about. The ED and admin will investigate this possibility.

Moved by Vickery Bowles and seconded by Catherina Moskau, THAT the Board received this report as information. CARRIED.

7a. was delayed, to be reviewed after Item 9.a.i.

8. Executive Director's Report

The ED provided a summary of the report, highlighting advocacy updates and consultations.

Moved by Jonathan Hoss and seconded by Margie Singleton, THAT this Board receive the Executive Director's Report, as amended, as information. CARRIED.

9. Working Group and Committees – Reports and Updates

a. Research and Development Working Group

i. Power BI Dashboard Demo

[Sarah McDonough and Shaun Roberts joined the meeting]

A demonstration of the new Data Dashboard hosted by PowerBI was provided. Data architecture was updated when FOPL migrated to Microsoft. This data is now stored by FOPL infrastructure. The updated dashboard was well received all around. The Board extended their thanks and appreciation to the working group and looks forward to the rollout of the final product. It was suggested that a demo of the dashboard be done at the OLA Superconference. The ED will look into how this might be accomplished.

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

[Sarah McDonough and Shaun Roberts left the meeting]

7. Treasurer's Report

a. 2025 Operating Budget

The ED reviewed the operating budget for 2025, highlighting adjustments that were made compared to the 2024 budget. Answers were provided to a few minor questions.

Moved by Wayne Greco and seconded by Catherina Moskau, THAT the Board approve the 2025 Operating Budget. CARRIED.

9. Working Group and Committees – Reports and Updates

b. Indigenous Libraries Partnership Working Group

An update was provided by the ED, noting work being done to improve communications with FN Public Libraries. Emphasis will be placed on the FN Salary Supplement – noting that it is available, and requesting feedback regarding how it is being used, and how it is making a difference. Preparations continue on a letter to connect FN libraries with their sponsor libraries.

Moved by Alicia Subnaik-Kilgour and seconded by Jonathan Hoss THAT the Board receive the Indigenous Libraries Partnership Working Group's report as information. CARRIED.

c. French Translation Working Group

A brief update was given regarding translated documents.

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

10. Deferred Business

a. CELUPL Terms of Reference

Deferred to next meeting.

Moved by Margie Singleton and seconded by Wayne Greco THAT this item is deferred to next meeting. CARRIED.

11. New Business

a. Terms for Board Members

Board Members whose terms are up in 2025 were noted so decisions can be made regarding running for re-election. By-laws regarding terms were reviewed. The ED will request a formal decision on re-elections in a couple weeks.

Moved by David Harvie and seconded by Beverley King THAT the Board receive the report as information. CARRIED

b. Letter of Support for Big City Mayors

The ED provided an explanation of the letter. The issues of social security and FOPL's role in advocacy for social services was discussed.

Moved by David Harvie and seconded by Jodie Delgado THAT the Board receive the report as information. CARRIED.

c. Strategic Plan Launch

ED provided an explanation of the promotion and marketing for the strategic plan launch. It was recommended that an outside professional be used for the task. Three quotes from one marketing firm were provided. The Board discussed the options and provided feedback. The policy regarding RFPs was reviewed. Timing of rebranding versus the strategic plan launch was discussed.

Moved by Wayne Greco and seconded by David Harvie THAT the Board approve the budget of an additional \$12,000 in 2025 for this project. CARRIED.

12. Next Meeting

Wednesday, January 29th, 2024

4:00PM

Location TBD – OLA Superconference

A short update was provided on the situation in the Niagara region regarding library budgets and non-renewal of FOPL membership. Many of the regions put forward formal motions to the province to increase the PLOG. Consensus was that budget was the determining factor in non-renewal.

13. Adjournment

Moved by Margie Singleton and seconded by Wayne Greco THAT the meeting be adjourned.
CARRIED.

The Board meeting was called to adjourn by the Chair at 12:45.

Paul Ainslie, Chair

Dina Stevens, Board Secretary

Federation of Ontario Public Libraries

Meeting Date: March 7, 2025

Meeting Time: 1:30 p.m.

Location: Hybrid

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

In Attendance: **First Nations Caucus:** None

Francophone Caucus: Catherina Moskau

Large Urban Caucus: Wayne Greco, Margie Singleton, Kathy Fisher, Sarah Vaisler

Small & Medium Caucus: Jodie Delgado

Northern Caucus: Rebecca Hunt

Rural Caucus: Susan McGibbon, Jennifer LaChappelle

Toronto Caucus:, Lisa Radha Vohra, Jonathan Hoss

Former Library Leaders: David Harvie

Guests: Eric Wilson

Regrets: Paul Ainslie, Vickery Bowles

Absent: Feather Maracle, Kathleen Copegog, Nadine Williams, Alicia Subnaik-Kilgour, Beverley King

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

Prepared By: Diana Chiavaroli, Administrative Assistant

1. Call to Order & Roll Call

The Audit Approval Meeting was called to order at 1:32 p.m. by the Vice Chair.

2. Regrets

As noted above.

3. Approval of the Audit for the 2024 Fiscal Year

The draft audit of the 2024 Fiscal Year was presented to the board for their approval. No questions were forthcoming.

FOPL-Resolution

Moved by Catherina Moskau and seconded by David Harvie, THAT this Board approves the auditor's report for the 2024 Fiscal Year as presented. CARRIED.

4. Next Meeting

Tuesday, April 8th, 2024
Post AGM
Virtually on Zoom

5. Adjournment

Moved by Margie Singleton and seconded by Jodie Delgado THAT the meeting be adjourned.
CARRIED.

The Board meeting was called to adjourn by the Chair at 1:43 p.m.

Wayne Greco, Vice Chair

Dina Stevens, Board Secretary

Federation of Ontario Public Libraries

Meeting Date: April 8, 2025

Meeting Time: Post AGM, 10:20a.m.

Location: Virtual via Zoom

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

In Attendance: **First Nations Caucus:** Feather Maracle, Kathleen Copegog
Francophone Caucus: Catherina Moskau
Large Urban Caucus: Wayne Greco, Margie Singleton, Kathy Fisher
Small & Medium Caucus: Jodie Delgado, Beverley King, Nadine Williams
Northern Caucus: Rebecca Hunt
Rural Caucus: Susan McGibbon, Jennifer LaChappelle
Toronto Caucus: Paul Ainslie, Lisa Radha Vohra, Vickery Bowles, Jonathan Hoss
Former Library Leaders: David Harvie

Regrets: Sarah Vaisler, Alicia Subnaik Kilgour

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

Prepared By: Diana Chiavaroli, Administrative Assistant

1. Call to Order & Roll Call

The first Board meeting post Annual General Meeting was called to order at 10:20 a.m. by the Chair.

2. Regrets

As noted above.

3. Election of Members

Feather Maracle will be continuing her position on the board as First Nations Caucus Representative as her position is acclaimed.

Sarah Vaisler will be continuing her position on the board as Large Urban Caucus Representative as her position is acclaimed.

Jennifer LaChappelle will be continuing her position on the board as Rural Caucus Representative as her position is acclaimed.

Nadine Williams will be continuing her position on the board as Small Medium Caucus Representative as her position is acclaimed.

FOPL-Resolution

Moved by Beverley King and seconded by Margie Singleton, THAT this Board elects the above stated members to the board and executive. CARRIED.

4. Next Meeting

Monday June 9, 2025
10:00am
Virtual

5. Adjournment

The Board meeting was called to adjourn by the Chair at 10:27a.m.

Paul Ainslie, Board Chair

Dina Stevens, Board Secretary

Treasurer's Report

Report To: The FOPL Board
Prepared by: Dina Stevens on behalf of Catherina Moskau
Prepared on: May 27, 2025

RECOMMENDATION

THAT the FOPL Board receive this report as information for the period ending May 15, 2025.

BACKGROUND

This report covers the period January 1, 2025 to May 15, 2025 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, 2025 to May 15, 2025.
- Balance Sheet: Provides information on FOPL's full financial situation as of May 15, 2025 including accounts and investments.

Revenue to Note:

- \$277,100 in Membership Fees for 2025.
- \$3974.78 in Other Revenues (invoiced OLS for shared AMO / AMCTO tradeshow booths).

Expenditures to Note:

- \$6780.00 from Services and Consultants (Hardie and Company).
- \$4909.84 from Advertising and Promotions (SalesDynamics, CNW Group).

Total Assets at a glance, as of May 15, 2025:

- Total Cash (chequing account): \$ 233,145.42
- Total Savings: \$ 127,852.24
- Visa Holding Investment Account: \$ 10,000.53
- Total Receivable: \$ 10,125.00

FINANCIAL UPDATES

1. Only one membership is currently outstanding in Accounts Receivable. Diana is following up with the library.
2. Declined memberships for 2025: Brockville, Iroquois Falls, Kapuskasing, Trent Lakes, West Lincoln Public Libraries. Tudor and Cashel closed in early 2025.
3. New memberships for 2025: Huron County Public Libraries.
4. \$18,189.50 transferred from the general chequing to the restricted fund (savings) on May 29th. This amount reflects the standing motion to move 50% of net revenue after the audit is completed. This change will be reflected in the next treasurer's report.

Federation of Ontario Public Libraries

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Revenue				
4010 Sponsorships		0.00	0.00	
4015 Gifts & Donations	1,500.00	0.00	1,500.00	
4020 Membership Fees	267,050.00	280,000.00	-12,950.00	95.38 %
4030 Grants		0.00	0.00	
4040 Sale of Material		0.00	0.00	
4050 Other Revenues	4,527.67	0.00	4,527.67	
4051 Special Peer Comparisons Fees		0.00	0.00	
4061 Library Training & Development Fees		0.00	0.00	
4070 Interest Income	676.23	3,200.00	-2,523.77	21.13 %
Total 4000 Revenue	273,753.90	283,200.00	-9,446.10	96.66 %
Total Income	\$273,753.90	\$283,200.00	\$ -9,446.10	96.66 %
GROSS PROFIT	\$273,753.90	\$283,200.00	\$ -9,446.10	96.66 %
Expenses				
5050 Office Consultants				
5055 Executive Director	48,929.70	113,366.00	-64,436.30	43.16 %
5060 Administrative Assistant	11,460.00	31,500.00	-20,040.00	36.38 %
5065 Marketing & Social Media	2,000.00	9,000.00	-7,000.00	22.22 %
Total 5050 Office Consultants	62,389.70	153,866.00	-91,476.30	40.55 %
5100 Administrative Expenses				
5110 Admin Meeting		200.00	-200.00	
5115 Admin Travel	2,612.87	14,000.00	-11,387.13	18.66 %
5120 Admin Professional Development		0.00	0.00	
Total 5100 Administrative Expenses	2,612.87	14,200.00	-11,587.13	18.40 %
5155 Board Expenses				
5160 Board Travel	2,218.20	6,000.00	-3,781.80	36.97 %
5165 Board Meeting	642.29	2,500.00	-1,857.71	25.69 %
5170 Board Professional Development		0.00	0.00	
5175 Board Recruitment		0.00	0.00	
5180 Annual General Meeting		0.00	0.00	
5185 Legal		0.00	0.00	
5190 Board Appreciation	180.21	500.00	-319.79	36.04 %
Total 5155 Board Expenses	3,040.70	9,000.00	-5,959.30	33.79 %
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	190.70	250.00	-59.30	76.28 %
5260 Postage & Courier	553.42	1,200.00	-646.58	46.12 %
5265 Photocopying Supplies		0.00	0.00	
5270 Printing	271.16	2,000.00	-1,728.84	13.56 %
5275 Telephone	706.06	3,000.00	-2,293.94	23.54 %
5280 Telecommunication		0.00	0.00	
5285 Insurance (DS)	1,933.20	2,000.00	-66.80	96.66 %

Federation of Ontario Public Libraries

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5290 FOPL Memberships	3,150.00	3,700.00	-550.00	85.14 %
5295 Subscriptions		0.00	0.00	
Total 5250 Operational Expenses	6,804.54	12,150.00	-5,345.46	56.00 %
5300 Furniture and Equipment				
5310 Furniture		0.00	0.00	
5315 Equipment		500.00	-500.00	
5320 Information Technology Hardware		1,000.00	-1,000.00	
5325 Information Technology Software	51.97	1,200.00	-1,148.03	4.33 %
Total 5300 Furniture and Equipment	51.97	2,700.00	-2,648.03	1.92 %
5500 Finance				
5510 Bank Charges & Interest	81.60	600.00	-518.40	13.60 %
5515 Credit Card Charges		100.00	-100.00	
5520 Audit		8,200.00	-8,200.00	
5525 Services & Consultants		500.00	-500.00	
Total 5500 Finance	81.60	9,400.00	-9,318.40	0.87 %
5600 Marketing and Promotions				
5610 Conferences & Exhibitions	10,757.60	15,000.00	-4,242.40	71.72 %
5615 Advertising & Promotions	4,909.84	250.00	4,659.84	1,963.94 %
5620 Special Events		0.00	0.00	
5625 Publications & Printing	38.00	500.00	-462.00	7.60 %
5635 Presentation Supplies	789.05	500.00	289.05	157.81 %
5640 Indigenous Language Translation		3,000.00	-3,000.00	
5641 French Language Translation		1,000.00	-1,000.00	
5645 Website	262.84	2,000.00	-1,737.16	13.14 %
Total 5600 Marketing and Promotions	16,757.33	22,250.00	-5,492.67	75.31 %
5700 Programs and Projects				
5710 Contract Services	6,780.00	12,000.00	-5,220.00	56.50 %
5715 Research & Development		600.00	-600.00	
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	15,770.55	50,000.00	-34,229.45	31.54 %
5990 Write-off		0.00	0.00	
Total 5700 Programs and Projects	22,550.55	67,600.00	-45,049.45	33.36 %
5950 UNKNOWN EXPENSE		0.00	0.00	
Total Expenses	\$114,289.26	\$291,666.00	\$ -177,376.74	39.18 %
NET OPERATING INCOME	\$159,464.64	\$ -8,466.00	\$167,930.64	-1,883.59 %
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	
Total 5000 Payroll Expenses		0.00	0.00	

Federation of Ontario Public Libraries

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Other Expenses	\$0.00	\$0.00	\$0.00	0.00%
NET OTHER INCOME	\$0.00	\$0.00	\$0.00	0.00%
NET INCOME	\$159,464.64	\$ -8,466.00	\$167,930.64	-1,883.59 %

Federation of Ontario Public Libraries

Balance Sheet

As of May 15, 2025

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1010 Scotia Chequing Account	233,145.42
1011 Cash Investment Account Scotia	10,000.53
1020 Scotia Savings Account	127,852.24
Undeposited Funds	0.00
Total Cash and Cash Equivalent	\$370,998.19
Accounts Receivable (A/R)	
Accounts Receivable	10,125.00
Total Accounts Receivable (A/R)	\$10,125.00
1040 Payroll Clearing	0.00
1110 Investments	0.00
1200 Accounts Receivable - History	-487.50
1201 Accounts Receivable Adjustments	0.00
1210 Interest Receivable	0.00
1320 Prepaid Expenses - 1	2,157.83
Total Current Assets	\$382,793.52
Total Assets	\$382,793.52
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable	14,349.12
Total Accounts Payable (A/P)	\$14,349.12
Credit Card	
2021 Visa 9458	-167.36
Total Credit Card	\$ -167.36
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	0.00
Total Current Liabilities	\$21,181.50
Total Liabilities	\$21,181.50
Equity	
3500 Opening Balance	0.00
3550 Retained Earnings - Previous Year	-4,525.94
Retained Earnings	180,758.30
Profit for the year	185,379.66
Total Equity	\$361,612.02
Total Liabilities and Equity	\$382,793.52

Executive Director's Report

Report to: The FOPL Board
Prepared by: Dina Stevens, Executive Director
Prepared on: June 2, 2025

Recommendation

THAT the FOPL board receive this report as information.

Report

I'm pleased to present this update on FOPL's advocacy, stakeholder engagement, and strategic communications activities during the first half of 2025. As always, our efforts continue to reflect our commitment to building strong partnerships and advancing the priorities of Ontario's public libraries.

Provincial Advocacy & Government Relations

Throughout the first half of 2025, we maintained a strong advocacy presence with the Government of Ontario. Our efforts focused on ensuring that public libraries remain visible and relevant in ongoing provincial budget planning and policy development.

- We coordinated **11 deputations** from public library leaders across the province to the **Ministry of Finance and the Standing Committee on Finance and Economic Affairs**, concluding in early 2025. These voices were critical in shaping the narrative ahead of our **official pre-budget submission**, which highlighted key funding needs and sector challenges.
- The pre-budget submission led right into provincial election engagement as we expected the PC government to run its campaign platform on the 2025 budget. The budget release was delayed, and we focused on election engagement. In the lead-up to and following the provincial election, we launched a **comprehensive engagement strategy**, including:
 - Circulating a **party survey** on public library support and sharing the results with members.
 - Recording a **member-focused podcast** on election engagement and advocacy approaches.
 - Publishing an **Elections Toolkit** to help members take action locally.



- Supporting member outreach through **post-election congratulations letters and meeting requests** to new and re-elected MPPs.
- Coordinating a **meeting with Bonnie Crombie**, Leader of the Official Opposition, to discuss public library priorities ahead of the election for platform integration.
- Sending **congratulatory outreach and meeting requests** to Minister Cho (Tourism, Culture and Gaming), Minister Lecce (Energy), and Minister Dunlop (Education).
- A subsequent meeting with **staff at the Ministry of Energy**, introducing the public libraries file as it transitions from the Ministry of Infrastructure. The MOE now holds the broadband portfolio, which originally allocated 4.8 million to public libraries for broadband internet connectivity.

We In an effort to maintain dialogue, we have put forward a **modest, targeted funding ask (see attached)** to the Ministry of Tourism, Culture and Gaming staff—designed to keep the conversation moving while adapting to current political realities. This ask is very much a “stepping stone” on the pathway towards the ODPL, ensuring our more vulnerable members have reliable, continuous internet connectivity. As we continued to pursue a meeting with Minister Cho, it was made clear that progress on the **Ontario Digital Public Library (ODPL)** has **stalled** due to urgent Ministry focus on cultural infrastructure projects requiring immediate budget attention. This new information has led us to further engagement within the MTCG:

- Frequent check-in meetings with **Deborah Cope and Lorraine Dooley**, senior staff at the Ministry of Tourism, Culture and Gaming (MTCG).
- In May, we met with **Deputy Minister Nancy Kennedy, Minister Cho’s Chief of Staff Creed Atkinson, and Chief Policy Advisor Rebecca Langstaff**. While our sector’s value was acknowledged, DM Kennedy confirmed that consideration and investment in the ODPL has been tabled for the time being, while interest in increasing the PLOG is not within the scope of the government’s current mandate. DM Kennedy did say, however, that she would take back the connectivity ask for further consideration.

Additionally, I have initiated development of a **provincial advocacy strategy** to address **growing safety and security issues in public libraries**. This strategy will be shared with the board and members in the fall and is being designed to align with a potential **Advocacy Day at Queen’s Park in Spring 2026**.



Federal Advocacy

In response to proposed **25% tariffs on imported books, periodicals, and other library materials**, we submitted a detailed **consultation to the federal Ministry of Finance**. Our submission emphasized the risks these tariffs pose to access, literacy, and local library budgets, urging the federal government to consider sector-specific exemptions. This was done in support of our fellow advocacy partners CFLA and CULC, who submitted formal letters to the federal MOF in regard to the impact of tariffs on Canadian Libraries.

Municipal Stakeholder Engagement

Strengthening relationships with municipal stakeholders remains a key strategic priority. In 2025, FOPL has been highly active in municipal outreach through direct engagement at conferences and events:

- We hosted **tradeshow booths** at:
 - **Rural Ontario Municipal Association (ROMA) Conference** – engaging over 230 attendees.
 - **Ontario Small Urban Municipalities (OSUM) Conference** – engaging 155 municipal leaders.
 - **Association of Municipal Clerks and Treasurers of Ontario (AMCTO) Conference** – June event currently underway.
- We are **registered to attend the Association of Municipalities of Ontario (AMO) Conference** in August 2025.

In conjunction with our presence at these events, we are launching an **Intellectual Freedom Awareness Campaign** to begin in Q2. This campaign is designed to educate and engage municipal leaders around the foundational role public libraries play in upholding intellectual freedom, especially during periods of increased public scrutiny.

Additionally, I attended the **First Nations Public Library Spring Gathering (May 20–23)** and was pleased to listen and engage with our Indigenous library colleagues about shared priorities and opportunities for collaboration.

Sector Collaboration & Member Support

We also held **spring caucus meetings** with all FOPL member groups to solicit direct feedback from the field. These conversations provided valuable insight into evolving sector concerns, including operational stressors, funding sustainability, and staff safety—areas we continue to address in our advocacy.



- FOPL continues to lead on member education and sector dialogue. A key upcoming event is our **panel discussion on the Strong Mayors Powers legislation**, scheduled for **June 25**. This session will offer insight into the legislative framework, municipal impacts, and the potential role libraries may play in responding to these governance changes.
- We also submitted a **letter to the Association of Municipalities of Ontario (AMO)** proposing collaboration around Strong Mayors legislation and its impact on municipal governance and public services, including libraries. This was in addition to CELUPL's letter to AMO in support of their "Solve the Crisis" campaign.
- I am also pleased to share that our previous collaborative efforts with ServiceOntario have culminated in a pilot project being launched at the Greenstone Public Library, Longlac Branch. Key performance indicators and final evaluation will inform the way that ServiceOntario will work with public libraries to better meet the needs of Ontarians in the future.

Strategic Plan Branding Initiative

Our **strategic branding project**, developed in partnership with **Hardie and Company**, is nearing completion. This initiative will modernize and unify how we communicate the value of public libraries. The new materials—messaging, visual identity, and member tools—will be formally launched in the coming months and incorporated into our municipal conference outreach.

Kind Regards,

Dina Stevens, MLIS
Executive Director

SUPPORTING RELIABLE PUBLIC LIBRARY INTERNET ACCESS FOR SMALL, RURAL AND FIRST NATIONS COMMUNITIES

OLA / FOPL Ask

The Ontario Library Association (OLA) and the Federation of Ontario Public Libraries (FOPL) request that the Ministry of Tourism, Culture and Gaming **extend eligibility for the Internet Connectivity Grant program to all public libraries serving communities of 20,000 or less.**

Extending eligibility for this grant program to all qualifying public libraries **builds upon enhancements made in the 2024 Ontario Budget** and will ensure that Ontarians living in small, rural and First Nations communities have reliable access to the high-speed internet and digital resources they need to learn, grow and thrive.

Background – Internet Connectivity Grant program

- The Internet Connectivity Grant program is a targeted initiative of the Ministry of Tourism, Culture and Gaming that fully reimburses public libraries for the subscription costs of providing publicly accessible internet access.
- This grant program recognizes that public libraries provide critical access to reliable, publicly accessible high-speed internet for many Ontarians and are a critical part of ensuring that residents in small, rural and First Nations communities have access to online government services, skills training and career development.
- Since 2018, the Internet Connectivity Grant program has provided Ontario public libraries serving communities of 20,000 or less with more than \$3 million to ensure the communities they serve have reliable access to the internet.

Challenge – Extending Grant Eligibility to All Qualifying Public Libraries

- **The list of public libraries eligible to receive the grant has been frozen since 2018.**
- At that time, some public libraries serving communities of 20,000 or fewer did not apply to receive the grant as the physical infrastructure for reliable, high-speed internet access was not yet available in their region.
- Through the Ontario Government's historic investments in expanding broadband infrastructure to underserved regions, **most public libraries now can or will soon be able to connect to reliable, high-speed internet access.**
- **Subscription costs** – which are often significantly higher in small, rural and First Nations communities where connectivity options are limited – **are the major barrier to bringing public internet access to these communities** through the public library.
- 151 of 207 libraries serving communities of 20,000 or less received the Internet Connectivity Grant in 2024-25.

25% of public libraries serving communities of 20,000 or less do not receive the Internet Connectivity Grant.

Opportunity – Providing All Ontarians with Internet Access They Need to Learn, Grow and Thrive

- Extending eligibility for the Internet Connectivity Grant program to all public libraries serving communities of 20,000 or less is consistent with the Ontario Government's commitment to bring reliable high-speed internet to every community across the province by the end of 2025.
- The Ministry of Tourism, Culture and Gaming has recognized that public libraries are a critical access point for high-speed internet - especially in small, rural and First Nations communities where subscription costs are high and at-home access is not available or too expensive.
- Extending connectivity funding directly builds on recent investments made by the Ontario Government to support expanded availability of high-speed internet access through public libraries in small, rural and Northern communities.
 - In 2021, **the Ontario Government invested \$4.85 million to upgrade public library broadband infrastructure** in unserved and underserved communities. Through this investment, Ontario supported the installation or upgrading of broadband at 55 public libraries, with 20 sites having completed upgrades to date.
 - Through the 2024 Ontario Budget, **the Ministry of Tourism, Culture and Sport invested an additional \$122,000 through the Internet Connectivity Grant**, for a total of \$582,000 annually, to ensure that public libraries receiving connectivity funding were fully for the costs of providing publicly accessible internet access.

Estimated Cost

Based on publicly available information¹, OLA & FOPL estimate that extending eligibility for the Internet Connectivity Grant to all public libraries serving communities of 20,000 or less would **cost a maximum of approximately \$145,000 annually**.

This reflects a 25% increase over the total 2024 grant program expenditure of \$582,000, which includes the funding enhancements introduced in the 2024 Ontario Budget.

While this estimate represents a maximum cost increase, the initial cost increase is expected to be less as not all eligible public libraries will have high-speed internet installed or accessible at their location.

¹ Ontario Ministry of Tourism, Culture and Gaming, Ontario Public Library Statistics, Government of Ontario, last modified October 28, 2024, <https://www.ontario.ca/page/ontario-public-library-statistics>.

Ontario Library Association / Federation of Ontario Public Libraries

The Ontario Library Association (OLA) is the oldest continually-operating non-profit library association in Canada, with over 3,500 members comprised of library staff and supporters from public, school, academic, and special libraries.

The Federation of Ontario Public Libraries (FOPL) represents 237 public library systems in Ontario, including 39 Public Libraries on Reserves.

Together, OLA & FOPL are committed to ensuring that libraries can continue to play a critical role in the social, education, cultural and economic success of our communities and schools.

April 7, 2025

Hon. Stan Cho
Minister of Tourism, Culture and Gaming
Ministry of Tourism, Culture and Gaming
6th Floor, 438 University Ave
Toronto, ON M7A 1N3

Sent by email: Stan.Cho@ontario.ca

Dear Minister Cho,

RE: Congratulations & Meeting Request - Working Together to Strengthen Ontario's Public Libraries

On behalf of the Ontario Library Association (OLA) and the Federation of Ontario Public Libraries (FOPL), we would like to extend our sincerest congratulations on your re-appointment as the Minister of Tourism, Culture and Gaming. We look forward to continuing our constructive partnership with your Ministry in supporting the sustainable future of Ontario's public libraries. We would like to request a meeting at your earliest convenience to discuss how our sector can continue to work together with the Ministry of Tourism, Culture and Gaming to support Ontarians in communities of all sizes.

Public libraries are Ontario's farthest-reaching, most cost-effective public resource and community hubs. Millions of Ontarians rely on local libraries in their daily lives – to work, to learn, to connect to community and government services, and to find or train for a job. Public libraries are an essential part of Ontario's economic growth.

We appreciate the continued support and action of your Ministry in supporting public libraries, including the commitment to invest an additional \$1.25 million annually into First Nations Public Libraries.

We are eager to further discuss the important work that our members perform across Ontario, including high-impact opportunities to work together to ensure that Ontarians that depend on public libraries – especially those in small, rural, Northern and First Nations communities, and low-income Ontarians across the province – can access the important resources they need. We will follow-up with your office directly to coordinate.

We look forward to continuing to work together to support a strong, sustainable future for Ontario's public libraries.

Sincerely,



Michelle Arbuckle
Executive Director,
Ontario Library Association |
www.accessola.com
marbuckle@accessola.com



Dina Stevens
Executive Director,
Federation of Ontario Public Libraries |
www.fopl.ca
dinastevens@fopl.ca

Ontario Library Association / Federation of Ontario Public Libraries

The Ontario Library Association (OLA) is the oldest continually operating non-profit library association in Canada, with over 3,500 members comprised of library staff and supporters from public, school, academic, and special libraries.

The Federation of Ontario Public Libraries (FOPL) represents 237 public library systems in Ontario, including 37 Public Libraries on Reserves.

Together, OLA & FOPL are committed to ensuring that libraries can continue to play a critical role in the social, educational, cultural and economic success of our communities and schools.

April 2, 2025

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.

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 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. In our own ongoing advocacy work, we have asked the province to increase the Public Libraries Operating Grant and fund a core suite of electronic resources so that we can better support and serve the people in our communities.

We commend 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 CELUPL and its overarching organization, the Federation of Ontario Public Libraries (FOPL), can further support this important work. FOPL Executive Director Dina Stevens (dinastevens@fopl.ca) would welcome an opportunity to meet with OBCM executives to discuss how libraries can further support these efforts. We are committed partners in this endeavor.

Sincerely,



Alicia Subnaik Kilgour
askilgour@nflibrary.ca
905-356-8080 ext. 230

Chair, Chief Executives of Large Urban Public Libraries (CELUPL)
The Federation of Ontario Public Libraries

Signed on behalf of the member libraries of Chief Executives of Large Urban Public Libraries (CELUPL) as follows:

[Ajax Public Library](#)
[Barrie Public Library](#)
[Brampton Public Library](#)
[Brantford Public Library](#)
[Burlington Public Library](#)
[Cambridge Idea Exchange](#)
[Guelph Public Library](#)
[Hamilton Public Library](#)
[Kingston Frontenac Public Library](#)
[Kitchener Public Library](#)
[London Public Library](#)
[Markham Public Library](#)
[Milton Public Library](#)
[Mississauga Library System](#)
[Newmarket Public Library](#)
[Niagara Falls Public Library](#)
[Oakville Public Library](#)
[Oshawa Public Library](#)
[Ottawa Public Library](#)
[Pickering Public Library](#)
[Richmond Hill Public Library](#)
[Sault Ste. Marie Public Library](#)
[Thunder Bay Public Library](#)
[Vaughan Public Libraries](#)
[Waterloo Public Library](#)
[Whitby Public Library](#)
[Windsor Public Library](#)
[Clarington Public Library](#)

Strategic Objectives and Initiatives for 2025 - 2029

Advocacy & Influence

Positively influence legislation and government initiatives impacting Ontario Public Libraries.

1. Build relationships with provincially elected officials and staff to influence government policy and practices.
2. Inspire and mobilize the library community by working together to achieve our collective provincial goals.
3. Support First Nations libraries with national and provincial advocacy.
4. 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.
5. Support members' libraries efforts in municipal government advocacy.
6. Engage in proactive advocacy that includes educating and reaching out to municipal stakeholders to promote the value of public libraries.
7. Remain agile to enable timely response to emerging issues and opportunities.
8. Act as a conduit for government to supply information to Public Libraries.

Objective	Method	Timeline	Result
Inspire and mobilize the library community by working together to achieve our collective provincial goals.	Participate in 2025 Standing Committee of Finance and Economic Affairs and Minister of Finance budget consultations. Coordinate meetings with Library CEOs and MPPs across the province to discuss and garner support for our priorities. Post-elections MPP engagement	Q1	FOPL deputation to the Minister of Finance on November 22, 2024 for the 2025 budget cycle. Additional 11 deputations across the province by member library CEOs to both the MOF and the Standing Committee for the 2025 budget cycle. Various members sent congratulations emails, letters and meeting request post election.

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.	Submit Official 2025 Budget Request for Ontario's Public Libraries. Provincial elections engagement	Q1	Official 2025 Pre-Budget Submission to the Ministry of Finance and the Standing Committee submitted January 16, 2025. Sent out a survey to all parties regarding public library support. Share results with members. Recorded a podcast re: election engagement for members. Created the elections toolkit.
Remain agile to enable timely response to emerging issues and opportunities.	Respond to emerging advocacy issues and new trends with provincial, municipal and member engagement strategies.	Ongoing	Letter to AMO re: Strong Mayors Powers and potential collaboration. Strong Mayors Powers panel discussion for members June 25. Consultation submitted to Federal MOF re: proposed 25% tariffs on books, periodicals and other related library materials.
Build relationships with provincial elected officials and civil servants to influence government policy and practices.	Engage with cabinet members, Ministry staff, and other officials.	Ongoing	Congratulation letters post-election and meeting requests to Minister Cho (MTCG), Minister Lecce (Energy), Minister Dunlop (Education). Meeting with Bonnie Crombie to discuss public libraries priorities. Meeting with Ministry of Energy Staff to introduce the public libraries portfolio and advocacy work inherited from Min of Infrastructure.

			Meeting with MTCG Staff Deborah Cope and Lorraine Dooley. Meeting with DM Nancy Kennedy, Minister Cho Chief of Staff Creed Atkinson and Chief Policy Advisor Rebecca Langstaff.
Support members' libraries efforts in municipal government advocacy.	Available to member libraries to provide advocacy specific board orientation and training. One-on-one meetings with Library Members to provide advocacy direction.	Ongoing	Consultation with Delaware Nation CEO. Board presentation to SDG Library June 15.
Engage in proactive advocacy that includes educating and reaching out to municipal stakeholders to promote the value of public libraries.	Create targeted campaigns on trending library issues.		Intellectual freedom awareness campaign for municipal conferences starting Q2. Participate in research and information sharing on Safety and Security for public libraries.
Support First Nations libraries with national and provincial advocacy.	Understand unique FNPL issues and incorporate their needs into provincial asks and engagement.	Q2	Attended FNPL Spring Gathering, May 20-23 2025.

Marketing Public Library Value and Impact

Coordinate and assist in the implementation of strategic marketing for Ontario Public Libraries.

1. Increase member engagement by being recognized as the trusted voice for Ontario's public libraries.
2. Develop and provide research to inform marketing initiatives that also provides valuable resources for members.

3. Develop province-wide social media marketing campaign tools that promotes the value of public libraries.
4. Pursue partnerships beyond traditional library partners to bring opportunities to members and broaden the scope of public libraries.
5. Collaborate with other provincial organizations such as OLBA and OLS to create consistent promotional messaging for use by Public Libraries.
6. Communicate the unique role that FOPL plays in the library community and the value we bring to the sector.

Objective	Method	Timeline	Result
Communicate the unique role that FOPL plays in the library community and the value we bring to the sector.	Attend municipal conferences and other large scale municipal events. Value impact analysis of our social media channels, linkedin and website blog.	Q1/Q2/Q3 Q3	Tradeshow booths Rural Ontario Municipal Associations Conference (Jan – 230), Ontario Small Urban Municipalities Conference (May - 155), Association of Municipal Clerks and Treasurers of Ontario Conference (June -). Registered to attend Association of Municipalities Ontario Conference (August).
Increase member engagement by being recognized as the trusted voice for Ontario's public libraries.	Rebrand the look and feel of FOPL to reflect strategic changes in operations and advocacy. Perform a communications review which includes website redevelopment that strengthens member engagement and adds value to membership. Advocacy Champion Award	Q1/Q2 Q4 Q3	Strategic plan branding project with Hardie and Co. – possible full rebrand.

Develop and provide research to inform marketing initiatives that also provides valuable resources for members.	Provide the Data Dashboard to member libraries so they may better market their own successes and impacts. Investigate a FOPL initiated study on the economic impact of PLS.	Ongoing Q3	Research and Development WG currently migrating dashboard to Power BI and integrating new ASPL data.
Collaborate with other provincial organizations such as OLBA and OLS to create consistent promotional messaging for use by Public Libraries.	Share tradeshow booths with OLS. Quarterly meetings with OLA and OLS leaders. Bring municipal stakeholder campaigns to OBLA and partner with OLA to provide information sessions to OLBA members.	Ongoing Ongoing Q4	AMCTO and AMO shared booths with OLS. Ongoing quarterly.
Pursue partnerships beyond traditional library partners to bring opportunities to members and broaden the scope of public libraries.	Investigate a partnership with SentoLib for Ontario libraries to participate in global library data collection.	Q3	Initiated preliminary investigation – info session for members coming in June/July.

Training & Development

Provide Ontario's Public Libraries with professional training and development.

1. Coordinate training opportunities such as seminars, workshops, symposia, and webinars.
2. Collaborate in creation of library board trustee training tools.
3. Increase board engagement through education and communication.
4. Share expertise at professional conferences and events across the province.
5. Provide information sessions for members on topics related to advocacy and advancing libraries.

6. Build consensus in the Ontario Public Library community.
7. Increase awareness of grant and subsidy opportunities.
8. Provide collaboration and learning opportunities for libraries on Truth and Reconciliation and Intellectual Freedom.

Objective	Method	Timeline	Result
Coordinate training opportunities such as seminars, workshops, symposia, and webinars.	Continue to offer annual FOPL Info Series in the fall.	Q3	
Collaborate in creation of library board trustee training tools. Increase board engagement through education and communication.	Initiate a board engagement campaign to reach out directly to public library boards. Collaborate with OLS to offer advocacy workshops. Reach out to OLBA to bring intellectual freedom campaign directly to boards.	Q4 Q2 Q4	"Crafting Your Ask" w/ OLS – 42 attendees
Share expertise at professional conferences and events across the province.	OLA SuperConference Jan 2025 FNPL Spring Gathering May 2025 Library as Place Conference Jun 2025 IFLA MetLib Oct 2025	Ongoing	OLA SuperConference – booth in the tradeshow, attended multiple meetings. Spring Gathering – attended and connected with several FNPL library leaders.
Provide information sessions for members on topics related to advocacy and advancing libraries.	Develop the Annual Advocacy Forum, a one day, hands on workshop for library leaders.	Q4	

Organizational Resilience

Increase organizational resiliency.

1. Seek alternate sources of funding to ensure fiscal stability.
2. Actively engage members in working groups and advocacy campaigns.
3. More effectively and more frequently communicate with individual members and FOPL caucuses.
4. Increase involvement and contribution of FOPL Working Groups.
5. Overcome challenges of diversity and geography.
6. Develop a succession plan for Executive Director and Administrative Assistant.

Objective	Method	Timeline	Result
Seek alternate sources of funding to ensure fiscal stability.	Integrate donations on the website. Investigate “FOPL Merch” for sale through a made to order process.	Q2 Q3	Account created – currently working with tech company to get button integrated onto current website.
Actively engage members in working groups and advocacy campaigns.	Ensure meetings are scheduled and workplans are created for all ongoing working groups.	Ongoing	All WGs currently meeting and have workplans in place – Marketing and Comm currently dormant.
More effectively and more frequently communicate with individual members and FOPL caucuses.	Investigate website redevelopment project. Spring caucus meetings. Attend library related conferences and events.	Q3 Q2 Ongoing	Spring caucus meetings completed. Attended OLA SuperConference. Will attend Library as Place and IFLA MetLib 2025.
Overcome challenges of diversity and geography.	Offer hybrid options for all meetings and a fully virtual AGM.	Ongoing	Ongoing throughout the year.

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Working Group Report

Report To: The FOPL Board
Report Name: Translation Working Group
Prepared by: Catherina Rouse, Working Group Chair
Working Group: Gwen Boyd, Ontario Library Service (OLS)
France Séguin, Township of Russell Public Library
Isabelle Camiré, Township of Russell Public Library
Catherina Moskau, Clarence Rockland Public Library
Dina Stevens, ED Ex-Officio
Meeting Date(s): May 5, 2025
Location: Via Zoom

Recommendation

1. THAT the FOPL Board receive this report as information.

Background

FOPL endeavors to provide equitable access to all its services, documents, and research. As such, a need was identified to provide a translation service for items identified and requested by our members on an ad hoc basis.

Activities of the Working Group

A few translations have been done as requested.

Next Steps

We discussed the necessity to translate some rack cards, the Strategic Plan and related documents.

Chief Executives of Large Urban Public Libraries (CELUPL)

Terms of Reference

(Approved at the CELUPL Meeting on March 28, 2025.)

1. Name and Role

1.1. The name of this group shall be the Chief Executives of Large Urban Public Libraries (CELUPL).

1.2. CELUPL is a Caucus of the Federation of Ontario Public Libraries (FOPL) with a direct reporting relationship to the Federation's Board of Directors through its representatives. CELUPL acts in an advisory capacity to FOPL. CELUPL is not a separate legal entity; it operates within the governance framework of FOPL.

1.3. The role of CELUPL shall be to:

1.3.1. Operate under the auspices of FOPL in support of its strategic initiatives.

1.3.2. Act as a conduit of information from the FOPL Board to all members of the CELUPL Caucus.

1.3.3. Support FOPL initiatives including but not limited to engaging membership in FOPL for all large urban public libraries in Ontario.

1.3.4. Define and communicate the interests of large urban public libraries in Ontario to the FOPL Board. Ensure FOPL's strategic directions reflect CELUPL's interests.

1.3.5. Provide input into the development of FOPL's budget by recommending priority projects aligned with the FOPL strategic plan.

1.3.6. Initiate projects of common interest to CELUPL members in consultation with FOPL.

1.3.7. Work towards the continuous improvement of large urban public libraries.

1.3.8. Assemble and disseminate information on the administration, organization, and functions of large urban public libraries among CELUPL members.

1.3.9. Meet regularly to exchange information and discuss matters of mutual interest.

1.3.10. Create a workplan every two years which defines CELUPL's activities. The workplan should, at minimum include: information sharing areas of focus, training, and networking opportunities. Such workplan shall include any financial implications subject to FOPL Board approval.

1.3.9. Prepare responses to matters affecting large urban libraries, consistent with FOPL Board's positions.

2. Membership

2.1. Membership shall be open to any person who:

2.1.1. Is the Chief Executive Officer of an Ontario Public Library serving a population of 75,000 or greater and whose library is a current member of FOPL. Members may send delegates to meetings when the CEO is unable to attend.

3. Officers

3.1. The Officers of CELUPL shall consist of:

- Chair
- Vice-Chair
- Secretary

3.2. The Executive Director of FOPL shall serve as an ex-officio member of CELUPL.

3.3. The Chair shall appoint two members not holding an office to act with the Chair as the Nominating Task Group. The Nominating Task Group shall present nominees for each office at the first meeting of the calendar year, every two years. Additional nominations to any office may also be made from the membership during the first meeting of the calendar year, every two years. Where more than one person is nominated to any office, an election shall be held by secret ballot.

3.4. Officers shall be elected at the first meeting of the calendar year for a term of two years. Positions of resigning Officers may be filled at any regular meeting of the Caucus.

3.5. The Caucus shall elect a Chair who shall:

3.5.1. Co-ordinate and oversee the business of CELUPL.

Act as the Caucus's point of contact between the Caucus and the Federation of Ontario Public Libraries Board and/or staff.

3.5.2. Liaise with the other executives and Caucus representatives to the FOPL Board on an as-required basis.

3.5.3. Set the agenda, call two meetings per calendar year, and any such additional meetings as deemed necessary or at the request of three members of the Caucus.

3.5.4. Chair meetings or arrange for the Vice-Chair to do so in their absence. In the absence of a Chair or Vice-Chair, the Caucus shall appoint a chair.

3.5.5. Sign official correspondence.

3.5.6. Perform other tasks as agreed upon by the Caucus.

3.5.7. In collaboration with the Officers, develop the annual workplan for CELUPL member approval.

3.5.8. Present CELUPL's annual workplan to the FOPL Board.

3.6. The Caucus shall elect a Vice-Chair who shall:

3.6.1. Carry out the Chair's duties in the absence of the Chair.

3.6.2. Perform other tasks as agreed upon by the Caucus.

3.7. The Caucus shall elect a Secretary who shall:

3.7.1. Distribute notices of meetings three weeks in advance of meetings.

3.7.2. Distribute the agenda and meeting package one week in advance of meetings.

3.7.3. Keep accurate minutes of each meeting.

3.7.4. Distribute minutes to the Caucus members and to the FOPL Board and such other groups as shall be agreed to by the members as soon as possible but not later than the time of the notice of the next meeting.

3.7.5. Sign official correspondence when designated by the Chair.

3.7.6. Ensure that meeting space and catering are arranged.

3.7.7. Forward Caucus information and notices for posting on the FOPL website.

3.7.8. Perform other tasks as agreed upon by the Caucus.

3.8. CELUPL shall elect three members to represent CELUPL on the FOPL Board of Directors for a three-year term. These representatives shall:

3.8.1. Communicate information from the FOPL Board to the Caucus.

3.8.2. Seek guidance from CELUPL members on matters of collective interest to the membership.

3.8.3. Represent the opinions, concerns, and questions of CELUPL members to the FOPL Board.

3.8.4. Perform other tasks as agreed upon by FOPL.

3.8.5. Mid-term vacancies will be filled through a virtual election coordinated by FOPL.

3.9 Task Groups may be created to address specific initiatives or needs as defined in CELUPL's workplan.

3.9.1. Membership on Task Groups shall be open to all CELUPL members or designates.

3.9.2. Task Groups will report updates to CELUPL membership and bring items for approval as required at all biannual CELUPL meetings.

4. Finances

4.1. CELUPL may not collect or spend funds independently. Any financial activities must be approved by the FOPL Board and managed through FOPL's financial systems.

4.2. CELUPL may propose projects requiring funding to the FOPL Board through the annual workplan.

5. Meetings

5.1. CELUPL shall hold a minimum of two meetings per calendar year.

5.2. Meetings shall be chaired by the Chair or, in their absence, the Vice-Chair.

5.3. Meetings may be virtual or in-person.

5.4. All CELUPL members (unless they have declared a conflict of interest on a matter and are therefore ineligible to vote on that matter) shall vote on any motions. Motions shall be carried by a simple majority (more than one-half the total members present eligible to vote). Voting may occur virtually between meetings to advance work as defined by the workplan.

5.5. Quorum will be the majority of members as confirmed by the FOPL ED.

6. Amendments to the Terms of Reference

6.1. Amendments may be proposed by CELUPL or the FOPL Board.

6.2. Any amendments must be circulated to CELUPL members at least three weeks prior to the meeting where they will be discussed. Proposed changes require majority approval by the CELUPL membership and subsequent FOPL Board endorsement.

7. Dissolution

7.1. CELUPL may be dissolved upon 90 days' written notice to the FOPL Board, with all financial and administrative matters concluded under FOPL oversight.

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

Date: May 8, 2025

GST#: 879376929 RT0001

QUOTE

Federation of Ontario Public Libraries Rebranding

Usual and customary fees for research, brand positioning, logo and brand development, minor copywriting and creation of cohesive look for marketing and promotional materials, with supervision of any potential illustration and photography.

Consultation, research, meetings with Brand Committee and/or Board.

Staff and Board Engagement - deepens the Federation's ability to act strategically with its rebranding; ensures buy-in and appropriate use of new brand in promotion of the organization and its services:

- **Workshop** - Staff /Board Branding workshop - *Completed at OLA 2025*

Development of new logo / graphics / colour palette

Development of Tagline for FOPL

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 (art direction for website builder)
 - 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 4FOPL 2pg Flyer; Advocacy Priorities; ODPL; Libraries are for Everyone Postcard*)

Development of Brand Guideline - re-iteration of the strategies covered in the workshop and consultations, a reference tool to maintain consistency in FOPL's logo usage, new branded look and persona.

Subtotal \$17,000.00

MINUS Previously quoted/invoiced for Strat Plan + Collaterals.....-\$12,000.00

TOTAL - Remaining Fee for Rebrand \$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, 50% due upon completion

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).

2025 Caucus Meetings Feedback

Report To: The FOPL Board
Prepared by: Dina Stevens
Prepared on May 28, 2025

Caucus Meeting Dates and Attendance

Caucus meetings were held in March of this year to gather feedback from our members. This was following a provincial election and in anticipation of the provincial budget release at the end of April. Feedback regarding our current priorities and direction following a provincial election is critical to cement our strategic direction for priorities engagement. Though attendance was variable, we were still able to have productive conversations about proposed next steps for FOPL and current challenges our libraries currently have.

Francophone Caucus – 5 attendees

Northern Caucus - 11 attendees

Rural Caucus - 19 attendees

Small Medium Caucus - 22 attendees

Large Urban Caucus (including Toronto) – 18 attendees

Former Library Leaders Caucus – 4 attendees

First Nations Caucus – 2 and individual conversations at Spring Gathering

Feedback from Members

Each Caucus meeting opened with updates on our advocacy work and the opportunity we now have following a provincial election to set a 4-year course for our advocacy. Overall, members have been happy with our level of engagement and made many positive comments about our presence and involvement at municipal conferences, confirming the importance of FOPL's engagement and presence there.

The overwhelming majority of feedback received from members was much in line with our current priorities. Support was expressed for continuing to pursue the Ontario Digital Public Library as it was felt this was our best avenue for securing provincial support / funding. Many agreed that we should continue to ask for PLOG funding as this was of particular interest to their councils and municipal partners, acknowledging that this is a good way to garnering goodwill with municipalities, which is often just as valuable.

Northern Caucus members reported the most deputations from their city council to the MTCG in regards to enhanced provincial funding. Rural Caucus members also reported a general frustration from municipal stakeholders with the lack of provincial funding. Some raised concerns about their ability to properly access and roll out the ODPL with limited staff and resources.

Large Urban Caucus Members discussed concern over the proposed USA tariffs and their potential impact on capital projects and purchasing. Some suggested framing the PLOG and ODPL asks as a responsive measure to the tariffs. Another suggested that we could frame our asks overall as a response to current economic challenges, eg. The PLOG would provide immediate support that would go directly to communities. Responses from this caucus were divided as to whether or not a PLOG increase would be clawed back by their municipalities.

Anecdotes of Interest

- Small / Med Library member expressed that the ODPL made a “better business case” as the most beneficial to the most members.
- FNPL leaders expressed concerns about succession plans for their libraries – “when I take a vacation, the library shuts down”.
- Northern Libraries reported having to make cuts to the number of databases offered due to increasing subscription fees.
- Many members suggested that FOPL should be talking to municipal stakeholders about intellectual freedom
- Request was made for a plain language infographic on the ODPL to help explain the concept to stakeholders
- Some members suggested a completely new funding request for technology, connectivity and digital access.
- A suggestion was made for a third funding ask to support issues of safety and security in the library.

Board Recognition Certificates

Report To: The FOPL Board
Prepared by: Diana Chiavaroli
Prepared on: June 3, 2025

BACKGROUND

Each year, a recognition piece will be included at the AGM to acknowledge the contribution of every board member to our organization. Board members meeting milestones will be acknowledged and highlighted within this piece. Members will then be presented with a physical certificate at our in-person meeting at OLA SuperConference the following January.

Board members will receive recognition certificates at these intervals:

Paper - First Board Term Completed

Bronze - Second Term on the Board Completed

Silver - Third Term on the Board Completed

Gold – Fourth Term on the Board Completed

Platinum – Fifth Term on the Board Completed

When board members have resigned from the board, they will receive a final certificate of appreciation, totaling their time championing library advocacy.

RECOMMENDATION

1. THAT the FOPL board receives this report as information.