

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

FRIDAY, MAY 17, 2024 - 10:00 AM  
ANSLEY GROVE PUBLIC LIBRARY  
[JOIN VIRTUALLY VIA ZOOM](#)

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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 JANUARY 24, 2024 BOARD MEETING

DOC 2

THAT this Board approve as circulated the minutes of the FOPL Board Meeting of January 24, 2024.

6. APPROVAL OF THE MINUTES OF THE APRIL 15, 2024 AUDIT APPROVAL BOARD MEETING

DOC 3

THAT this Board approve as circulated the minutes of the Audit Approval Board Meeting of April 15, 2024.

7. APPROVAL OF THE MINUTES OF THE APRIL 26, 2024 POST AGM BOARD MEETING

DOC 4

THAT this Board approve as circulated the minutes of the Audit Approval Board Meeting of April 15, 2024.

8. 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

EXIT IN-CAMERA SESSION

9. TREASURER'S REPORT - DEFERRED

10. EXECUTIVE DIRECTOR'S REPORT

D. STEVENS

DOC 5

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

11. WORKING GROUPS AND COMMITTEES – REPORTS AND UPDATES

- |                                           |            |       |
|-------------------------------------------|------------|-------|
| a. RESEARCH AND DEVELOPMENT WORKING GROUP | D. STEVENS | DOC 6 |
|-------------------------------------------|------------|-------|

THAT this Board receive the Research and Development Working Group's report as information.

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|-----------------------------------------------------|---------------|-------|
| a. STRATEGIC PLANNING PROJECT TEAM – SURVEY RESULTS | PLANNING TEAM | DOC 7 |
| i. DRAFT STRATEGIC PLAN                             |               |       |

12. DEFERRED BUSINESS

- |                                              |                         |
|----------------------------------------------|-------------------------|
| a. CELUPL TERMS OF REFERENCE                 | LARGE URBAN CAUCUS REPS |
| b. INTELLECTUAL FREEDOM STATEMENT / ADOPTION | L. RADHA                |

13. NEW BUSINESS

- |                                                   |            |        |
|---------------------------------------------------|------------|--------|
| a. SPRING CAUCUS MEETINGS FEEDBACK                | D. STEVENS | DOC 8  |
| b. PROVINCIAL PRIORITIES                          | D. STEVENS | DOC 9  |
| c. PROPOSED RESOLUTION OF SUPPORT FOR LIBRARY CEO | D. HARVIE  | DOC 10 |
| d. ADMINISTRATIVE ASSISTANT POSITION              | D. STEVENS | DOC 11 |
| e. TRADEMARK RENEWAL                              | D. STEVENS | DOC 12 |

14. NEXT MEETING:

FRIDAY, SEPTEMBER 20, 2024  
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: January 24, 2024

Meeting Time: 6:00p.m.

Location: Hybrid, OLA SuperConference

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, Alicia Subnaik-Kilgour, Margie Singleton, Kathy Fisher

**Small & Medium Caucus:** Jodie Delgado, Matthew Corbett, Anne Smith

**Northern Caucus:** Sue Melcher

**Rural Caucus:** Susan McGibbon, Jennifer La Chapelle

**Toronto Caucus:** Paul Ainslie, Lisa Radha Vohra, Vickery Bowles

**Former Library Leaders:** None

**Guests:** None

Regrets: David Harvie, Mary Chevreau

Absent: Nadine Williams

FOPL Team: Dina Stevens, Executive Director

Prepared By: Dina Stevens, Executive Director

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### 1. Call to Order & Roll Call

The Q1 Board Meeting was called to order at 6:13 p.m. by the Chair.

### 2. Regrets

As noted above.

### 3. Approval of the Minutes of the September 8, 2023 Board Meeting

Moved by Margie Singleton and seconded by Feather Maracle, THAT this Board approves the minutes of the September 8, 2023 board meeting.

### 4. Approval of the Minutes of the December 1, 2023 Board Meeting

Moved by Alicia Subnaik-Kilgour and seconded by Wayne Greco, THAT this Board approves the minutes of the December 1, 2023 board meeting.

## **5. Approval of the Agenda.**

Moved by Catherina Moskau and seconded by Alicia Subnaik-Kilgour, THAT this Board approve as circulated, the FOPL Board Agenda of January 24, 2024. CARRIED.

## **6. Treasurer's Report**

The unaudited financial statements for the reporting period ending December 31, 2023 were presented to the board. Wayne Greco provided comments on a few items of note and a summary of the treasurer's report. Auditors for the 2023 fiscal year end have been engaged. The current Visa limit of \$10,000 is no longer sufficient to cover the needs of FOPL banking. It has been requested that we raise this limit to \$20,000 which would require a restricted fund of the same amount as per Scotiabank policy for non-profit organizations.

Moved by Wayne Greco and seconded by Lisa Radha Vohra, THAT this Board receive this report as information for the period ending December 31, 2023; and THAT this Board approve an increase to the FOPL Visa card for a \$20,000 limit. CARRIED.

## **7. Executive Director's Report**

The Executive Director has provided a summary of the report, highlighting a few key points.

Moved by Jodie Delgado and seconded by Matthew Corbett, THAT this Board receive the Executive Director's Report as information. CARRIED.

## **8. Working Group and Committees – Reports and Updates**

### **a. Research and Development Working Group**

The flyer that the working group created was presented to the board. Suggestions were made by Lisa Radha Vohra to improve engagement at tradeshow by coordinating the language on the flyer with other promotional materials. It was suggested to simplify the language that is commonly used by library professionals like "database" so that everyone can understand what we mean, such as using "research" instead.

### **b. Strategic Planning Project Team**

A survey was sent out to members and board to gather feedback to inform the strategic planning process. Survey results were distributed and discussed.

Moved by Catherina Moskau and seconded by Feather Maracle, THAT this Board receives these reports as information. CARRIED.

## **9. Deferred Business**

### **a. ONCA Compliant Bylaws**

After some research, it has been concluded that our FOPL Bylaws are in ONCA compliance and do not need to be changed.

Moved by Matthew Corbett and seconded by Kathy Fisher, THAT this Board this report as information. CARRIED.

b. CELUPL Terms of Reference

Deferred.

c. Intellectual Freedom Statement / Adoption

Deferred.

## 10. New Business

a. Targeted PC Caucus Outreach

A summary of the report was provided by the Executive Director.

Moved by Alicia Subnaik-Kilgour and seconded by Lisa Radha Vohra, THAT this Board this report as information. CARRIED.

## 11. Next Meeting

March 28, 2024  
Audit Approval Meeting  
Virtually on Zoom

Friday, April 24<sup>th</sup>, 2024  
Post AGM  
Virtually on Zoom

## 12. Adjournment

The Board meeting was called to adjourn by the Chair at 7:24p.m.

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Paul Ainslie, Board Chair

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Dina Stevens, Board Secretary

## Federation of Ontario Public Libraries

Meeting Date: April 26, 2024

Meeting Time: 3:16 p.m.

Location: Virtual via Zoom

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

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

**Francophone Caucus:** Catherina Moskau

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

**Small & Medium Caucus:** Jodie Delgado, Anne Smith

**Northern Caucus:** None

**Rural Caucus:** Susan McGibbon, Jennifer LaChappelle

**Toronto Caucus:** Paul Ainslie, Lisa Radha Vohra

**Former Library Leaders:** None

**Guests:** Eric Wilson

Regrets: Rebecca Hunt

Absent: Feather Maracle, Kathleen Copegog, Matthew Corbett, Nadine Williams, Vickery Bowles

FOPL Team: Dina Stevens, Executive Director

Prepared By: Dina Stevens, Executive Director

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### 1. Call to Order & Roll Call

The Audit Approval Meeting was called to order at 3:16 p.m. by the Chair.

### 2. Regrets

As noted above.

### 3. Approval of the Audit for the 2023 Fiscal Year

The draft audit of the 2023 Fiscal Year was presented to the board for their approval. No questions were forthcoming.

#### FOPL-Resolution

Moved by Margie Singleton and seconded by Wayne Greco, THAT this Board approves the auditor's report for the 2023 Fiscal Year.

#### **4. Next Meeting**

Friday, April 24<sup>th</sup>, 2024

Post AGM

Virtually on Zoom

#### **5. Adjournment**

The Board meeting was called to adjourn by the Chair at 3:24 p.m.

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Paul Ainslie, Board Chair

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Dina Stevens, Board Secretary

## Federation of Ontario Public Libraries

Meeting Date: April 26, 2024

Meeting Time: Post AGM, 10:42a.m.

Location: Virtual via Zoom

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

In Attendance: **First Nations Caucus:** Feather Maracle

**Francophone Caucus:** Catherina Moskau

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

**Small & Medium Caucus:** Jodie Delgado

**Northern Caucus:** Rebecca Hunt

**Rural Caucus:** Susan McGibbon, Jennifer LaChappelle

**Toronto Caucus:** Paul Ainslie, Jonathan Hoss, Lisa Radha Vohra

**Former Library Leaders:** David Harvie

Regrets: None

Absent: Vickery Bowles, Anne Smith, Kathleen Copegog, Matthew Corbett, Nadine Williams

FOPL Team: Dina Stevens, Executive Director

Prepared By: Dina Stevens, Executive Director

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### 1. Call to Order & Roll Call

The first Board meeting post Annual General Meeting was called to order at 10:42 a.m. by the Chair.

### 2. Regrets

As noted above.

### 3. Election of Members

The board welcomes new members Sarah Vaisler, CEO of Ajax Public Library as the new Large Urban Caucus Representative and Jonathan Hoss, Toronto Public Library Trustee as the new Toronto Caucus Representative.

Catherina Moskau will be continuing her position on the board as Francophone Caucus Representative as her position is acclaimed.

Paul Ainslie is elected Chair of the Board of Directors for another term. Wayne Greco is elected Vice-Chair of the Board. The position of treasurer remains temporarily vacant.

**FOPL-Resolution**

Moved by David Harvie and seconded by Sarah Vaisler, THAT this Board elects the above stated members to the board and executive. CARRIED.

**4. Next Meeting**

Friday, May 17, 2024  
10:00am  
Ansley Grove Public Library

**5. Adjournment**

The Board meeting was called to adjourn by the Chair at 10:57a.m.

**FOPL-Resolution**

Moved by Jennifer LaChappelle and seconded by Catherina Moskau, THAT this Board does now adjourn. CARRIED.

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Paul Ainslie, Board Chair

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Dina Stevens, Board Secretary

## Executive Director's Report

**Report to:** The FOPL Board  
**Prepared by:** Dina Stevens, Executive Director  
**Prepared on:** May 13, 2024

### Recommendation

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**THAT the FOPL board receive this report as information.**

### Report

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I'm sure that by now you have all heard the news of our success – a 3.75 million increase to First Nations Public Libraries over 3 years by the Ministry of Tourism, Culture and Sport! This money will support some of the most vulnerable libraries in our Province and is an excellent first step in stabilizing the 39 public libraries on reserves. This is a fantastic win for First Nations libraries and a testament that advocacy does work and we can, together, move things in the right direction. This announcement came on the heels of a \$122,000 increase to the existing Connectivity Grant, that will enable up to 155 of Ontario's more rural, northern and First Nations Public Libraries to be fully reimbursed for their connectivity costs under the Internet Connectivity Grant. This increase will provide the funding certainty these libraries need to maintain the crucial broadband lifeline for their communities. These wins were due to our collective efforts over the late fall and winter; 22 meetings during the Library Days at Queen's Park, 11 deputations to the Standing Committee on Economic Affairs and Finance, 1 presentation to the Minister of Finance and 32 meetings across the province with various PC Caucus MPPs and Ministers. This is more engagement than FOPL has ever accomplished before, and our message was heard by our provincial partners. While we are grateful for these much-needed increases to provincial funding grants, we need to leverage this engagement and continue our efforts into the next phase. I look forward to the next legislative session and what we can accomplish in the coming months.

We have also been busy reaching out to our Municipal partners. I attended the Federation of Northern Ontario Municipal Association's Conference (FONOM) in Sudbury at the beginning of May. FOPL and the Ontario Library Service came together and had a joint booth in a tradeshow, reconnecting our organizations in an outreach effort that hasn't happened since 2018. It was an excellent opportunity to showcase the way we work together to support Ontario libraries. I had the opportunity to talk to several municipal councilors, mayors, CAOs and other stakeholders about the growing need for increased operating funding from the



province and some of the more topical challenges facing our libraries. We brought with us two main campaigns, “The Value of Public Libraries” and “Libraries are for Everyone.”

We have also been in contact with two ministries other than the MTCS to bring unique opportunities to our libraries. At the end of April, we hosted an information session given by ServiceOntario through the Ministry of Public and Business Service Delivery to deliver a partnership opportunity for public libraries. This session was very well attended and we heard back from the ministry that there was an overwhelming amount of interest from public libraries. They were impressed at the volume of interest and very happy that they decided to work with us to partner with libraries to bring ServiceOntario connections to more communities. For our part, I am very pleased that we are able to make these connections and ensure libraries are at the table when these opportunities arise through our advocacy work. I have also been meeting with the Ministry of Mental Health and Addictions about a potential partnership opportunity with Youth Wellness Hubs. We will be connecting again at the end of May and hope to have a clearer idea of the type of partnership they are looking for with our members.

Caucus meetings were held during March and it was an excellent opportunity for members to provide us with feedback and direction following a successful advocacy season. Our Annual General Meeting was also well attended and the virtual format continues to provide flexibility so that more members can attend every year. I would also like to mention that we are receiving more engagement and assistance than ever before from our members with our tradeshow booths at municipal conferences.

I look forward to our board meeting and can’t wait to discuss what’s next for FOPL.

Kind Regards,

**Dina Stevens, MLIS**  
Executive Director

**Federation of Ontario Public Libraries**  
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Email: [dinastevens@fopl.ca](mailto:dinastevens@fopl.ca)

## Research and Development Working Group Report

**Report To:** FOPL Board  
**Prepared by:** Dina Stevens  
**Date:** May 10, 2024

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

**Meetings:** April 11, 2024

### Recommendation

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

### Discussion of Needs, Issues and Work Completed

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The working group met on April 11, 2024 to create a workplan for the 2024 year. The working group has committed to:

- Providing feedback to the Ministry of Tourism, Culture and Sport on the Annual Survey of Public Libraries.
- Create a time lapse of how the percentage of PLOG in a library budget has changed from 1999 to present day.
- Convert the Data Dashboard from Google Analytics to Power BI.
- Design a survey for libraries to use to reach both users and non-users.

### Next Meeting

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June 2024

# Draft Strategic Plan, 2024 - 2026

**Report To:** The FOPL Board  
**Prepared by:** Dina Stevens  
**Prepared on** May 9, 2024

## Information Finding and Preparation

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The Strategic Plan working group has met several times over the winter and spring of 2024 to discuss and prepare a draft plan for the FOPL board. The group created a survey for members to garner feedback and give direction to the strategic plan. As our mandate as an organization is very focused, the draft plan doesn't stray far from previous years. The key areas of the new strategic plan, based on feedback and current advocacy projections, is sustainability, advocacy and member engagement.

## Strategic Plan

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### Vision: One Voice for Ontario's Public Libraries

The purpose of FOPL is to strategically support and advocate, furthering Ontario public libraries and the communities they serve. In order to strengthen and improve the provision of public library service, FOPL acts cooperatively with other organizations to market public libraries' value and collaboratively, coordinate opportunities to build people capacity within Ontario's public libraries. A resilient federation will support our own research and build a sustainable public library sector.

### Strategic Objectives and Initiatives 2024-2026

#### Advocacy & Influence

*Positively influence legislation and government initiatives impacting Ontario Public Libraries, especially surrounding the global pandemic and its impact periods.*

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. 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.
4. Support members' libraries efforts in municipal government advocacy.

5. Engage in proactive advocacy that includes educating and reaching out to municipal stakeholders to promote the value of public libraries.
6. Support First Nations libraries with national and provincial advocacy.
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.

**Strategic Initiatives:**

- Participate in the education of new boards and new councils across the province.
- Partner with OLA (and involve other Ontario associations) to speak with a united voice and provide trusted resources to the library community.
- Work with our professional government relations counsel and utilize our working groups for direction and feedback.

**Marketing Public Library Value & 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.

**Strategic Initiatives:**

- Attending municipal conferences to promote the value impact of Ontario's Public Libraries on their local communities.
- Provide the Data Dashboard to member libraries so they may better market their own successes and impacts.
- Produce social media that will market FOPL as well as be in a format that member libraries can easily edit for local impact.
- Perform a communications review which includes website redevelopment that strengthens member engagement and adds value to membership.
- Rebrand the look and feel of FOPL to reflect strategic changes in operations and advocacy.

## **Training & Development**

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

Coordinate training opportunities such as seminars, workshops, symposia, and webinars.

1. Collaborate in creation of library board trustee training tools.
2. Increase board engagement through education and communication.
3. Share expertise at professional conferences and events across the province.
4. Provide information sessions for members on topics related to advocacy and advancing libraries.
5. Build consensus in the Ontario Public Library community.
6. Increase awareness of grant and subsidy opportunities.

### **Strategic Initiatives:**

- Continue to offer influence, support and training to our members.
- Offer annual information sessions and specific advocacy training opportunities.
- Partner with OLS and OLA on public library and board training sessions and materials.
- Initiate a board engagement campaign to reach out directly to public library boards.

## **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.

### **Strategic Initiatives:**

- Promote MLS/LT Student Access to FOPL resources.
- Promote the Former Library Leader Caucus.
- Continue to offer hybrid board meetings as well as virtual Caucus and Annual General Meetings so all members can participate regardless of geographic location.
- Build diverse membership in our board and working groups who will achieve objectives and initiatives of the strategic plan.
- Engage in a non-member campaign.

## 2024 Caucus Meetings Feedback

**Report To:** The FOPL Board  
**Prepared by:** Dina Stevens  
**Prepared on** May 9, 2024

### Caucus Meeting Dates and Attendance

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Caucus meetings were held in April to solicit feedback from our members following the legislative season and release of the provincial budget. 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 - 6 attendees

Rural Caucus - 16 attendees

Small Medium Caucus - 28 attendees

Large Urban Caucus (including Toronto) - 23 attendees

Former Library Leaders Caucus - 5

First Nations Caucus – forthcoming at the Spring Gathering, May 29-30

### Feedback from Members

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During our caucus meetings, I provided a brief update and overview of our advocacy efforts for the past legislative season. Overall, members were happy with the level of engagement and efforts we have made to date in pursuing our advocacy efforts. No one expressed concerns or made suggestions that we should be doing more to engage MPPs and Ministers to actively pursue our goals.

The 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, at least for the next legislative session. Members also stressed the importance of asking for a PLOG increase, many citing that this was of particular interest to their councils and municipalities.

Members of the large urban caucus in particular provided the most feedback regarding the direction of our priorities for the future. Support for continuing to advocate for an Ontario Digital Public Library was expressed by most of the caucus while also expressing that it would be in our better interest to switch to predominately focusing on the PLOG increase. When asked if they felt that a PLOG increase would result in a net zero for their

libraries, with municipalities clawing back funding, opinions were split amongst the members, with half saying it would be and half saying it would not. A member also mentioned that a PLOG increase, while not providing the most net benefit across the province, would go a long way in garnering goodwill with municipalities, which is often just as valuable.

## Anecdotes of Interest

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- A francophone caucus member reported that they have a dual reporting mechanism to their board and municipal CAO.
- A former library leader caucus member suggested that if the provincial government is not interested in funding an ODPL, we partner with national organizations such as the CFLA and CULC and go after a nationally funded Digital Public Library.
- Concerns were raised in the rural caucus meeting about the increased levels of homelessness and opioid use experienced by their libraries. Suggestions for resources were shared amongst members.
- A suggestion was made by a small medium caucus member to work more closely with the Ontario Library Boards Association so that our messaging, campaigns, and resources can be shared widely with boards directly.
- Twelve individual libraries have volunteered to assist with upcoming conferences; members are engaged with our advocacy efforts and are more involved than ever before.



## MEMO

### Ontario Library Association (OLA) / Federation of Ontario Public Libraries (FOPL)

#### Ontario Government Relations: Public Libraries Advocacy Priorities Assessment & Recommendations

May 2024

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#### PURPOSE & SUMMARY:

- Last year, Counsel Public Affairs (Counsel) prepared recommendations for OLA and FOPL regarding joint government relations priorities for the public libraries sector. These recommendations were generated in response to a joint request to analyse the existing government relations strategy, with a view to refocusing advocacy towards an increase to provincial operating funding for public libraries.
- This recommended strategy and approach, as approved by both OLA and FOPL, confirmed the following government relations priorities for the 2023-24 provincial budget cycle.
  - Maintain the public library sector's priority asks for provincial investment in an Ontario Digital Public Library (ODPL) and sustainable funding support for First Nations Public Libraries on-reserve – commencing with an immediate infusion of enhanced funding.
  - Re-emphasize the sector's desire for increased provincial operating funding to address the long-term funding freeze.
    - During the 2018-22 period, this ask had focused on maintaining existing funding, informed by the change in government and corresponding priorities, as well as COVID-19 pandemic pressures.
  - Re-characterize the request for increased funding by aligning the requested funds with targeted provincial government priorities, specifically:
    - Job training and skills development in key sectors and fields experiencing skills shortages;
    - Addressing the community impacts of mental health and addictions;
    - Services and resources to assist high-needs members of the community, specifically seniors, newcomers and working families; and
    - K-12 student success.
- In confirming the 2023-24 Ontario government relations priorities, OLA and FOPL agreed to review and assess progress at the conclusion of the 2023-24 provincial budget cycle with Counsel to determine the government relations approach for the year ahead.

#### CONTEXT – UPDATE:

- Over the past year, OLA, FOPL and Counsel have collectively undertaken significant government relations efforts in support of the identified public library sector priorities. These included:
  - Development of an updated narrative and key messages for incorporation updated briefing materials and pre-budget submission;
  - Participation in consultation with MTCS officials seeking to review and better understand the identified sector priorities;
  - Ongoing, regular engagement and dialogue with the MTCS Minister's Office;
  - Meeting with MTCS Minister Neil Lumsden and participation in the launch of Ontario Public Library Week in October 2023;

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- Planning, coordination and execution of Library Days at Queen's Park in November 2023, a two-day advocacy event at the Ontario Legislature attended by representatives of OLA & FOPL from across Ontario;
- Took part in the 2024 Ontario Pre-Budget Consultations organized by both the Ministry of Finance and the Standing Committee on Finance & Economic Affairs, including the preparation and submission of an updated joint pre-budget submission; and
- Direct engagement by public library leaders with local MPPs, including focused targeting of members of the government caucus.
- These efforts were enhanced by the active and engaged participation of public library sector leaders from across Ontario, particularly public library CEOs and public library board leadership.
  - Both groups were pivotal to extend the reach and impact of the sector's government relations efforts by providing a critical local perspective for elected officials from across Ontario, particularly within the targeted government caucus ranks.
- As a result, OLA & FOPL were able to collectively achieve notable milestones in the sector's engagement with key decision-makers and staff, including:
  - 21 meetings with targeted MPPs and staff from all parties during Library Days at Queen's Park;
  - 12 pre-budget consultation deputations in communities across Ontario – a 50% increase in these by-invitation opportunities over the prior record;
  - Upwards of 32 meetings with targeted members of the government (PC Party) caucus, including 12 cabinet ministers, between January – March 2024.

### ASSESSMENT OF IMPACT ON PRIORITIES:

- As a result of these collective government relations efforts, OLA and FOPL were able to make partial – albeit significant – progress towards its public library sector advocacy priorities.
- **The initial component of one priority – securing enhanced provincial funding for First Nations Public Libraries on-reserve – was largely achieved.**
  - As part of the 2024-25 Ontario Budget, MTCS committed **an additional \$1.25 million annually over 3 years – for a total of \$3.75 million** – to support First Nations Public Libraries. The funding is to be directed to both the First Nations Salary Supplement and the PLOG allocation received by these public libraries.
  - While moderately lower than the annual amount recommended by OLA & FOPL (\$2 million), it is nevertheless a significant infusion of immediate funding to help stabilize these public libraries and support those essential staff who lead and maintain them. This was also achieved during a very challenging fiscal window, during which the government faced an unbudgeted deficit of over \$9 billion and relatively few new fiscal commitments were made.
  - The 3-year funding window is characteristic of provincial government funding commitments over the past decade, which usually avoid upfront commitments to ongoing operating funding. However, many such increases become the future baseline.
  - Further engagement will be required to maintain this funding going forward, as well as to undertake important work towards a model of long-term, sustainable support for First Nations Public Libraries on-reserve.
- Despite substantial interest and engagement, the provincial government did not move forward with the other two identified priorities at this time: the Ontario Digital Public Library or increased provincial operating funding.
  - Further assessment and considerations informing future advocacy will be covered in the next section.
- Additionally, effective engagement and relationship-building with the Minister of Tourism, Culture and Sport and the Minister's Office were instrumental in achieving an additional supplementary investment for public libraries not included in the sector priorities.
  - **Increasing the annual connectivity funding allocation for public libraries serving communities of less than 20,000 by a further \$122,000 for 2024-25**

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(for a total of \$582,000) to close the funding gap for over 150 public libraries eligible for provincial funding support for broadband subscription costs.

### CONSIDERATIONS FOR 2024-25 PUBLIC LIBRARY SECTOR PRIORITIES:

- In evaluating the status of OLA & FOPL's joint advocacy efforts on public library sector priorities, as well as how this informs Counsel's recommendations for the year ahead, there are several important considerations.
  - *Relationship-building*
    - Over the past year, OLA & FOPL's joint government relations efforts have made significant inroads in building a strong relationship with the Minister of Tourism, Culture and Sport and the Minister's Office in building support for the sector's priorities and principles.
    - Similarly, member outreach has substantially enhanced the sector's breadth of relationships across the government caucus in terms of both awareness of and support for the ODPL.
    - The strengthening of these relationships, while not determinative, is nevertheless an important component for future advocacy success.
    - Political relationships are often transitory, affected by changes in staffing, Cabinet assignments, elections and changing priorities. It is advisable to reinforce efforts where there is strong alignment between advocacy priorities and support from decision-makers.
  - *Building upon success*
    - OLA and FOPL's advocacy efforts over the past year emphasized alignment between sector priorities and those of the provincial government, particularly in support of smaller communities and underserved populations.
    - On issues related to broadband access and use, feedback from government caucus representatives and staff increasingly reflects the sector's key messages.
    - Targeted support for public libraries continues to be well-aligned to several government priorities. Based on key conversations, there is a growing perception of the ODPL as the natural extension of recent funding enhancements made by this government in related areas: public library broadband expansion/enhancement and increased connectivity funding.
    - It is our impression that there remains strong support for the ODPL among the Minister, Minister's Office and officials at MTCS, as well as across the government caucus, and that support increased over the course of the advocacy year.
    - Likewise, the recent investment in First Nations Public Libraries on reserve creates a logical opportunity to move forward on the subsequent aspects of that priority, namely the development of a sustainable funding model, which will require significant preparatory work and consultation with First Nations library leaders.
  - *Political cycle*
    - The next Ontario general election is scheduled for June 2026, approximately two years from now.
    - This means that the forthcoming 2025-26 Ontario Budget next spring will be the second last budget of the current government's mandate, and the last that can be expected to emphasize "business of government" issues. Thereafter, the government and opposition parties will begin focusing on platforms and ballot issues ahead of the 2026 election.
    - As such, the political environment is one where the government is likely more disposed to act on "asks" that are targeted and familiar (ODPL) and perceived to be building on previous government actions and investments.
    - Conversely, OLA and FOPL have previously experienced success in generating support for broad-based provincial funding "asks" (operating funding) in the pre-election environment when the parties are seeking to appeal to voters. Maintaining effective advocacy in advance of that period is important to create the conditions for potential success going forward.

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- The current environment therefore represents a transitional point for the sector's advocacy priorities, with the ODPL in a potentially more challenging environment in the immediate term after this coming year, while the opportunity for securing increased operating funding somewhat improves.
- *Emerging issues: amalgamation and neutrality*
  - Regarding public libraries, we anticipate that additional emerging issues will see greater scrutiny from elected officials and decision-makers over the coming year.
  - This includes ongoing deliberations about municipal amalgamation, as well as growing friction over the issue of information and library neutrality within the current social and political environment.
  - While neither of these issues are recommended to as advocacy priorities for the public library sector, they will impact the environment within which the sector's priorities are being advocated for and how they are perceived.
  - It will be important to ensure that OLA & FOPL's joint positions and messaging on these issues are aligned and reflective of the ongoing government relations efforts targeting the PC Party-led government.
  - Consistent, well-positioned "asks" are also at an advantage, as advancing new/additional priorities while managing emerging issues defensively creates additional challenge.
- *Municipal considerations*
  - OLA and FOPL have undertaken informal consultation with leadership and members on the potential impact of increased provincial operating funding on municipal public library funding.
  - Based on feedback received thus far, the assessment is mixed. Approximately half indicate that any enhanced provincial operating funding will generate corresponding, municipally led efforts to reduce operating funding support, resulting in not net increase.
  - In anticipation of this, the updated provincial operating funding recommendation was refined as time-limited, targeted funding, in part as a response to managing municipal perceptions of any infusion of provincial funds.
  - As provincial government advocacy efforts proceed, it will be important to further consider how best to advise and support members facing potential municipal funding impacts.

## RECOMMENDED 2024-25 GOVERNMENT RELATIONS PRIORITIES

- Based on the context and considerations outlined above, as well as preliminary discussions with board leadership and staff of both OLA and FOPL, Counsel recommends the following government relations priorities and positioning for the coming year, leading up to the 2025 Ontario Budget:
  - Improve access to digital resources across Ontario's public libraries through a provincially funded ODPL (\$10 - \$20 million annually / \$15 million proposed);
  - Increase provincial operating funding for Ontario's public libraries to address critical shared priorities and community needs, as targeted in the 2024 Pre-Budget submission. (\$25 million / annually); and
  - Building upon the enhanced funding committed in the 2024 Ontario Budget, develop a sustainable funding model for public libraries on reserve to ensure that these important local hubs are fully funded and viable. (N/A currently)
- None of the priorities will be assigned a specific ranking, reflecting the shared position of both OLA & FOPL that all three are significant to Ontario's public library sector.
- Functionally, the joint government relations efforts will – while remaining flexible to respond to emerging opportunities or challenges – pursue the following strategic approach:
  - Strong emphasis on the ODPL as an immediate priority for the advocacy year, seeking to build upon progress made in the past budget cycle and significant indications of government caucus support prior to the 2024 Ontario Budget;

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- Further awareness-building and advocacy on the need for increased provincial operating funding, setting the stage for this priority to assume a primary focus in the pre-election environment next year;
- Press MTCS to recognize its recent investment in First Nations Public Libraries on-reserve as a necessary, initial step towards an ongoing effort toward long-term sustainability that will require a multi-year effort in conjunction with First Nations library leaders.
- These priorities will continue to be accompanied by a recommendation on protecting funding for Ontario's school libraries and library staff. This will be updated and modified based on substantial changes recently enacted under the Ministry of Education's Core Funding Model, and subject to change as this active issue progresses.

### NEXT STEPS:

- OLA & FOPL boards to review and approve the recommended approach set out in this memo, pending any agreed upon modifications.
- Counsel to develop a proposed action plan to engage with the Ontario Government and MPPs on the updated public library sector priorities for the 2024-25 advocacy year.
- Counsel will update briefing materials and key messages outlining the updated joint OLA & FOPL advocacy priorities for the public library sector, for use in ongoing government relations activities.
- Ongoing advocacy will resume immediately, with substantial member-focused activities anticipated to begin in September.
  - This may include a recommendation for targeted public opinion polling to test key messages and assumptions and thereby refine the pitch to government.

## Proposed Motion of Support

**Report To:** The FOPL Board  
**Prepared by:** Dina Stevens, on behalf of David Harvie  
**Prepared on** May 9, 2024

### **Motion of Support for Niagara-On-The-Lake Public Library CEO**

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David Harvie requests the following motion put forward to the FOPL board for consideration:

Whereas the Niagara-On-The-Lake Public Library Board has fired their CEO for defending viewpoint diversity as necessary to the freedom to read;

Whereas the NOTLPL Board Collection Development Policy, which is modelled on the Ontario Library Service sample policies, calls for a wide variety of viewpoints, even those that are unpopular or offensive;

And whereas the NOTLPL Board has thus failed to defend in its community the principles of Intellectual Freedom called for by its own policies;

Therefore let it be resolved that:

The Federation of Ontario Public Libraries censures the Niagara-On-The-Lake Public Library Board,

and

that the Niagara-On-the-Lake Public Library Board be suspended from the membership of the Federation of Ontario Public Libraries until the current Board resigns or a new Board is appointed.

# Administrative Assistant Position – Proposed Hourly Contract Increase

**Report To:** The FOPL Board  
**Prepared by:** Dina Stevens  
**Prepared on** May 13, 2024

## Current Position

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The current Administrative Assistant contract position was created in 2021 after deciding to move from having staff on payroll to utilizing contractors. It was also during a time when it was in our best interest to pair down the position as FOPL was in a time of uncertainty following the pandemic.

The current budget for the position is \$23,400 annually. The current job description, found on page 2, states 10-15 working hours per week.

## Proposed Increase

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A revised job description (on page 4) would create more stability for this position and support the capacity FOPL has built over the past 3 years. The new job description stipulates that the contractor would need to work 75% of their working hours between Monday to Friday, 9am to 5pm. It also increased the weekly hours worked to 21 hours, making this a part-time position.

These changes would increase the annual budget for this position to \$31,500 (+\$8100). The position would remain hybrid with the condition of in-person Board meetings and with the Executive Director.

**JOB TITLE:** ADMINISTRATIVE ASSISTANT  
**REPORTS TO:** EXECUTIVE DIRECTOR  
**DURATION:** OPEN CONTRACT

## **SUMMARY**

The Federation of Ontario Public Libraries (FOPL) represents Ontario's over 400 public library systems exceeding 1,000 branches in virtually every Ontario community. We are a not-for-profit member organization which was launched in 2005 to provide a unified voice to advocate for the public libraries in Ontario.

The Administrative Assistant is responsible for office administration for the Federation of Ontario Public Libraries (FOPL). This includes accurately maintaining of financial, membership and corporate records and effectively coordinating all FOPL meetings. The Administrative Assistant will collaboratively liaise with external partners and members of FOPL while promptly maintaining and update all content on the FOPL website to ensure a dynamic and valuable resource for members.

## **PRIMARY RESPONSIBILITIES**

1. Accurately maintains all financial records of FOPL including: bookkeeping such as accounts payable, accounts receivable and expense tracking; maintaining budgets, financial reporting and creating invoices. Communicates with contracted accountant during annual audits and throughout the year as required.
2. Competently manages membership records and fees; liaises with members regarding their accounts, maintains membership lists and information, updates the website for member access.
3. Effectively coordinates meetings of the FOPL Board, committees and working both virtual and in-person and acts as recording secretary. Prepares reports and documentation for Board, committees and working group meetings and distributes correspondence accordingly. Attends board meetings (both remote and in-person), the Annual General Meeting and takes meeting minutes.
4. Promptly maintains and updates the information on the FOPL website including uploading documents from board meetings and working groups, ensuring a dynamic and valuable resource for members.
5. Efficiently manages corporate records, including those confidential in nature. Updates Board profiles and maintains up to date records.
6. Actively Maintains thorough knowledge of all internal bylaws and policies to ensure accurate financial and organizational governance. Enthusiastically Responds to general inquiries from the Board and members. Maintains the company profile with legal entities such as Service Ontario and Revenue Canada.
7. Collaboratively liaises with external partners and maintains the company profile with legal entities such as Service Ontario and Revenue Canada.
8. Performs other duties as assigned.

## **QUALIFICATIONS AND EXPERIENCE REQUIRED**

The preferred minimum qualifications and experience are as follows:

- College diploma or equivalent in Business Administration, Office Administration, bookkeeping or other relevant subject area

- Minimum of two years administrative office assistance with similar responsibilities.
- Experience with professional small business accounting software (e.g. Sage Premium/Quantum, Quickbooks)
- Advanced level of proficiency in MS Office, including Microsoft Word, Excel, experience with Microsoft Office 365 is an asset
- Records management expertise
- Ability to work within a remote or hybrid office environment
- Experience with website software (eg. Wordpress) for the purposes of editing content
- Self-motivated, enthusiastic, and efficient
- Excellent interpersonal, communication, and organization skills
- Ability to use discretion when handling confidential information

**APPOINTMENT DETAILS:**

- **Status:** Contract (with renewal), 10-15 h/week on average with occasional additional hours depending on workflow
- **Remuneration:** \$30/h
- **Location:** Remote and Toronto for meetings

**HOW TO APPLY:**

Résumés and related documents must be received in electronic format and addressed to:

Dina Stevens, Executive Officer  
Federation of Ontario Public Libraries  
[admin@fopl.ca](mailto:admin@fopl.ca)

**JOB TITLE:** ADMINISTRATIVE ASSISTANT  
**REPORTS TO:** EXECUTIVE DIRECTOR  
**DURATION:** OPEN CONTRACT

## **SUMMARY**

The Federation of Ontario Public Libraries (FOPL) represents Ontario's over 400 public library systems exceeding 1,000 branches in virtually every Ontario community. We are a not-for-profit member organization which was launched in 2005 to provide a unified voice to advocate for the public libraries in Ontario.

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- Records management expertise
- Ability to work within a remote or hybrid office environment
- Experience with website software (eg. Wordpress) for the purposes of editing content
- Self-motivated, enthusiastic, and efficient
- Excellent interpersonal, communication, and organization skills
- Ability to use discretion when handling confidential information

**APPOINTMENT DETAILS:**

- **Status:** Contract (with renewal), 21h/week with occasional additional hours depending on workflow, 75% of working hours must be within Mon-Friday, 9-5am
- **Remuneration:** \$30/h
- **Location:** Remote and Greater Toronto Area for meetings

**HOW TO APPLY:**

Résumés and related documents must be received in electronic format and addressed to:

Dina Stevens, Executive Officer  
Federation of Ontario Public Libraries  
[admin@fopl.ca](mailto:admin@fopl.ca)



Vera Ribeiro  
199 Bay Street, Suite 4000  
Commerce Court West  
Toronto Ontario  
M5L 1A9  
Canada

|                                               |                 |
|-----------------------------------------------|-----------------|
| Date                                          | 14 mai/May 2024 |
| Votre référence - Your reference              |                 |
| Numéro de dossier - File number               | 1370119         |
| Numéro d'enregistrement - Registration Number | TMA739,297      |

Propriétaire - Owner  
Federation of Ontario Public Libraries



Marque de commerce - Trademark  
Federation of Ontario Public Libraries & design

## ACCUSÉ DE RÉCEPTION DU RENOUVELLEMENT DE L'ENREGISTREMENT D'UNE MARQUE DE COMMERCE

## TRADEMARK REGISTRATION RENEWAL ACKNOWLEDGEMENT

Nous accusons réception du paiement du droit prescrit pour le renouvellement du présent enregistrement de marque de commerce.

Receipt of the renewal fee for this trademark registration is acknowledged.

Étant donné que la date de prise d'effet du renouvellement du présent enregistrement de marque de commerce est le 01 mai 2024, et que cette date est postérieure à l'entrée en vigueur de la *Loi sur les marques de commerce* dans sa version modifiée, la période pendant laquelle l'enregistrement figurera au registre est de 10 ans.

As the effective date of renewal for this trademark registration is May 01, 2024, which falls after the coming into force of the amended *Trademarks Act*, the registration period is 10 years.

Veuillez également prendre note que le droit de renouvellement pourrait faire l'objet d'un rajustement; vous serez informé du montant de ce rajustement à une date ultérieure.

Please also note that an adjustment to the renewal fee may be required and will be communicated at a later date.

Registraire des marques de commerce  
Registrar of Trademarks

Contact: Section des cessions et renouvellements /  
Assignment and Renewal Section  
819-997-2590



# Marque de commerce

CERTIFICAT DE RENOUVELLEMENT

# Trademark

CERTIFICATE OF RENEWAL

LMC  
TMA

739,297

**Numéro d'enregistrement**  
**Registration number**

Numéro de la demande / Application number  
1370119

Date d'enregistrement / Registration date  
01 mai/May 2009

Date d'émission / Date of issuance  
14 mai/May 2024

Date de prise d'effet du renouvellement /  
Effective date of renewal  
01 mai/May 2024

*La présente certifie que l'enregistrement de  
cette marque de commerce est renouvelé  
pour une période de 10 ans, conformément  
à l'article 46 de la Loi sur les marques de  
commerce.*

*This is to certify that this trademark  
registration is renewed for a period of 10  
years, in accordance with section 46  
of the Trademarks Act.*



  
Registraire des marques de commerce  
Registrar of Trademarks

Canada 

**APPL'N/DEM. NO**                      **1 370 119**                      **REGISTRATION/ENREGISTREMENT NO TMA739,297**

**FILING DATE/DATE DE PRODUCTION:**  
**REGISTRATION DATE/DATE D'ENREGISTREMENT:**  
**RENEWAL DATE/DATE DE RENOUVELLEMENT:**

**31 oct/Oct 2007**  
**01 mai/May 2009**  
**01 mai/May 2024**

**REGISTRANT/PROPRIÉTAIRE ORIGINAL:**

Federation of Ontario Public Libraries  
c/o North York Central Library  
5120 Yonge Street  
Toronto  
ONTARIO  
M2N 5N9

**AGENT:**

BLAKE, CASSELS & GRAYDON LLP  
INTELLECTUAL PROPERTY GROUP  
SUITE 4000, COMMERCE COURT WEST  
199 BAY STREET  
TORONTO  
ONTARIO M5L 1A9

**TRADEMARK DETAILS/DÉTAILS DE LA MARQUE DE COMMERCE**

**TRADEMARK TYPE/TYPE DE MARQUE DE COMMERCE**

Design

**VISUAL REPRESENTATION/REPRÉSENTATION VISUELLE**



**DESCRIPTIVE REFERENCE/RÉFÉRENCE DESCRIPTIVE**

Federation of Ontario Public Libraries & design

**APPL'N/DEM. NO            1 370 119        REGISTRATION/ENREGISTREMENT NO TMA739,297**

**SERVICES:**

Marketing and promotion of the services provided by public libraries in Ontario; providing consortia purchasing and enhanced services to member libraries.

**CLAIMS/REVENICATIONS:**

Used in CANADA since January 01, 2007 on services.



Vera Ribeiro  
199 Bay Street, Suite 4000  
Commerce Court West  
Toronto Ontario  
M5L 1A9  
Canada

|                                               |                 |
|-----------------------------------------------|-----------------|
| Date                                          | 14 mai/May 2024 |
| Votre référence - Your reference              |                 |
| Numéro de dossier - File number               | 1370120         |
| Numéro d'enregistrement - Registration Number | TMA739,296      |

Propriétaire - Owner  
Federation of Ontario Public Libraries



Marque de commerce - Trademark  
La Federation des Bibliotheques de L'Ontario & design

## ACCUSÉ DE RÉCEPTION DU RENOUVELLEMENT DE L'ENREGISTREMENT D'UNE MARQUE DE COMMERCE

## TRADEMARK REGISTRATION RENEWAL ACKNOWLEDGEMENT

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Registraire des marques de commerce  
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Contact: Section des cessions et renouvellements /  
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# Marque de commerce

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# Trademark

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LMC  
TMA

739,296

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**Registration number**

Numéro de la demande / Application number  
1370120

Date d'enregistrement / Registration date  
01 mai/May 2009

Date d'émission / Date of issuance  
14 mai/May 2024

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Registraire des marques de commerce  
Registrar of Trademarks

Canada 

**APPL'N/DEM. NO**                      **1 370 120**                      **REGISTRATION/ENREGISTREMENT NO TMA739,296**

**FILING DATE/DATE DE PRODUCTION:**  
**REGISTRATION DATE/DATE D'ENREGISTREMENT:**  
**RENEWAL DATE/DATE DE RENOUVELLEMENT:**

**31 oct/Oct 2007**  
**01 mai/May 2009**  
**01 mai/May 2024**

**REGISTRANT/PROPRIÉTAIRE ORIGINAL:**

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**AGENT:**

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**TRADEMARK TYPE/TYPE DE MARQUE DE COMMERCE**

Design

**VISUAL REPRESENTATION/REPRÉSENTATION VISUELLE**



**DESCRIPTIVE REFERENCE/RÉFÉRENCE DESCRIPTIVE**

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