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:: ontario library association

Welcome 2021

OLA Board,
Council,
Committee
Members

WARM UP QUIZ – ABOUT OLA

We have gifts! Please put your **first and last name** and your **email address** in the chat if you answer correctly. The Library Marketplace will send you a gift.

Name two organizations that OLA is a member of or partners with on occasion:

CFLA-FCAB (member), Federation of Ontario Public Libraries, Ontario Library Services-North, Southern Ontario Library Service, First Book Canada, People for Education, TVO, TFO, Ex-Libris Association, The Book and Periodical Council (member), The Partnership, Toronto International Festival of Authors, ORION, CLEO

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WARM UP QUIZ – ABOUT OLA

Is OLA a non-profit organization or a charity?

Both.

Can OLA be involved in advocacy and political activity?

A charity may not take part in an illegal activity or a partisan political activity. A partisan political activity is one that involves direct or indirect support of, or opposition to, any political party or candidate for public office. A charity may take part in political activities if they are non-partisan and connected and subordinate to the charity's purposes. (CRA)

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WARM UP QUIZ – ABOUT OLA

Name two mini-conferences/events that OLA hosts.

OLITA's Digital Odyssey

OLA's Annual Institute on the Library As Place

OPLA's RA in a Day

OPLA's Child and Youth Expo

OLA's Copyright Symposium

OCULA's Spring Conference/Fall Conference

OLA Forest of Reading Festivals

Marketing Think Tank

What does The Partnership do?

The Partnership is an informal (not incorporated) network of provincial and territorial library associations that meet twice a year to monitor and develop programs and service deployed to their respective members: EI, Partnership Journal, Continuing Education Certificate, Job Board, member perks and merchandise.

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WHO WE ARE

Founded in 1900, the **Ontario Library Association (OLA)** is the oldest continually operating non-profit charity library association in Canada.

With more than 5,000 members, the OLA is the largest library association in the country. We provide the chance for library staff and supporters to share experience and expertise while creating innovative solutions in a constant changing environment. We offer opportunities for learning, networking, recognizing, influencing and celebrating within the library world.

WHAT WE DO

- Leadership, governance and networking: OLA Board, Divisional Councils, Committees
- Professional development (events, webinars, #OnLibChats)
- Government Relations and Advocacy – primarily at the provincial level.
- Partnership development to advance the library sector.
- Reading engagement and literacy promotion.
- The Library Marketplace – sales of library related books and merchandize.
- Fund development to support OLA and related causes.

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MISSION, VISION & VALUES

Our Mission

We empower our members in the library and information services to build informed, participatory, and inclusive communities through:

- **R**esearch
- **E**ducation
- **A**dvocacy
- **P**artnerships

Our Vision

OLA is leading and inspiring the growth and innovation of the library and information services sector.

Our Values

- Responsiveness and Awareness
- Intellectual Freedom
- Diversity
- Literacy and Lifelong Learning
- Innovation
- Accountability

See more about our values [online](#)

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OLA Board of Directors

Shelagh Paterson
Executive Director

Stephanie Pimentel
Director, Operations

Meghan Buck
OLA Accountant

Divya Annamreddy
Operations Coordinator
(part-time)

Stephanie Buosi
Store Manager (part-time)

Praan Misir
Project Officer

Robert Nishimura
Manager Technology

Justin Aprile
External IT Support

Michelle Arbuckle
Director, Member Engagement
and Education

Destiny Laldeo
Training and Education
Specialist

Esteban Dorado-
Troughton
Member Relations
Coordinator

Melissa Macks
Member Engagement
Officer

Meredith Tutching
Director, Forest of Reading

Lauren Hummel
Manager, Communications &
Marketing

Meagan Anderi
Marketing & Administrative
Coordinator

Sarah Roberts
Advocacy and
Research Officer

Jefferson Gilbert
Super Conference
Production

Gap Point Reach Inc.
Exhibit sales
Ad sales
Sponsorship
Association
membership
YIP

Jennifer Marriott

Executive Director

Operations Lead

Department Leads

Administrative Staff

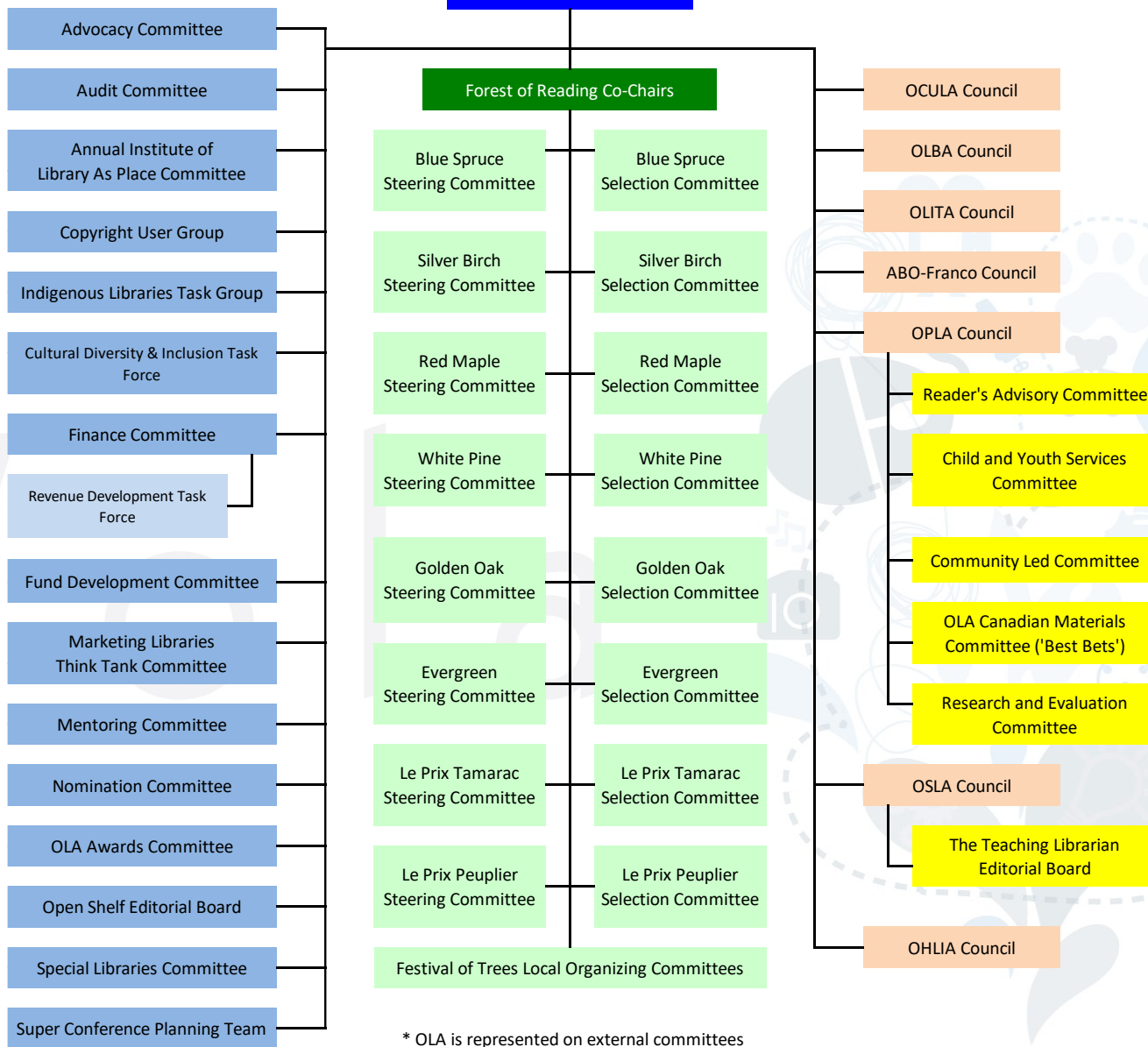
External Staff

[View Our Team](#)

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OLA Board of Directors



* OLA is represented on external committees

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WELCOME OLA BOARD MEMBERS

Executive Board

- OLA President
- OLA Vice President
- OLA Past President
- OLA Treasurer
- Executive Director (ex officio, secretary)

Board Members

- Presidents/ Vice Presidents of each Divisional Council

View a current list of OLA's Board of Directors [online](#)

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THE ROLE OF THE BOARD:

True or False?

The OLA staff report to the OLA Board.

False – the staff report to the executive director and the executive director reports to the board.

The Executive Director votes on all motions at board meetings.

False – the Executive Director may provide context and information upon request but is not included in voting on the business of the OLA Board.

You as a board member disagree with a board decision and it is fine to publicly state so.

False – lively debate is welcome at the board table. Once the decision is made, it is the decision of the board by majority vote.

The members of the board could be sued if OLA is faced with legal action.

True – as a board member you are liable for OLA's legal obligation. OLA has Directors Liability Insurance. The ED will report on any risk factors that have urgency when they arise. Other issues are reported as part of the board package.

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THE ROLE OF THE BOARD

Four key areas:

1. Leadership
2. Stewardship
3. Monitoring (for example, monitoring the progress of the strategic plan)
4. Reporting

Board: What is to be achieved? For whom and at what cost?

Management: How will it be achieved?

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ROLES & RESPONSIBILITIES

Board has a legal and fiduciary duty

Fiduciary duty requires Board Members to stay objective, unselfish, responsible, honest, trustworthy, and efficient. Board Members, as stewards of public trust, must always act for the good of the Association, rather than for the benefit of themselves. They need to exercise reasonable care in all decision making, without placing the Association under unnecessary risk.

Governance structures

Should clearly define roles and accountabilities.

Accountable

Only one staff member appointed by and directly accountable to the Board—The CEO/ED.

Relationship

ED/Board relationship.

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DIVISIONS

1. L'Association des bibliotheques de L'Ontario-Franco ([ABO-Franco](#))
2. Ontario College and University Library Association ([OCULA](#))
3. Ontario Library Boards' Association ([OLBA](#))
4. Ontario Library and Information Technology Association ([OLITA](#))
5. Ontario Public Library Association ([OPLA](#))
6. Ontario School Library Association ([OSLA](#))
7. **NEW!** Ontario Health Library and Information Association ([OHLIA](#))

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TOOLS

By-Laws: Rules that the association and its members must follow. Sets the outline for governance and scope of board's authorities. i.e., definition of a member, how a division gets created, what powers the OLA board does and does not have.

Policies: Define a course of action or process. i.e., OLA Finance policy, Anti-Spam policy, etc.

- OLA also has Finance, Human Resources Policies & Procedures.

Position Statements: i.e., intellectual rights, teen rights, etc.

Board and Council Roles: Roles, responsibilities & logistics

Rules of Order: Procedures on running an effective meeting

Committee Terms of Reference: Audit and Finance Committee

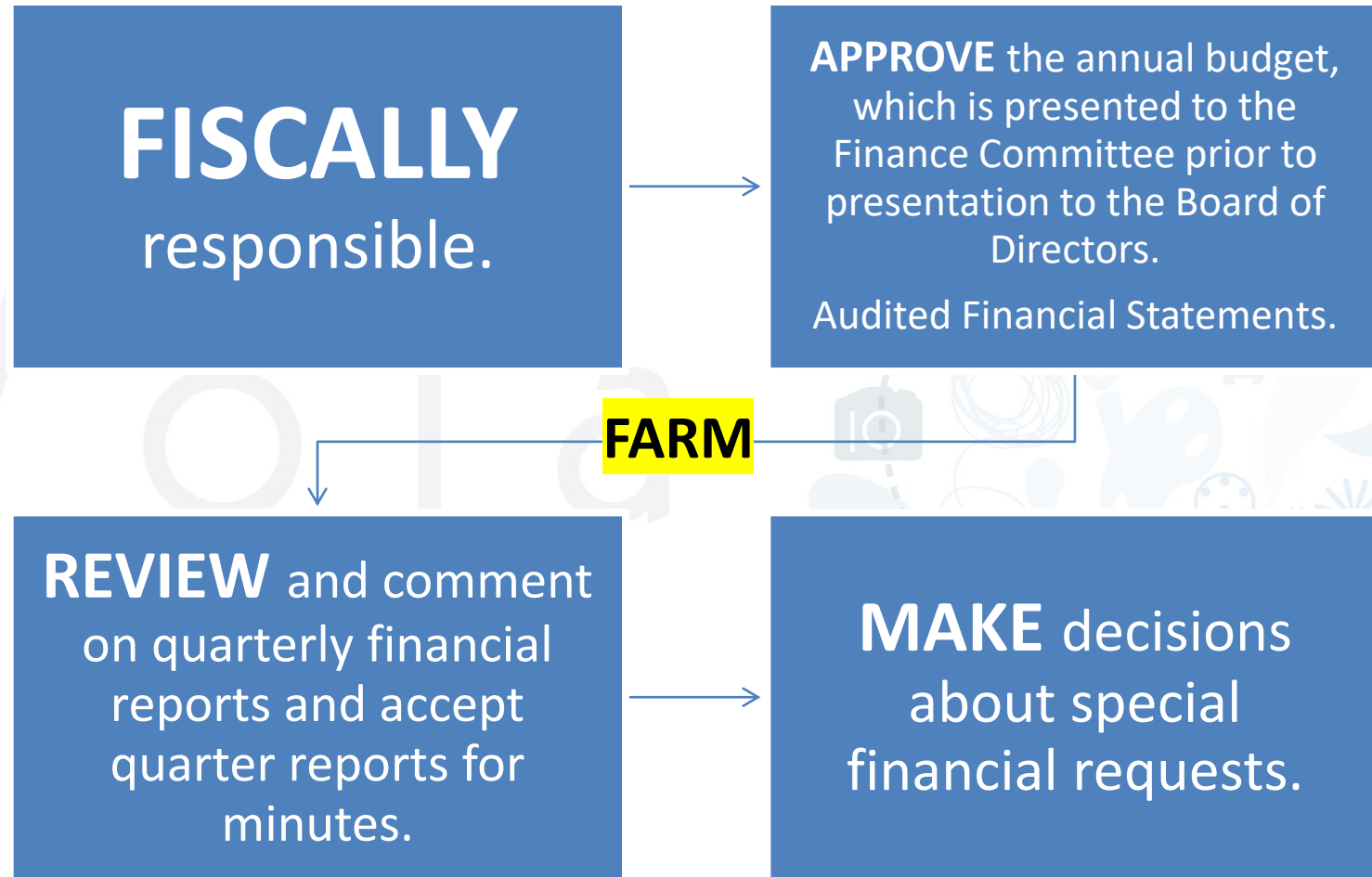
Board Meeting Documents: OLA hosts all documents on a secure DropBox.

OLA staff do not formally manage council and committee meeting documents but will archive docs on demand.

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UNDERSTANDING OLA's FINANCES



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BUDGET REPORTING -BOARD

OLA fiscal year is September 1 to Aug 31 each year.

Q1: September to November (Presented at the first Board meeting, March)

Q2: December to February (Presented at the 2nd Board meeting, June)

Q3: March to May (Presented at the 3rd Board meeting, September)

Q4: June to August (Preliminary final YTD available)

Director, Operations will meet with the OLA Treasurer prior to each Board meeting to review the quarterly report. Director, Operations/Treasurer will report at quarterly meetings.

Quarterly reports include 3 areas to the Board.

1. **Revenues and Expenditures** for the reporting period and how we are tracking
2. **Good news story** (i.e., event did better than expected, the Library marketplace new merchandise sold-out showing increase from the previous fiscal year)
3. **Red Flag Items** (Treasurer/Staff will report on budget targets not being met and provide a rationale with a solution, if possible).

The Board will accept the quarterly report at each Board meeting.

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BUDGET REPORTING – COUNCILS

Divisional Treasurer responsibilities:

- Reports quarterly financials at council meetings 3 – 4 times annually (Stephanie provides to the treasurer one week in advance of council meeting). This includes noting any variations re over or under-spending and why, and any errors on the ledger (i.e., we coded an OPLA expense to OLITA)
- Helps councils and committees develop their annual budget (in June for the September 1 start of a new fiscal year).
- Attends OLA finance committee meeting(s). Main meeting is to recommend the overall OLA budget for approval by the board.

Refer to Appendix E: Council Guide

Refer to Appendix F: Committee Guide

- Staff liaison will assist Committees with budget requirements and reporting.

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HOW TO READ OLA's BUDGET REPORT

SAMPLE BUDGET	Annual Budget	YTD Actual	Remaining Budget	Actual vs. Budget %
REVENUE				
Revenue: Registration	\$ 59,500	\$ 58,954	\$ 546	99.1%
Revenue: Sponsorship			\$ -	-
Revenue: The OLAStore	\$ -	\$ -	\$ -	-
Revenue: Miscellaneous	\$ -	\$ -	\$ -	-
TOTAL REVENUE	\$ 59,500	\$ 58,954	\$ 546	99.1%
EXPENSE				
Travel, etc.: Non-OLA	\$ -	\$ -	\$ -	-
Awards	\$ 18,000	\$ 14,426	\$ 3,574	80.1%
Commission	\$ -		\$ -	-
Equipment Rental	\$ -		\$ -	-
Printing	\$ -	\$ -	\$ -	-
TOTAL EXPENSE	\$ 18,000	\$ 14,426	\$ 3,574	80.1%
NET INCOME	\$ 41,500	\$ 44,529	\$ (3,029)	107.3%

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UNDERSTANDING OLA's REVENUES

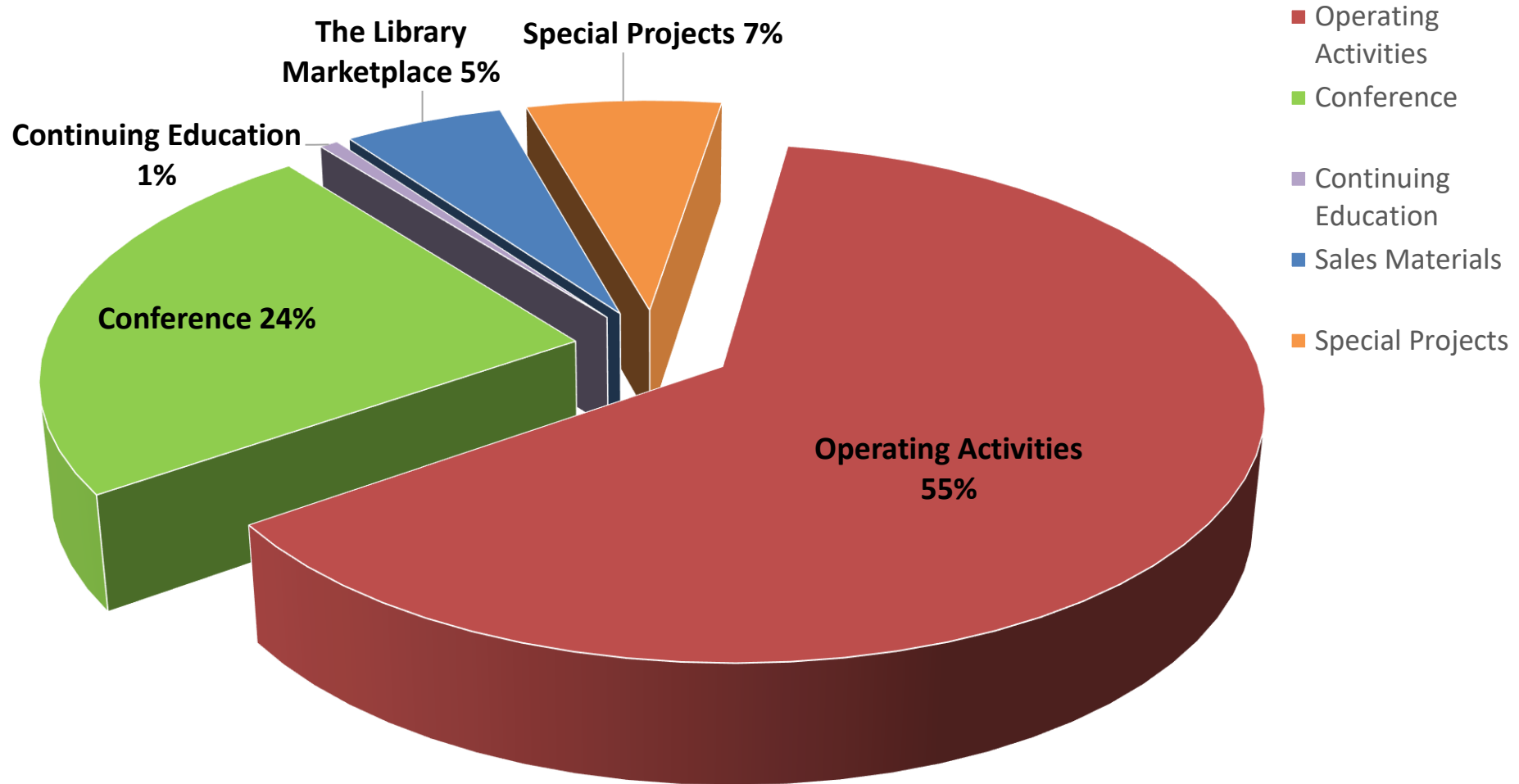


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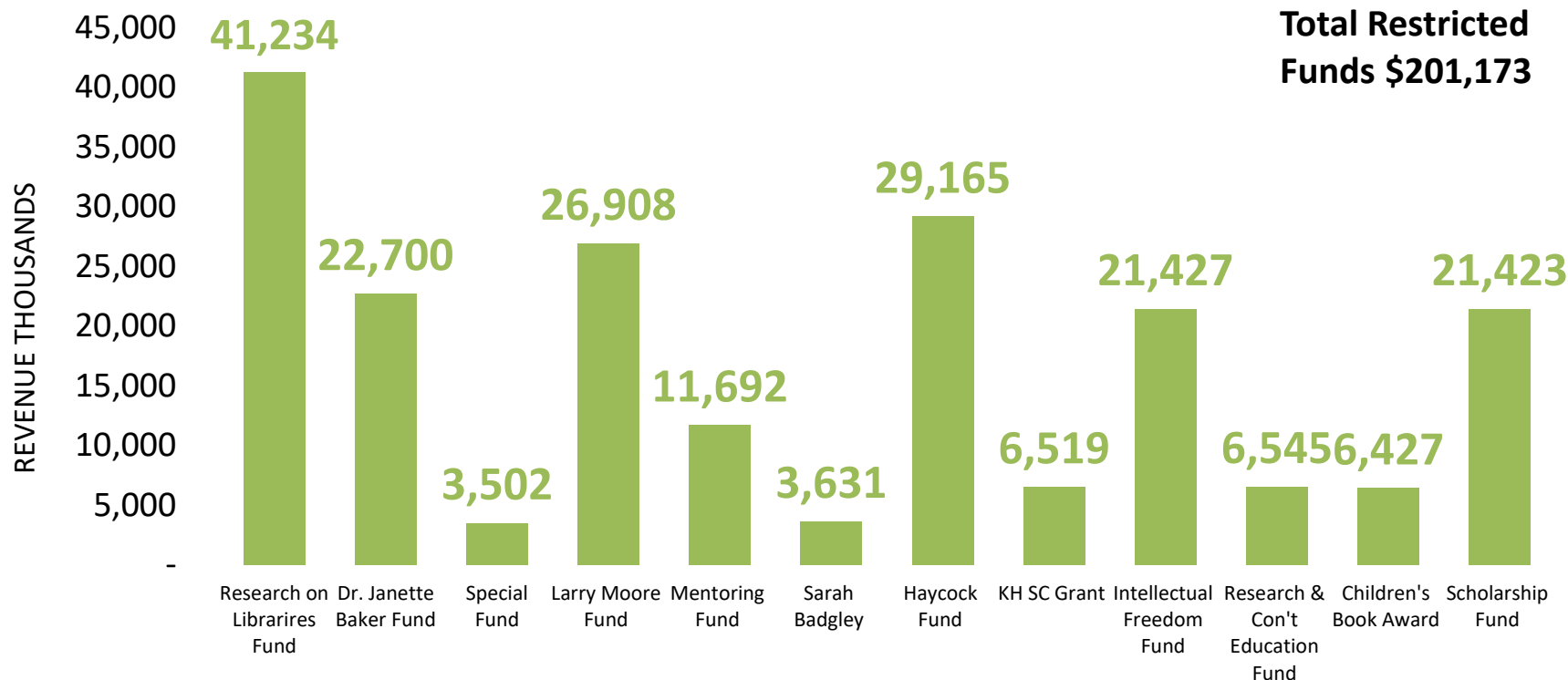
UNDERSTANDING OLA's EXPENSES

2020 OLA EXPENDITURES



UNDERSTANDING OLA's FUNDS

2020 RESTRICTED FUNDS



I Read Canadian Fund was approved to move to an internally restricted fund by the Board on January 27, 2021. This fund will be included in the graph for fiscal 2021.

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FINANCE COMMITTEE

OLA Finance Committee consists of:

President, Board of Directors,
Treasurer, Board of Directors, (Chair)
Each Divisional Treasurer,
Executive Director and
Director, Operations (Secretary)

Purpose: The Finance Committee is to ensure that the Board of Directors fulfills its legal, ethical, functional, and fiscal responsibilities through adequate finance policy development for Board approval. The Finance Committee reviews the proposed budget and makes recommendations to the OLA Board of Directors on financial matters.

Frequency: The Finance Committee meets once per year, unless requested by OLA Staff.

For more information, please contact [Stephanie Pimentel](#), Director, Operations.

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AUDIT COMMITTEE

The Audit Committee is comprised of:

OLA President of the Board (Chair)

OLA Treasurer of the Board

OLA Past President of the Board

Volunteers from no less than three OLA divisional councils

Purpose: The role of the Audit Committee is to provide oversight of the audit process. This includes providing oversight independent of OLA Staff, liaising with the auditor, reviewing the auditor's report, and reporting to the OLA Board of Directors.

Frequency: The Audit Committee meets once per year to review the Audited Financial Statements with Senior staff, Accountant and the Auditors.

For more information, please contact [Stephanie Pimentel](#), Director, Operations.

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STRATEGIC PLAN 2017-2021

The initiatives and ambitions of OLA are developed within the context of a 3 – 4-year strategic plan. The plan is led by the OLA Board and developed through consultation with members at large (usually via a survey) and focus sessions with committees, councils and key stakeholders.

Due to the pandemic, OLA has extended the current strategic plan until August 31, 2021 and has a focus within this on:

- Member Engagement
- Revenue Generation
- Support for Libraries

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STRATEGIC PLAN 2017-2021

1. Focusing Member Services Across Diverse Career Paths.
2. Influencing Policy and Demonstrating Value.
3. Building Evaluation and Research Capacity.
4. Addressing the Unique Needs of Rural, Remote and Indigenous Communities.
5. Enablers to Success: People, Technology and Fundraising.

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ACTIVE & EFFECTIVE PARTICIPATION

OLA meetings encourage discussion, debate, and decision. OLA Board has a more formal use of rules of order versus councils and committees.

Meeting **Rules of Order**:

- ✓ Help the chair (the OLA president) run an effective meeting – not intended to restrict participation.
- ✓ Help keep track of business.
- ✓ Ensures everyone has an opportunity to participate in an orderly way.

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RULES OF ORDER

Obtaining the Floor:

- ✓ Raise your hand to comment and the president will acknowledge you.
- ✓ Helpful and orderly when multiple board members wish to comment on an item.
- ✓ All board members should have the opportunity to comment before the discussion closes.

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RULES OF ORDER

Motions:

Motions ensure that any business or actions that are important are put forth for discussion and decision and are recorded in the minutes.

- ✓ A Motion requires a mover and seconder.
- ✓ Moving and seconding a motion puts the business on the table for discussion. This does not mean the mover/seconder are endorsing the particular item.
- ✓ Once the item has been moved, it is then discussed, and then approved or not (Approve? Against?)
- ✓ OLA also records ‘actions’ where a formal decision has not been made, but it is important to record a ‘next step’ on an item.

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RULES OF ORDER

In-Camera:

While transparency is important for the work of any board, there may be times when a portion of the meeting is conducted in privacy or ‘in-camera’.

- ✓ The minutes and business of this portion is recorded and kept separately from the meeting minutes.
- ✓ Staff may be asked to leave the meeting during an in-camera session.
- ✓ A motion must be presented to move the meeting in-camera, and out of in-camera.

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MEETING PROCEDURES

- Does council need to discuss an important issue or make a decision? Ask your president to have on the agenda.
- Is it important for council to know something that does not require discussion or a decision? Put it on the consent agenda.
- Agree or not agree? Robust debate and discussion is welcome. Council approved motions mean that it is the decision of council.

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GENERAL EXPECTATIONS OF BOARD, COUNCIL AND COMMITTEE MEMBERS

1. Prepare for and conscientiously participate in meetings, including appropriate organizational activities when possible.
2. Understand and embrace fiduciary responsibilities.
3. Act as an ambassador with one voice outside of board/meeting room.
4. Volunteer outside of board/committee role when appropriate. (i.e., Fund Development Committee/volunteer at an event i.e., IRC Booth). Be mindful of your role as an OLA board, council or committee member.
5. Suggest possible nominees who could make significant contributions to board, council and committee membership.

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QUESTIONS?

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OLA OVERVIEW

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MEMBERSHIP

MEMBER TYPES

1. Individual: Fees based on income ranges
2. Institutional/Shared: Shared between 1 or more staff at an institution
3. Public Library Board: Fees are based on the size of the population that the library board serves. Library staff/CEOs not included in this membership type.
4. Associate: Businesses or corporations that participate programs or events

OLA facilitates membership registration for Ex Libris Association and The Association of Library Consultants and Coordinators of Ontario (TALCO)

MEMBER BENEFITS/PERKS

OLA partners with the following companies.

1. Rogers
2. Goodlife
3. The Personal
4. The Ontario Science Centre
5. Perkopolis

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EVENTS

Signature Events

1. [Super Conference](#)
2. [Forest of Reading Festival](#)
3. [Annual Institute as Library Place](#)
4. [Copyright Symposium](#)
5. [Marketing Think Tank](#)

Divisional Events

1. [Child and Youth Conference](#)
2. [Community Led Think Tank](#)
3. [Digital Odyssey](#)
4. [OCULA Conferences](#)
 - OCULA Socials
5. [RA in a Day](#)

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PROGRAMS

1. [Forest of Reading®](#)
2. [Education Institute \(EI\)](#)
3. [OLITA Technology Lending Library](#)
4. [Mentor Match](#)
5. [Ontario Public Library Week](#)
6. [The Partnership](#)
7. [Fund Development Program](#)

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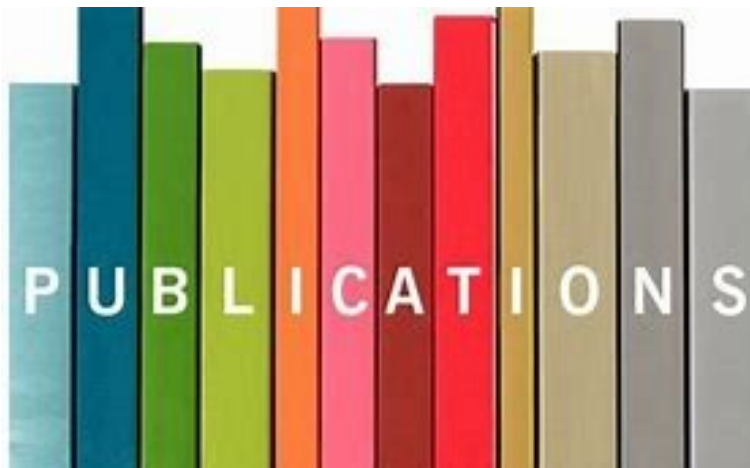
EDUCATION INSTITUTE

- Continuing education program for library information workers
- One-Hour webinars presented by members of the provincial and territorial library associations
- Individual or Institutional registrations available
- Revenue sharing across the Partnership

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PUBLICATIONS



Open Shelf (formerly Access)

Teaching Librarian (TingL)

HoOPLA

InsideOCULA

InsideOLITA

InsideOLBA

OLA Annual Reports

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THE LIBRARY MARKETPLACE

Products available:

- Professional Development/Resources
- OLA Publications
- I Read Canadian merchandise
- Store in a Box
- Partnership Perks program
- Library Lust merchandise
 - Sassy socks
 - Apparel
 - Drinkware
 - Kitchen items

The [Library Marketplace](#) has a pop-up store for OLA Events and Super Conference.

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ALIGNED ORGANIZATIONS

1. Canadian Federation of Library Associations ([CFLA-FCAB](#))
2. Federation of Ontario Public Libraries ([FOPL](#))
3. Canadian Urban Libraries Council ([CULC](#))
4. Ontario Council of University Libraries ([OCUL](#))
5. American Library Association ([ALA](#))
6. Ontario Association of Library Technicians/ Association des bibliotechniciens de l'Ontario ([OALT-ABO](#))
7. Special Libraries Association ([SLA](#))
8. Ontario Library Service (SOLS, OLS-N)

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COMMUNICATIONS & DOCUMENT SHARING

- Councils need to share agendas and meeting documents.
- Divisions may use Google docs, Dropbox.
- OLA does not archive working documents from councils but will archive minutes if requested.
- Review divisional web-sites and contact staff to update.

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SUBMITTING AN EXPENSE CLAIM

Find your expense claim on your divisional council home page.

OLA books the **most economical** mode of travel. Please keep this in mind if you book your own travel. A separate expense claim must be submitted for each meeting or event.

- Mail original receipts to the OLA office and an e-copy should be forwarded to the division treasurer.
- Your treasurer may ask you about expensed items if not in line with the budget.
- Claims are processed within 30 days of receipt at the OLA office.
- Claims submitted after August 31 (our fiscal year) cannot be reimbursed.

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Appendix B:

FINANCIAL REPORTS

SAMPLE QUARTERLY BOARD REPORTS

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Appendix C:

STRATEGIC PLAN REPORT

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Appendix D:

CALENDAR OF EVENTS (AVAILABLE ONLINE)

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COUNCIL GUIDE

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SOCIAL MEDIA

- OLA Facebook: @accessola
- OLA Twitter: @ONLibraryAssoc
- OLA Instagram: @ontariolibraryassociation
- Forest of Reading Twitter: @ForestofReading
- Forest of Reading Instagram: @ForestofReading
- The Library Marketplace Instagram: @library.lust
- OLA Youtube Channel: OLA Live

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