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:: ontario library association

Welcome 2022

OLA Board,
Council,
Committee
Members

WARM UP QUIZ – ABOUT OLA

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

CFLA-FCAB (member), NIKLA (member), Federation of Ontario Public Libraries, Ontario Library Service, First Book Canada, People for Education, TVO, Ex-Libris Association, The Book and Periodical Council (member), Ontario Genealogical Society, The Partnership, Toronto 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 programs/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 that meets twice a year to monitor and develop programs and service deployed to their respective members: EI, Partnership Journal, 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 4,000 members, the OLA is the largest library association in the country.

Governed by a Board, 7 divisional councils, more than 30 committees.

WHAT WE DO

We provide the chance for library staff and supporters to share experience and expertise while creating innovative solutions in a constantly changing environment. We offer opportunities for learning, networking, recognizing, influencing and celebrating within the library world.

Whether in a formal library setting, in a commercial setting or in government, we are the people who bring information to the people of Ontario. We are experts in the organization of information and ideas and supports to research and development.

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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: Research, Education, Advocacy, Partnerships

OUR VISION

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

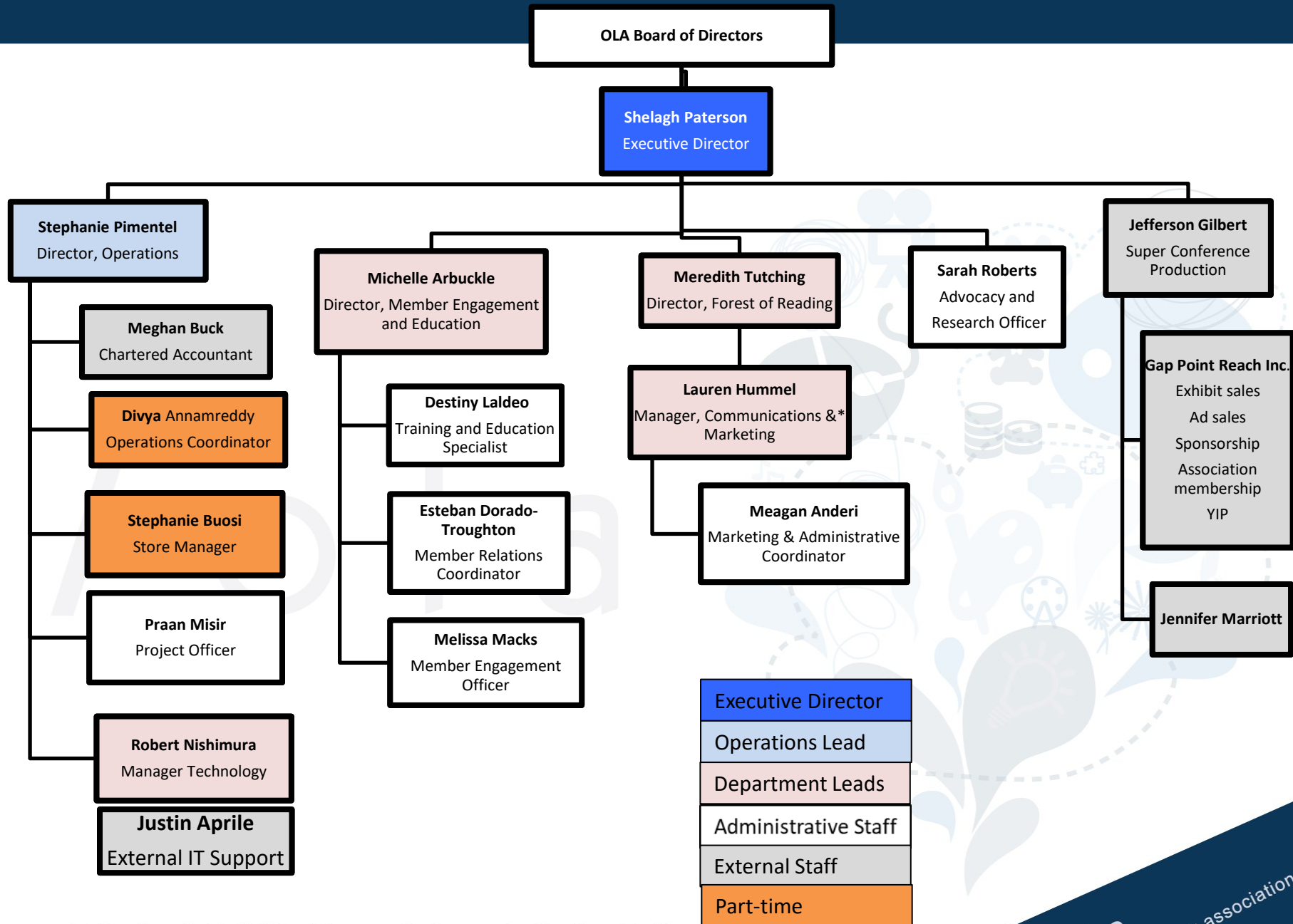
VALUES

Our values have stood the test of time and continue to guide us in our work.

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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.

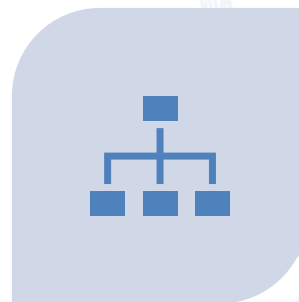
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THE ROLE OF THE BOARD

Key areas

1. Leadership
2. Stewardship
3. Monitoring
(strategic plan,
budget, risk)
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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ROLE OF THE EXECUTIVE

OLA Executive: President, VP, Past-President, Treasurer

Role:

1. May act as a decision- making body between board meetings.
2. Must keep minutes
3. If decision making must be made by the board, versus the executive, between board meetings, OLA has a policy on board e-voting.

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DIVISIONS

L'Association des
bibliotheques de
L'Ontario-Franco
([ABO-Franco](#))

Ontario College and
University Library
Association ([OCULA](#))

Ontario Library
Boards' Association
([OLBA](#))

Ontario Library and
Information
Technology
Association ([OLITA](#))

Ontario Public
Library Association
([OPLA](#))

Ontario School
Library Association
([OSLA](#))

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 has Finance, Human Resources Policies & Procedures, available upon request.

[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](#)

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TOOLS, CONT.

Board Meeting Documents: OLA uses Drop Box for Board meetings.

- Documents are posted 5 – 7 days in advance of the meeting.
- Documents include Agenda, Executive Director Report, Strategic Plan Work Plan update, Quarterly budget reports, etc.

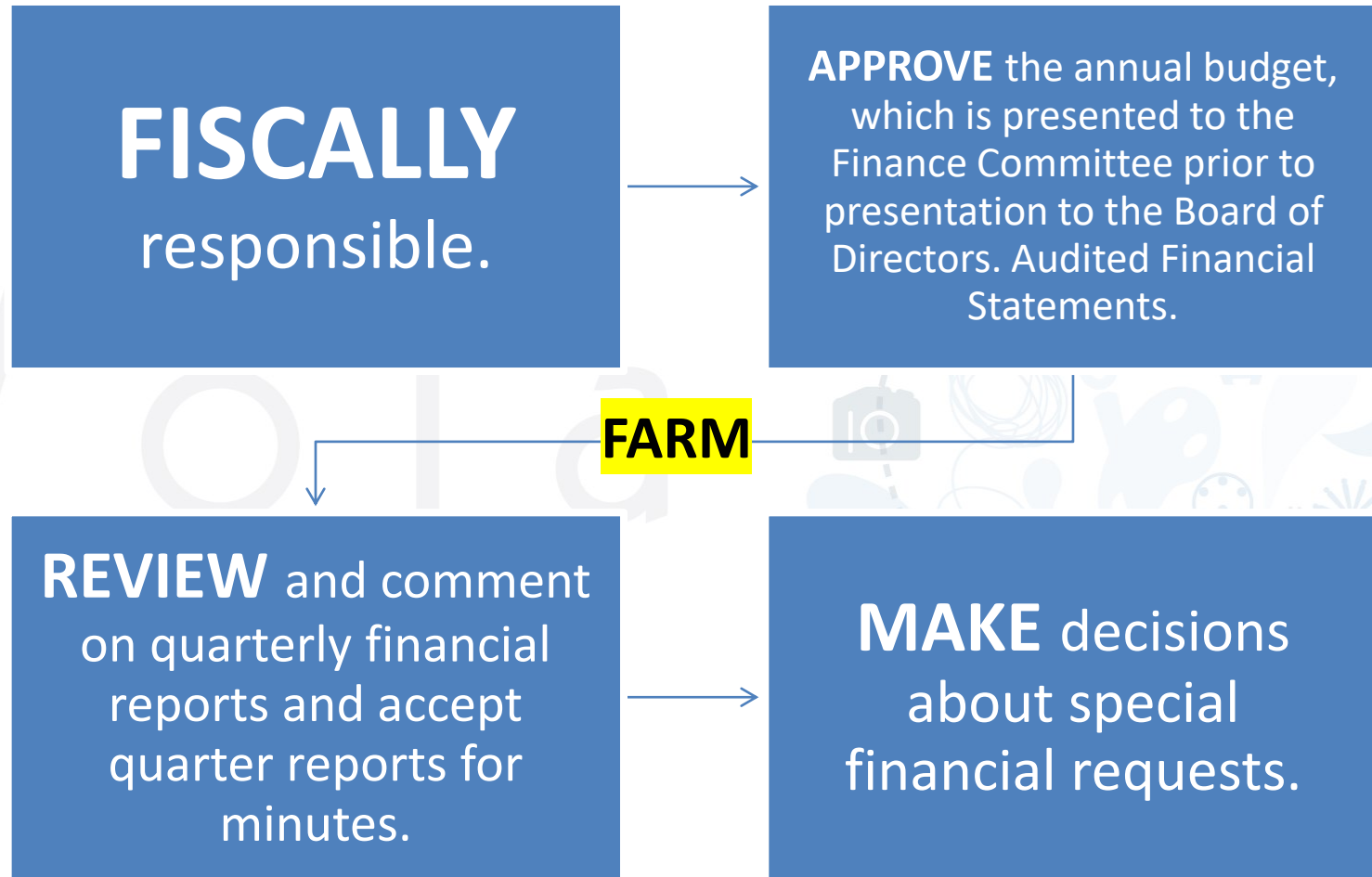
Council and Committee Meeting Documents:

Some councils/committees use google docs. Please ensure OLA Staff have read and write access – contact staff to assist with shared documents.

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UNDERSTANDING OLA's FINANCES



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BUDGET REPORTING -BOARD

OLA fiscal year is September 1 to Aug 31

- September to February (Q1-Q2) presented at the 2nd meeting, April
- Budget discussions for next fiscal, 4th meeting, June
- March to May (Q3) presented at September meeting
 - Budget approval, September meeting
- Final YTD: Preliminary final YTD at November meeting

Director, Operations will meet with the OLA Board Treasurer prior to the Board meeting to review the quarterly report presented 3 times per year. Treasurer will report at Board meetings.

Quarterly reports consist of a high-level snapshot of OLA's budget year to date.

1. **Revenues and Expenditures:** How are we are tracking
2. **Good news story** (i.e., event did better than expected, the TLM sold-out on merchandise)
3. **Red Flag Items** (Treasurer/Staff will report on budget targets not being met and provide a rationale with a solution, if possible.

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BUDGET REPORTING – COUNCILS

OLA fiscal year is September 1 to Aug 31

- Divisional Treasurers will report three times a year at council meetings.
- Director, Operations will provide quarterly reports to each treasurer 7 days in advance of council meetings. Reports will include a short summary of how the budget is tracking
 - *Should the treasurer need to review or have any questions, Director, Operations is available.*
- Director, Operations attends June council meetings to assist with developing council budgets for the following fiscal year.

Refer to Appendix E: Council Orientation.

Staff liaison will assist Committees with budget requirements and reporting.

Refer to Appendix F: Committee Guide.

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BUDGET REPORTING

Quarterly Reports include:

1. Annual budget
2. Actual year to date
3. Year to date variance (budget vs. actual)
4. % year to date budget vs. actual
5. Note to reader
6. Revenue graph (current quarter - Board only)
7. Expense graph (current quarter- Board only)

Annual Reports include:

1. Annual budget
2. Audited year to date
3. Year to date variance (budget vs. actual)
4. % year to date budget vs. actual
5. Overall summary
6. Revenues/Expense graph – how we stack up

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HOW TO READ OLA'S BUDGET REPORT

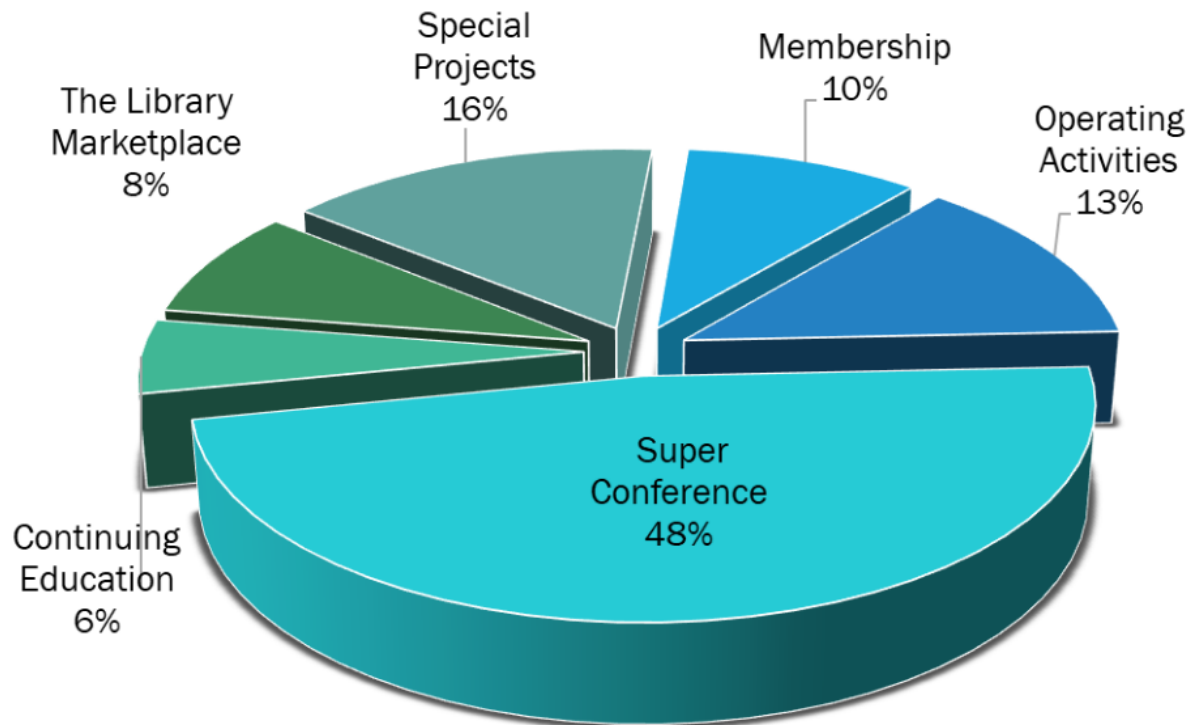
SAMPLE BUDGET	Annual Budget	YTD Actual	Remaining Budget	Actual vs. Budget %
REVENUE				
Revenue: Registration	\$ 59,500	\$ 58,954	\$ 546	99.1%
Revenue: Sponsorship			\$ -	-
Revenue: The OLAStore	\$ -	\$ -	\$ -	-
Revenue: Miscellaneous	\$ -	\$ -	\$ -	-
TOTAL REVENUE	\$ 59,500	\$ 58,954	\$ 546	99.1%
EXPENSE				
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

HOW DID WE STACK UP - 2021 Revenues

SEPTEMBER 1, 2020 - AUGUST 31, 2021

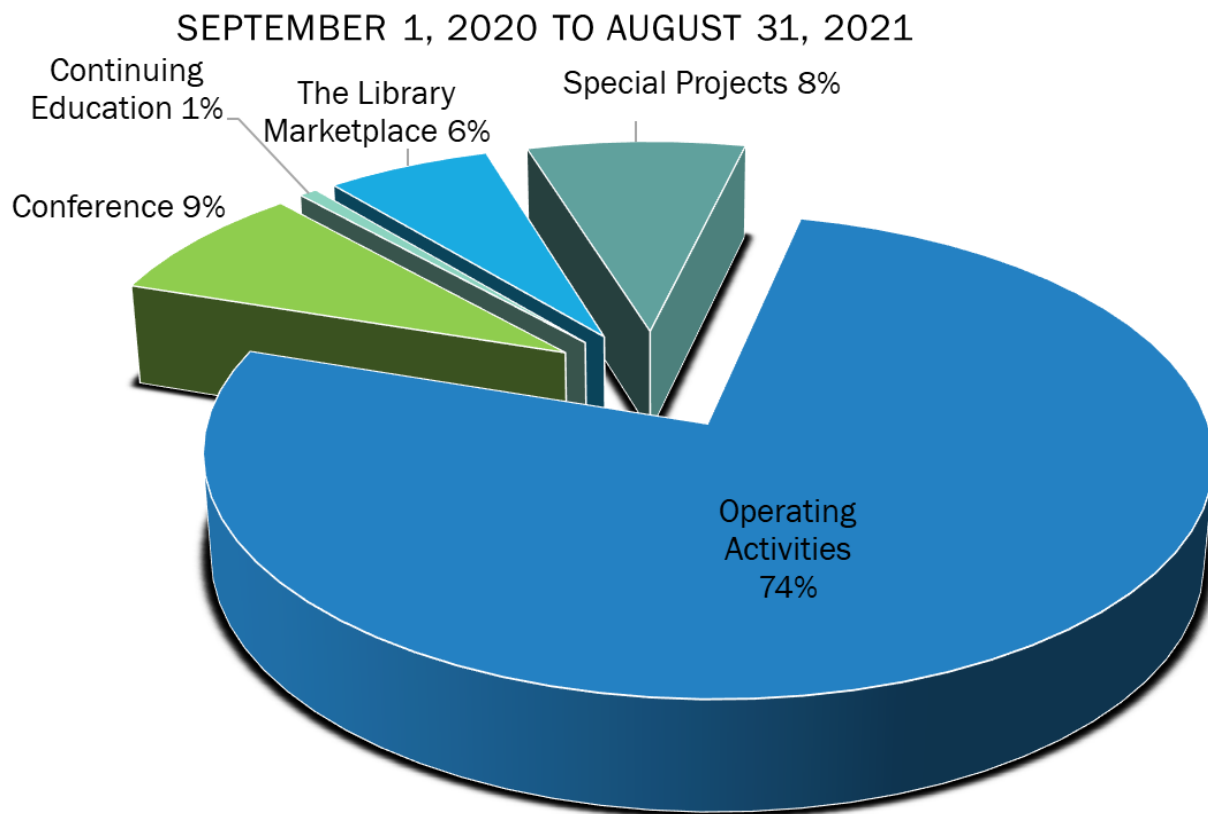


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UNDERSTANDING OLA's EXPENSES

HOW DID WE STACK UP - 2021



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UNDERSTANDING OLA's FUNDS

Internal vs. External Restricted Funds

Internal Restricted Funds:

The Board of Directors of the Association has internally restricted net assets to be used for specific purposes. These funds are not available for operating purposes without approval of the Board of Directors.

Special Fund
Larry Moore Fund
OLA Mentoring Fund
I Read Canadian Fund

External Restricted Funds:

The Association has externally restricted net assets to be used for specific purposes. These funds are not available for general operating purposes.

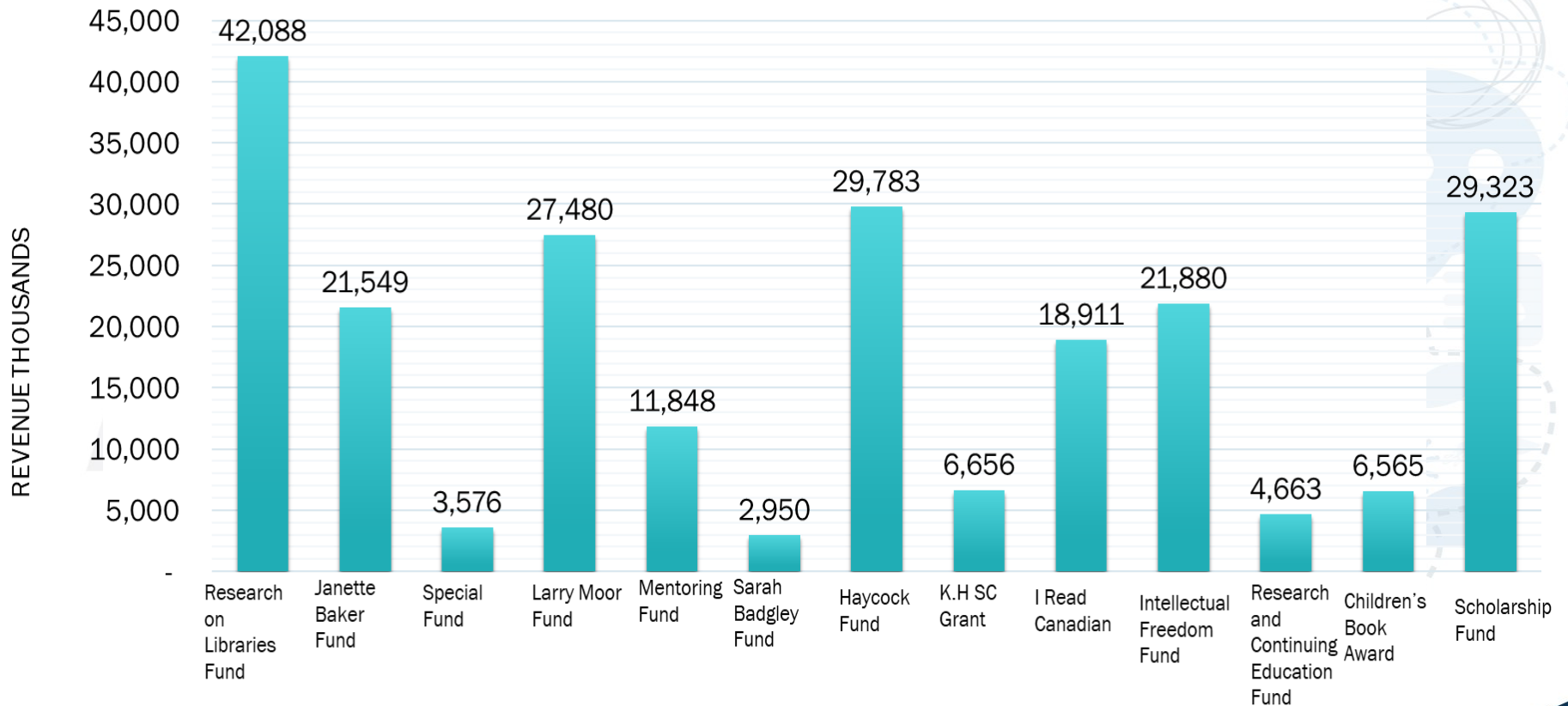
Research on Libraries Fund
Dr. Janette Baker Fund
Haycock Fund
K.H SC Grant Fund
Sarah Badgley Literacy Fund
Intellectual Freedom Fund
Research & Continuing Education Fund
Children's Book Award
Scholarship Fund

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UNDERSTANDING OLA's FUNDS

2021 Restricted Funds



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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

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
OLA Treasurer of the Board (Chair)
OLA Past President of the Board
Volunteers from no less than three OLA divisional councils
Executive Director and
Director, Operations (Secretary)

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 2021-2024

Every 3 years, OLA conducts a strategic planning process that includes a SWOT analysis, consults with members, the OLA Board, Divisional Councils, committees and key external stakeholders. **The resulting strategic plan guides the priorities of the association for 3 – 4 years.**

The strategic plan contains over-arching strategic priorities, goals within each priority, and tactics within each goal. Staff and divisional councils use the Strategic Plan to create annual workplans.

OLA is currently in year 1 of the strategic plan (September 2021 – August 2022).

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STRATEGIC PLAN 2021-2024

Our
**Strategic
Priorities**
will guide
our actions
until
2024:

- Equity, Diversity & Inclusion
- Advocacy and Leadership
- Membership & Engagement
- A Profession of Continual Learning
- Organizational Innovation and Sustainability

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ACTIVE & EFFECTIVE PARTICIPATION

OLA meetings encourage discussion, debate, and decision.

Meeting **Rules of Order:**

- ✓ Help the chair (the OLA/Divisional 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/council members wish to comment on an item.
- ✓ All board/council 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.
Divisional councils may wish to be less formal and reserve motions just for major decisions.

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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

1. Does council need to discuss an important issue or make a decision? Ask your president to add to the agenda.
2. Is it important for council to know something that does not require discussion or a decision? Put it on the consent agenda.*
3. Agree or not agree? Robust debate and discussion is welcome. Once a motion is approved, it is the decision of council.

* A consent agenda consists of items that are for information and important for board/council to know about. Any board or council member can then ask for an item on the consent agenda to be discussed.

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GENERAL EXPECTATIONS OF BOARD MEMBERS

1. Prepare for and conscientiously participate in board and committee meetings, including appropriate organizational activities when possible. Your voice is important.
2. Understand and embrace fiduciary responsibilities.
3. Act as an ambassador with one voice outside of the board/council meeting 'room'.
4. Consider volunteering on other board/council initiatives or committees. (i.e., Fund Development Committee/volunteer at an event). Promote your position on board or council as a conduit to OLA.
5. Suggest to the appropriate committee possible nominees for board membership who would make significant contributions to the board and organization.

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Appendix A:

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
5. Ex Libris: For retired library professionals (OLA facilitates membership.)
6. The Association of Library Consultants and Coordinators of Ontario (TALCO) (OLA facilitates membership)

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](#)
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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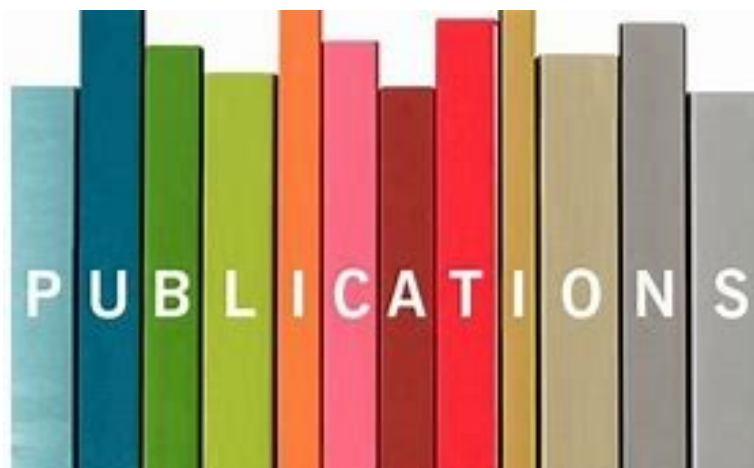
EDUCATION INSTITUTE

- 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

Teaching Librarian (TingL)

HoOPLA

InsideOCULA

InsideOLITA

InsideOLBA

OLA Annual Reports

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THE LIBRARY MARKETPLACE

The Library Marketplace is the official store of the Ontario Library Association. Visit us here: [OLA official online store](#).

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. (prior to pandemic).

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ASSOCIATIONS IN OUR SPHERE

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. National Indigenous Knowledge and Language Alliance ([NIKLA](#))
6. International Federation of Library Associations ([IFLA](#))
7. American Library Association ([ALA](#))
8. Ontario Association of Library Technicians/ Association des bibliotechniciens de l'Ontario ([OALT-ABO](#))
9. Special Libraries Association ([SLA](#))

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COMMUNICATIONS & DOCUMENT SHARING

OLA works within the [Microsoft Office 365](#) environment. In recognizing council and committee needs, OLA has the option available to collaborate in Google docs but cannot archive working documents from councils or committees.

- Councils need to share agendas and meeting documents.
- Divisions may use Dropbox, SharePoint/OneDrive or Google docs.
- Review divisional websites and contact staff to update.

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FINANCIAL REPORTS

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Appendix C:

2017-2021 STRATEGIC PLAN REPORT

OLA 2021-2024 STRATEGIC PLAN (AVAILABLE SOON)

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Appendix D:

2022 CALENDAR OF EVENTS

(COMING SOON)

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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
- I Read Canadian: [I Read Canadian – Give Read Grow](#)
- The Library Marketplace Instagram: [@library.lust](#)
- The Library Marketplace Facebook: [@library.lust](#)
- OLA YouTube Channel: [OLA Live](#)
- [OLA LinkedIn](#)

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