

HOW TO HOST A LIBRARY DAY DURING OPLW

Looking to build a positive relationship with your municipality or the provincial government? Consider hosting a “Library Day” during Ontario Public Library Week and invite your local MPP/Mayor/Councillor(s) to participate in a celebration of your library.

STEP-BY-STEP GUIDE

1. Consult your organization’s leadership and other local libraries

- Before you engage your library in any advocacy activity, be sure that your leadership is on board and that your message is consistent with the position of your organization.
- Depending on your riding, you may wish to coordinate your Library Day with other local library leaders, your board, school, and/or academic staff in your area.
 - Note: in some cases, other libraries may have already reached out to your local MPP, Mayor, or Councillor(s). Be sure to coordinate so that you don’t present a conflict for your representative(s).
- If you’re inviting your MPP, it’s always best to have someone on your team who actually lives in the MPP’s riding, as MPPs are most responsive to and prioritize the concerns of their own constituents.

2. Propose a Library Day with your Elected Officials

- Pick a local representative to invite the MPP/Mayor/Councillor(s) and propose date(s). A template letter can be found below.
- Even if you aren’t yet sure who will be able to attend the meeting, get the request in early – by September 5 – to ensure that you are able to schedule something.
- Get creative – your Library Day can include a tour of your library, an invitation to participate in an event, and/or a sit-down meeting. Think about unique opportunities that show off your library.

3. Connect back in with OLA/FOPL

- If you plan to host a Library Day, please let us know by emailing lkwok@accessola.com. This is very important as it helps us track the outreach taking place across the province.
- If you're interested in OLA and FOPL leadership attending your event, please let us know at lkwok@accessola.com. We're happy to provide extra support and guidance as you engage your elected officials.

4. Host your event

- Remember to designate a staff member to take photos. Share the photos via your library's social media channels to further engagement with your elected officials after the event.
- Budget permitting, have some light refreshments (e.g., coffee and pastries) available, and be sure to put up an official [OPLW poster](#). Interested in printing a standing banner? Email communications@accessola.com for the AI file.

5. Debrief

- Let us know how it went! If you have a sit-down meeting with your elected official(s), please let us know at lkwok@accessola.com, so we can capture the tone, any follow-ups, etc.

EXAMPLE LIBRARY DAY

1-HOUR EVENT

- **20-mins – Opening Remarks | Celebrating Ontario's Public Libraries**
 - Begin your Library Day by providing opening remarks that recognizes Ontario Public Library Week and the wonderful work your library system has been doing to serve your community. You can also use this as an opportunity to announce any new, exciting developments happening at your library – upcoming programs, building refurbishments, etc.
 - As part of your invitation to your elected official(s), invite them to also provide remarks. Get your MPP/Mayor/Councillor(s) involved and share their thoughts on the library from a government perspective.
 - If you're partnering with other local libraries or partners in the area, this is a chance for them to speak briefly as well.
- **10-mins – Library Tour | Seeing the Work in Action**
 - Following remarks, provide a tour of the library. Show off any programs taking place, new technologies in your makerspace, or recent refurbishments.
- **20-30-mins – Sit-Down Meeting | Discussing Priorities & Challenges**
 - Now it's time for business! A face-to-face meeting with your elected official is one of the most effective advocacy tactics for delivering change. It's an excellent opportunity to inform on [provincial sector priorities](#) and priorities within your local community.

Any questions, please contact Lily Kwok, Advocacy & Research Officer, OLA, by email at lkwok@accessola.com