Welcome
2019 OLA Board of Directors
Warm Up Quiz- About OLA

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

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)
Warm Up Quiz

• 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 Festival of Trees
Marketing Think Tank
Community-Led Symposium

• What does The Partnership do?
The Partnership is an informal (not incorporated) network of Canada’s multi-sector provincial and territorial library associations. We 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.
OLA Committee Chart

OLA Board of Directors

- Advocacy Committee
- Audit Committee
- Annual Institute of Library As Place Committee
- Copyright User Group
- Indigenous Libraries Task Group
- Cultural Diversity & Inclusion Task Force
- Finance Committee
- Revenue Development Task Force
- Fund Development Committee
- Marketing Libraries Think Tank Committee
- Mentoring Committee
- Nomination Committee
- OLA Awards Committee
- Open Shelf Editorial Board
- Special Libraries Committee
- Super Conference Planning Team
- Pop Up Committee

Forest of Reading Co-Chairs

- Blue Spruce Steering Committee
- Silver Birch Steering Committee
- Red Maple Steering Committee
- White Pine Steering Committee
- Golden Oak Steering Committee
- Evergreen Steering Committee
- Le Prix Tamarac Steering Committee
- Le Prix Peuplier Steering Committee
- Festival of Trees Local Organizing Committees

* OLA is represented on external committees

- OCULA Council
- OCULA Library Residence Award Task Force
- OLBA Council
- OLITA Council
- ABO-Franco Council
- OPLA Council
- Reader's Advisory Committee
- Child and Youth Services Committee
- Community Led Committee
- OLA Canadian Materials Committee ('Best Bets')
- OSLA Council
- The Teaching Librarian Editorial Board
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.
The Role of the Board

• Four key areas:
  – Leadership
  – Stewardship
  – Monitoring (for example, monitoring the progress of the strategic plan)
  – Reporting

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

• **Management:** how will it be achieved?
Roles and Responsibilities

• Board has a legal and fiduciary duty
  
  A fiduciary duty is a legal duty to act solely in another party's interests. Parties owing this duty are called fiduciaries. The individuals to whom they owe a duty are called principals. The obligated party is typically a fiduciary, that is, someone entrusted with the care of money or property. Also called fiduciary obligation.

• Governance structures should clearly define roles and accountabilities

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

• ED/Board relationship
Chairing a meeting
OLA Orientation

Ontario Library Association
Our Team
Strategic Plan
OLA's Shared Values
OLA Publications
OLA Awards and Recognition
OLA Scholarships, Bursaries, and Funds
OLA Education & Events (Super Conference)
OLA Programs (Forest of Reading®)
OLA Issues & Advocacy

OLA Handbook for Board, Divisional Councils, and Committees
Annual Calendar of OLA Meetings and Events
OLA Annual General Meetings
OLA Expense Claim Form
Board/Councillor Roles, Responsibilities & Logistics
Rules of Order for Board Meetings
Council Meeting Guideline
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, etc.

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

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

• **Vision, Mission, Strategic Plan, OLA Values**

• **Board Meeting Documents:** Agenda, Executive Director Report, Strategic Plan Work Plan update, Quarterly budget reports. etc.
Understanding OLA’s Finances

OLA Board members:

• Are **FISCALLY** responsible.
• **APPROVE** the annual budget, which is presented to the Finance Committee prior to presentation to the Board of Directors.
• **REVIEW** and comment on quarterly financial reports.
• **MAKE** decisions about special financial requests.

**FARM**
OLA’s Financial Reporting

Completed on a **quarterly basis**. The board will receive most recent quarterly financial report (March board meeting will receive 1st quarter report representing September to November)

– OLA has created **user friendly** reporting for the Board and Councils.
– These reports are **created in several formats**: excel, PDF and word versions, if required.
– OLA Treasurer and/or OLA staff will report on 3 areas
  • Revenues and Expenditures for the reporting period
  • Good news story (i.e. event did better than expected, the Library marketplace new merchandise sold out showing increase from previous fiscal year)
  • Red Flag Items (Treasurer/Staff will report on budget targets not being met and provide a rationale with a solution, if possible.

• These **reports** include the following:
  1. Annual budget
  2. Actual year to date
  3. Year to date variance (budget vs. actual)
  4. % year to date budget vs. actual
# How to Read OLA’s Financial Reporting

<table>
<thead>
<tr>
<th>SAMPLE BUDGET</th>
<th>Annual Budget</th>
<th>YTD Actual</th>
<th>Remaining Budget</th>
<th>Actual vs. Budget %</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVENUE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue: Registration</td>
<td>$ 59,500</td>
<td>$ 58,954</td>
<td>$ 546</td>
<td>99.1%</td>
</tr>
<tr>
<td>Revenue: Sponsorship</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>Revenue: The OLAShop</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>Revenue: Miscellaneous</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL REVENUE</td>
<td>$ 59,500</td>
<td>$ 58,954</td>
<td>$ 546</td>
<td>99.1%</td>
</tr>
<tr>
<td>EXPENSE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel, etc.: Non-OLA</td>
<td>$ 18,000</td>
<td>$ 14,426</td>
<td>$ 3,574</td>
<td>80.1%</td>
</tr>
<tr>
<td>Awards</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>Commission</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>Equipment Rental</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>Printing</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL EXPENSE</td>
<td>$ 18,000</td>
<td>$ 14,426</td>
<td>$ 3,574</td>
<td>80.1%</td>
</tr>
<tr>
<td>NET INCOME</td>
<td>$ 41,500</td>
<td>$ 44,529</td>
<td>$ (3,029)</td>
<td>107.3%</td>
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Understanding OLA’s Revenues

2018 OLA Revenues

- **Operating Activities** 7%
- **Membership** 11%
- **Special Projects** 17%
- **The Library Marketplace** 14%
- **Continuing Education** 5%
- **Super Conference** 46%

**Operating Activities includes:**
- Rent income
- Investment income
- Royalties from Career Centre (Partnership)
- The Personal (Administration & Sponsorship fees)

**Membership Fees** 11%

**Super Conference includes:**
- Registration fees
- Sponsorship
- Advertising
- Exhibit sales

**Continuing Education includes:**
- Education Institute (webinars)
- Registration, sponsorship and exhibit sales from divisional events (e.g. RA-in-a-Day, Digital Odyssey)
- OLA events Annual Institute as Library Place, Marketing Think Tank.

**Library Marketplace** 14%
- The Library Marketplace

**Special Projects** 17%
- Forest of Reading Program and Festival of Trees
- Advocacy/Ontario Public Library week
Understanding OLA’s Revenues:

Restricted Funds

Internally Restricted:
The Board of Directors of the Association has internally restricted funds to be used for specific purposes. These internally restricted funds are:

• Research on Libraries
• Janette Baker Scholarship
• Larry Moore Fund
• Mentoring Fund
• Special Fund
• I read Canadian Fund

Externally Restricted: These restricted funds are transferee from another organization to be used for specific purposes, as set out in the transfer agreement between organizations. These externally restricted funds are:

• The Children’s Book award Fund
• The Research and Education Fund
• The Intellectual freedom Fund
• The Scholarship Fund
• The Sarah Badgley Fund
• Ken Haycock Fund
• Ken Haycock Super Conference Grant

Printed copies describing each fund are available in your welcome package and on the OLA website.
Active and Effective Participation

OLA meetings encourage discussion, debate, and decision.

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.
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.
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 secondering 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.
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.
Additional resources can be found on the OLA website under About – Board of Directors

1. OLA Orientation (included in your package)
2. Governance Policies & Procedures
3. By-Laws (by-law 1 for OLA is included in your package)

Questions?