

LIBRARIES ELECTION GUIDE

MUNICIPAL ELECTION 2018

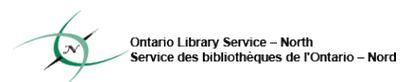


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MUNICIPAL ELECTION 2018

COMMUNICATING THE VALUE OF LIBRARIES

Ontario's Municipalities are Going to the Polls on October 22, 2018.

During the Municipal Elections, voters have the opportunity to elect their mayor, **municipal councillors**, as well as **school trustees**.

The election is a critical opportunity for you to capture the attention of candidates and secure their support on issues important to your local library.

Your library should have policies in place regarding the use of library resources during a municipal election. Before you engage your library in any advocacy or election-related activity, be sure that your leadership is on board. Depending on your local context, in some cases, you may choose to engage as a private citizen, rather than as a representative of your library.

The goal of our election engagement is to **share the profound impact that School, local and First Nations Public Libraries have on your communities** and to raise awareness of the issues that we as a sector are working on across Ontario.

Libraries are Ontario's **farthest-reaching, most cost-effective resource for empowering positive change** by supporting high-quality education, fostering community economic development and reducing the impacts of poverty. Strengthening what currently works, maintaining existing support and building towards an even more sustainable future are all part of our ongoing engagement with your local government. An important part of your engagement in your community includes connecting with candidates – many of whom will be part of the next government or legislature – on policies and programs that will ensure that libraries can continue to fulfill their critical role across Ontario.

DID YOU KNOW?

Even if you don't have a child in the school system, you are eligible to vote for your local school board trustee.

When you register to vote at [Voter Lookup](#), you will also be prompted to select your school board.

WHAT CAN YOU DO?

Reaching out to candidates prior to the election will provide a critical foundation to your ongoing advocacy work. Building relationships locally will help us to open dialogue and build a foundation for working together effectively with elected representatives and their staff.

There are lots of ways that your library can engage in the upcoming election to make sure that libraries are recognized for their important contributions to our municipalities, First Nations communities and schools:

1. **Meet with Candidates or Campaign Staff;**
2. **Write or email a letter / survey to local Candidates;**
3. **Engage through social media;**
4. **Ask key questions at town hall meetings, at all-candidates debates and when candidates call or knock on your door.**

Don't forget! We have prepared an [Libraries Elections brief](#) that you can share with any of your local candidates.

WHO IS UP FOR ELECTION?

<h2>Municipal Councillors</h2>	<h2>School Board Trustees</h2>
<p>Municipal councils are responsible for appointing public library boards.</p> <p>The public library board's main roles are to make policy, to set the mission and direction of the library, to ensure adequate resources are in place, and to ensure an effective chief executive officer is hired to manage the public library.</p> <p>Municipal councils also provide most of the funding for libraries (municipal tax dollars).</p> <p>Learn more about Municipal Elections:</p> <ul style="list-style-type: none">• Voter's Guide – Ministry of Municipal Affairs and Housing• Information for Candidates – Ministry of Municipal Affairs and Housing• Check your municipal election registration status: Voter Lookup – Municipal Property Assessment Corporation <p>Learn more about Library Board Appointments:</p> <ul style="list-style-type: none">• Information for Library Boards – Southern Ontario Library Service	<p>School Board Trustees are locally-elected representatives of the public and sit on the School Board.</p> <p>Regardless of whether you have children in school, you are eligible to vote for a school trustee. To protect school libraries in your community, it is important that you ask your local candidates about funding for school libraries in this election.</p> <p>A school board trustee's role is to maintain a focus on student achievement, well-being and equity and to participate in making decisions that benefit the board's entire jurisdiction while representing the interests of their constituents.</p> <p>Collectively, boards of trustees set the vision for the school board, develop policies, and allocate resources. This includes making decision about resources allocated to school libraries.</p> <p>Learn more about School Board Elections:</p> <ul style="list-style-type: none">• School Board Trustee Elections - Ontario Education Services Corporation (OESC)• Check your municipal election registration status: Voter Lookup – Municipal Property Assessment Corporation

IMPORTANT GUIDELINES TO ENSURE SUCCESS

D O S	D O N ' T S
<p>Consult your organization's leadership: Before you engage your library in any advocacy or election-related activity, be sure that your leadership is on board.</p>	<p>Focus only on engaging with one candidate.</p>
<p>Stay focused: We are most effective when we have a clear and unified message on the necessity of increased support for libraries. OLA & FOPL have developed messaging for you to use in all your interactions with local candidates.</p>	<p>Instruct or influence constituents as to which candidate to vote for.</p>
<p>Be positive: Libraries are providing critical services to your community. Our engagement should position libraries as contributing solutions to your community</p>	<p>Ask for priorities that are outside the scope of the municipal government (federal or provincial government level issues). *See Appendix A for information on how libraries are funded.</p>
<p>Stay non-partisan: Invite all candidates to participate, including independent candidates where appropriate.</p>	<p>Make partisan statements or endorse a candidate, for example by posting their campaign materials or photos on your website. (It's okay to post pictures of an all-candidates event that you host!)</p>
<p>Organize and be inclusive: A well-organized meeting or event should be one where everyone is welcome. When appropriate, think about what people with barriers to participation need – and how you can help address these.</p>	
<p>Prepare: Do your homework. Your impact will be most significant when you're able to connect our overall messaging with your local perspective and insight.</p>	
<p>Raise the profile of your events through social media – Demonstrate what we already know – libraries get the digital world and new ways of communicating. Using social media is a great way to engage your local community, e.g. Facebook posts and live tweeting.</p>	
<p>After a meeting or event, send thank-you letters, including a contact person for further questions.</p>	

PUBLIC LIBRARIES & NON-PARTISAN ENGAGEMENT

Public Libraries must act and appear to act in a non-partisan way at all times, but especially during elections, while supporting the democratic process, freedom of expression and informed discussion on political issues. The library must comply with legislation related to elections. These regulations are included in the Municipal Elections Act, 1996 as amended by Bill 181, the Municipal Elections Modernization Act, 2016. An Elections Policy, like this sample [Library and Political Elections" policy](#) from SOLS, can provide your library with guidelines for engagement during the election. As representatives of the library sector, we want you to talk about and share information about our non-partisan issues – which do not favour or criticize a specific candidate – and foster discussion about these important matters. We believe strongly that libraries positively impact a broad cross-section of Ontarians in every community across the province. As a sector, we have and will continue to work collaboratively and constructively with representatives across the political spectrum to achieve meaningful change benefitting our libraries and communities.

ENGAGING DURING ELECTIONS

You should reach out to and engage with all candidates for city council and for school boards in your area. There are many ways to do this before and during the election period, including:

- 1. Meet with Candidates or Campaign Staff**
- 2. Write or email a letter / survey to local Candidates**
- 3. Engage through social media**
- 4. Ask key questions at town hall meetings, at all-candidates debates, and with candidates when they call or if they knock on your door**

Remember, all politics is local. When meeting with your local candidates, focus on the key messages to convey the importance of your public, school and First Nations libraries to the community, and give a local perspective about how maintaining sustainable funding and recent investments will benefit your libraries and community.

QUICK TIPS!

- Consider organizing all-candidates events as part of an existing community network or team up with like-minded organizations.

Meet with Candidates or Campaign Staff

Meeting with candidates and campaign staff before and during the election period is a great way to build a relationship and to educate them on the positive impacts of libraries and issues confronting the sector. Candidates want to get to know the important stakeholders in their communities – that's you – and will appreciate your perspective and the opportunity to learn about how they can be a champion for your local libraries at City Council or the School Board.

Engaging with local candidates and campaign staff will

- Provide an opportunity for more focused and in-depth conversations with a local perspective.
- Gauge how well candidates understand the issues facing libraries and respond to questions they may have.
- Build relationships with candidates that can continue to develop post-election, including developing champions for ensuring ongoing local support for libraries.

Ask

- Ask in person, call, email, or send a letter to each local candidate (or their key campaign staff) introducing yourself, your role and the importance of libraries.
- Request a meeting to discuss further. Candidates often have campaign staff dedicated to engaging with constituents during election campaigns.

Schedule

- Follow up with a phone call or visit to the campaign office. The campaign manager may handle the request or may refer you to another staff member.
- Negotiate a date, time, and location for the meeting. Let the campaign staff know how much time you would like (shorter meetings are always more practical than longer ones) and be prepared to shorten the session if need be.

Prepare

- Once the meeting is confirmed, put together a team to attend the meeting. The larger the team, the more organized you'll need to be at the meeting. It's helpful to have a mix of staff, board members, and, if possible, beneficiaries of your service or activities who can provide personal stories of how key issues impact them and how solutions are supporting or will support people.
- Review OLA and FOPL's key messages included in this guide and decide who will chair the session and who will speak to which item. The size of the group will guide how long individuals can speak. In general, keep the individual presentations to a maximum of three minutes each. More experienced members can help others to organize what they will say.
- Ask for a volunteer to take notes and complete the Meeting Worksheet when it's over so everyone has the results of the meeting on paper.
- Also familiarize yourself with your local candidate, including biographical information and any recent media coverage, especially if you do not have an existing relationship.
- Stories strengthen your message. Think of your own examples to convey the impact of libraries on individuals and families in the candidate's own community and schools.
- Review the [Meeting Worksheet](#) and bring copies of the [Libraries Election Brief](#).

Inform

- Tell the campaign staff who will attend the meeting.
- Let OLA and FOPL know about your meeting, either by emailing Sarah Roberts (sroberts@accessola.com) OR by [filling in this form](#).

Meet

- Arrive on time and go in as a team.
- Have the chair open the meeting, thank the candidate and briefly outline the purpose of the meeting and the agenda. All participants should introduce themselves. From there, the chair should manage the agenda, making way for the speaker for each item. The candidate or campaign staff may ask questions of individual speakers and the chair should be able to subtly keep the agenda on track.
- Stick to the key messages! Draw upon your own personal experiences to enhance these and use local examples.
- Be passionate and respectful, not argumentative and confrontational.
- Be prepared to be flexible. The candidate or campaign staff may not have time or want to go through the full agenda. The chair should be able to cut to the chase so that the most important items are discussed.
- Finish by thanking the candidate or campaign staff and providing a contact person for further questions or information.
- Focus on conveying the importance of Ontario's libraries in a local context, and the key messages.
- It is important to remember that it's okay to say "I don't know" if you're asked a question that you can't answer. You can offer to follow-up with the information after the meeting. OLA & FOPL are happy to help you find the answers to any such questions.
- Leave behind a copy of the [Libraries Election Brief](#), along with your contact information.
- Thank them for their time and indicate that you will be following up.
- Wish them luck!

Follow Up

- Send a thank you letter, attaching a copy of the [Libraries Election Brief](#) and include any follow up information that you promised
- You may be asked in the future to follow up by email and phone with the local Candidate (and ultimately, potential municipal councillor or School Board Trustee) to seek additional support or to request further information.
- Complete the [Meeting Worksheet](#) to let us know how your meeting went.

MAKING THE MOST OF INFORMAL MEETINGS AND ENCOUNTERS

If you run into a candidate at your library, or a local event, be sure to take the opportunity to engage and educate them on the role libraries are playing in your community.

These informal meetings are invaluable for fostering a positive, personal relationship with an individual who may become your next representative on your local/municipal Council or the School Board.

Be sure to get their contact information and follow up afterwards to share [Libraries Election Brief](#). Make sure they know you're always available to answer questions!

Write or Email a Letter / Survey to Local Candidates

If you can't meet directly with a local candidate, you also have the option of sending a letter directly to them, outlining our key messages for the Municipal Election (see template in Appendix C).

The most effective letters to candidates include some key question for the candidate to answer. These allow you to get a better sense of where the candidate stands on issues important to libraries and will be very useful should the candidate be successfully elected.

We've provided a template in Appendix C that you can customize and send to your local candidates. Email is often easiest during the pre-election period, but most candidates will have a physical office open during the campaign period where a letter can be dropped off or mailed. Sending your letter as early as possible gives you the best chance of a response. Be sure to share any response you receive with Sarah Roberts (sroberts@accessola.com)!

Engage Through Social Media

Whether you meet with your candidates directly or not, you can help raise the profile of Ontario's libraries this election by taking the conversation online. A tweet or a Facebook post can be used to share the impact of libraries in your community, to demonstrate your support for libraries, or raise awareness of the issues confronting the sector.

- Use OLA/FOPL's key messages to inspire your tweets and Facebook posts
- Be sure to tag your local candidates, and share local examples
- Don't forget to use the hashtags #ILoveOnLibraries

QUICK TIP!

Think before you tweet! If you're not sure about something you want to tweet, don't hesitate to ask OLA/FOPL for feedback.

Sample tweets

- Had a great conversation today with [insert twitter handle of Candidate] about the importance of [Community name's] libraries. #ILoveOnLibraries
- [Community name's] public libraries matter! [tag candidates] Did you know that there are 296 visits to Ontario public libraries every minute? #ILoveONLibraries
- [tag candidates] Did you know that every year in Ontario, there are 175 million visits to public libraries online and in person! Make the commitment to support sustainable, predictable funding for all public and First Nations libraries #ILoveONLibraries
- [tag candidates] School libraries are critical to student success. We need to protect school library funding so all students have access to libraries and teacher-librarians! #ILoveONLibraries

You can check out [our Twitter story](#) from Library Day at Queen's Park for an example of how you can engage local politicians online in a **non-partisan** way.

Ask Key Questions at Town Hall Meetings, at All-Candidates Debates, and with candidates when they call or if they knock on your door

During the election, candidates will participate in several community events where members of the public may have the opportunity to ask questions. You may have a chance encounter with a candidate or be speaking with them at an event you've organized. You may also meet them when they or their staff are making calls or knocking on doors.

Whichever is the case, these are great opportunities for you and library supporters to find out where candidates stand on the issues important to school, public and First Nations libraries and library staff.

We have provided some questions for your consideration and use, which reflect the issues identified in OLA & FOPL's Libraries Election Brief. **Choose the questions that pertain to the candidate you are addressing!**

QUESTIONS FOR MUNICIPAL COUNCIL CANDIDATES – ON PUBLIC LIBRARIES

Libraries rely on funding from both provincial and local governments. Local governments are responsible for the largest share of public library base funding – typically comprising about 96% of public library budgets. It is thanks to robust local investments that public libraries remain Ontario's farthest-reaching, most cost-effective community resource – supporting education and lifelong learning, fostering community economic development and reducing the impacts of poverty. The Ontario government provides smaller but important support for public libraries through the Public Library Operating Grant (PLOG) and the First Nation Salary Supplement Grant (FNSS). These grants are likewise essential for a community's library to support local priorities and community well-being.

- 1. Do you support predictable, sustainable municipal/local funding for the public library in your community? Will you advocate for provincial funding to sustain a strong library service in your community?***

QUESTIONS FOR SCHOOL TRUSTEE CANDIDATES - ON SCHOOL LIBRARIES

Qualified library staff and properly resourced school libraries are a critical part of student success. Properly staffed and resourced school libraries have a big impact on student outcomes, promoting better reading outcomes on the Grade 3 and 6 EQAO assessments, and success in science and math, social and civic engagement, and digital literacy skills.

- 1. As a School Trustee, will you ensure that the provincial funding allocated for school libraries is fully spent on the school library program?***

INTERESTED IN HOSTING AN ALL CANDIDATES MEETING?

Consult our document on [Supporting Civic Engagement in Your Library](#) for details on how to plan and execute an All-Candidates Meeting at your library.

ABOUT US

This document was produced by the [Ontario Library Association \(OLA\)](#) and the [Federation of Ontario Public Libraries \(FOPL\)](#). OLA and FOPL work with [Ontario Library Service - North \(OLS - North\)](#), and [Southern Ontario Library Service \(SOLS\)](#) to support excellence in public and First Nations libraries across Ontario. This document was adapted with permission from the [Elections Toolkit](#) produced by the Ontario Non-Profit Network (ONN).

The **Ontario Library Association (OLA)** is the oldest continually-operating non-profit library association in Canada, with over 5,000 members comprised of library staff and supporters from public, school, academic, and special libraries.

The **Federation of Ontario Public Libraries (FOPL)** represents 246 public library systems in Ontario, including 45 First Nations public libraries, in communities throughout the Province.

Together, OLA and FOPL are committed to ensuring that libraries are able to continue to play a critical role in the social, education, cultural and economic success of our communities and schools.

The provincial government funds two public library support agencies: the **Ontario Library Service - North (OLS - North)** and the **Southern Ontario Library Service (SOLS)**. OLS-North and SOLS provide a wide range of support services to public libraries throughout northern and southern Ontario. Their mandate is to deliver programs and services on behalf of the Ministry of Tourism, Culture and Sport by increasing co-operation and co-ordination among public library boards and other information providers, and to promote the provision of library services to the public by assisting public library boards with services and programs that reflect their needs, including consulting, training and development services.

APPENDIX A: OLA AND FOPL'S ELECTION KEY MESSAGES

THE IMPORTANCE OF MODERNIZED, SUSTAINABLE FUNDING FOR ONTARIO'S LIBRARIES

You will know what's really important for the library in your community. It's really important that candidates understand what libraries are now.

Ontario's libraries play a **critical role** in communities and schools across Ontario

- Ontario's libraries and library staff are **helping millions of Ontarians** improve their well-being, reach their potential, and gain meaningful social connections and learning experiences.
- Libraries are **Ontario's farthest-reaching, most cost-effective resource for empowering positive change** by supporting high-quality education, fostering community economic development and reducing the impacts of poverty.
- Whether in their schools or in their communities, **libraries reach millions of Ontarians through a wide range of impactful resources and programs.**
- Libraries and librarians in communities, schools, universities and colleges throughout Ontario are an essential resource for helping residents and students succeed.

KEY PRIORITIES FOR ONTARIO'S LIBRARIES

1. SUSTAINABLE, PREDICTABLE FUNDING FOR ALL PUBLIC AND FIRST NATIONS LIBRARIES FROM BOTH PROVINCIAL AND LOCAL GOVERNMENTS

- **Public libraries rely on funding from both provincial and local governments.**
 - **Local governments** are responsible for the largest share of public library base funding – typically comprising about **96% of public library budgets.**
 - The Ontario government provides smaller but important support for public libraries through the **Public Library Operating Grant (PLOG)**
- **Predictable and flexible funding will let libraries make sustainable decisions** that best respond to the needs of their local communities and users.

2. ENSURING STUDENT ACCESS TO PROPERLY STAFFED AND RESOURCES SCHOOL LIBRARIES

- Trained **library staff** and **properly resourced school libraries** are a critical part of **student success.**
- Teacher-librarians have specialized skills to support the implementation of new curriculum and teaching strategies by co-planning, co-teaching and, co-assessing with teaching partners.
- Properly staffed and resourced school libraries have a **big impact on student outcomes**, promoting better reading outcomes on the Grade 3 and 6 EQAO assessments,¹ and success in science and math, social and civic engagement, and digital literacy skills.

[1] People for Education & Queen's University Faculty of Education. School Libraries and Student Achievement in Ontario. Toronto: Ontario Library Association, 2006.

APPENDIX B: HOW DOES THE MUNICIPAL GOVERNMENT IMPACT YOUR LIBRARIES?

School Libraries: Municipal Jurisdiction: School Trustees (elected), and Provincial Jurisdiction: Ministry of Education.

The Ontario Ministry of Education administers the system of publicly funded elementary and secondary school education.

School boards receive money in two ways. First, some of the property taxes collected in your community go to your local school board. Second, the province tops up this amount to bring the total for each board up to the amount set out by the provincial funding formula. The provincial funding formula takes into account the many factors that make each school board unique. Funding for individual schools is the responsibility of the school boards. Occasionally there are increases to the funding formula for certain initiatives. The current funding formula provides school boards with significant flexibility to choose how to spend these funds. It is up to elected School Board Trustees to direct allocated funding to support their school libraries.

Public Libraries: Municipal: Public Library Board Directors (appointed and includes some municipal councillors who are elected), Provincial: Ministry of Tourism, Culture and Sport.

The Ministry of Tourism, Culture, and Sport administers the Public Libraries Act and statutory grants under the Act and develops provincial policies for public libraries. Municipal councils are responsible for appointing public library boards and they provide most of the funding for libraries (municipal tax dollars). A funding formula consists of a mix of provincial and municipal funding based on population sizes. Municipal Council is responsible for determining the composition of library boards and for appointing library board trustees immediately following municipal elections and when vacancies occur. Municipal Council can appoint its own members to the public library board, up to one less than 50% of the total number of library board members. The majority of a library board must be comprised of citizens appointed from the community.

SOLS has developed materials and resources to help choose and maintain strong and effective library boards, [here](#).

First Nations Public Libraries: Band Councils (usually in-kind), Provincial: Ministry of Tourism, Culture and Sport, Federal Education funds).

The traditional source of tax revenue for non-native public libraries does not exist for public libraries in First Nations communities. Instead, provincial funding for these libraries is administered by the Ministry of Tourism, Culture, and Sport through the Public Library Operating Grant (PLOG) and the First Nation Salary Supplement Grant (FNSS). These funds provide on average \$15,000/year to each of these existing libraries. Federal funding for these libraries is taken from funds that are allocated for on-reserve education. Funding levels for on-reserve education are more than 30% lower than off-reserve, leaving little left to establish new libraries. Band Councils are therefore tasked with providing essential support such as rent, hydro, internet, fax and telephone service.

Academic Libraries: Provincial: Ministry of Training, Colleges, and Universities.

The Minister of Education and the Minister of Training, Colleges and Universities are responsible for the administration of laws relating to education and skills training. The ministry is responsible for distributing funds allocated by the provincial legislature to colleges and universities. Colleges and Universities are also fee-based. The funding of academic libraries is at the discretion of the academic institution.

APPENDIX C: TEMPLATES

These are sample letters that you can send to your local candidates – **just remember to remove all italicized placeholders and replace them with the appropriate information!**

Template – Candidate Meeting Request Email

Subject: Meeting Request - [local library name]

Dear [name of Candidate or staff person],

In my capacity as [role] of the [local library name], I would like to request a meeting to update you on issues and opportunities impacting public and school libraries here in [COMMUNITY].

Libraries are Ontario's farthest-reaching, most cost-effective resource for empowering positive change in education, community economic development and poverty reduction. As [title/role] of [organization/library], I've seen first-hand how our public and school libraries in [community] contribute to our community. [Provide any local examples if appropriate]. This meeting is an opportunity to discuss the importance of [local library name] in [COMMUNITY].

Please feel free to contact me to coordinate or if you have any questions: [email] or [phone].

Thank you,

[name and role]

Template – Direct Email/Letter to Candidate with Survey on Library Issues

DON'T FORGET TO ENCLOSE THE OLA / FOLP ELECTION BRIEF DOCUMENT.

[Date]

[Name of Candidate/Staff Person]

[Office address]

Dear [name of candidate or staff person],

My name is [name], [title/organization]. As [title/role] of [organization/library], I've seen first-hand how our public and school libraries in [community] contribute to our community. **[Provide any local examples if appropriate].**

As we enter the critical election period, please find a short brief on Libraries attached for your review and consideration. Additionally, we at [insert library] are interested to learn your position on key issues impacting libraries and library staff here in [community].

[Note – select the questions that pertain to the candidate you are addressing!]

[QUESTIONS FOR MUNICIPAL COUNCIL CANDIDATES] PUBLIC LIBRARIES

Libraries rely on funding from both provincial and local governments. Local governments are responsible for the largest share of public library base funding – typically comprising about 96% of public library budgets. It is thanks to robust local investments that public libraries remain Ontario's farthest-reaching, most cost-effective community resource – supporting education and lifelong learning, fostering community economic development and reducing the impacts of poverty. The Ontario government provides smaller but important support for public libraries through the Public Library Operating Grant (PLOG) and the First Nation Salary Supplement Grant (FNSS). These grants are likewise essential for a community's library to support local priorities and community well-being.

1. Do you support predictable, sustainable municipal/local funding for the public library in your community? Will you advocate for provincial funding to sustain a strong library service in your community?

[QUESTIONS FOR SCHOOL TRUSTEE CANDIDATES] SCHOOL LIBRARIES

Qualified library staff and properly resourced school libraries are a critical part of student success. Properly staffed and resourced school libraries have a big impact on student outcomes, promoting better reading outcomes on the Grade 3 and 6 EQAO assessments, and success in science and math, social and civic engagement, and digital literacy skills.

1. As a School Trustee, will you ensure that the provincial funding allocated for school libraries is fully spent on the school library program?

[I or We] thank you for your interest, support and passion for Ontario's libraries. [I or We] hope [I or We] can rely on your support for the sustainability of local public and school libraries in communities across Ontario. If you have any other questions, please do not hesitate to contact me. My phone number is [your telephone number] and my email is [your email address].

Sincerely,

[Insert your name]

Template – Candidate Meeting Worksheet

Use this worksheet to take notes that will help you prepare for your meeting and ensure that your information is stored in one place.

After your meeting, please share your meeting notes with OLA/FOPL. You have the option of submitting this by email to Sarah Roberts (sroberts@accessola.com) or online using [this form](#).

Meeting Details	Name of Meeting Target: Municipality: Electoral district: Supporting staff in attendance:
Meeting Attendees from OLA / FOPL	
Meeting Tone (Positive/Negative; Supportive/Not Supportive)	
Summary of Meeting Discussion	
Questions from Meeting Target / Staff	
Commitments made by Meeting Target / Staff	
Any Follow-up Required by OLA / FOPL?	