

DRAFT LIBRARY BOARD 2009 ANNUAL AGENDA (Updated May 19, 2009)

	January	February	March	April	May	June	September	October	November	December
Policy Development Review & Revision: Governance & Means Policies	Procurement Guiding Principles AODA:Customer Services Standards* Policies to be brought forward as provincial standards issued Computer Use Draft Policy	Records Management Guiding Principles		Procurement Draft Policy		Confidentiality of Personal Information Policy Guiding Principles Records Management Draft Policy		Governance Policy (G 1 – G 5) Annual Review G1 = Ends Policy G2 = Board-CEO Linkage G3 = Executive Limitations G4 = Governance Processes G5 = Delegations & Public Participation Public Services Means Policy: Assumptions & Guiding Principles	Means Policies Annual Review M1 = Intellectual Freedom M2 = Authority for the Summer M3 = Diversity M4 = Friends of LPL M5 = Race Relations Policy M6 = Financial Management for Fund Development M7 = Accessibility for Users with Disabilities: Customer Services Standards Public Services Means Policy: Draft Policy	Means Policies Review: Charter of Library Use: Code of Conduct Unattended Children Computer Use Policy Internet Policy
Planning: Vision, Mission, Strategic Plan	Update on Strategic Plan BSC Projects		2008 Balanced Scorecard (BSC) Report		1 st quarter 2009 BSC Metrics Library Settlement Project: Implementation Update Serving Vulnerable Populations Project Preliminary Rpt.	Digital Assets Management Project Plan	Update on Strategic Plan BSC Projects 2 nd Quarter 2009 BSC Metrics Strategic Plan: Volunteer Services Strategy	Strategic Plan: Serving Vulnerable Populations Project: Actions Employee Recognition Plan	Strategic Plan: Carson 3 rd Quarter 2009 BSC	Digital Assets Management: Actions

LPL Service Excellence Model		Feature Locations: Beacock, Masonville, Sherwood	Child & Youth Network Feature Location: Central Library – 2 nd Flr	Feature Locations: Pond Mills, Jalna	Feature Location: Central Library – 3 rd Flr (inc. London Room)	Reference, Referral & Reader Services Delivery Stream – Celebrate the Reader Feature Locations: Central Library – Telefact Practicalities	Collections Service Delivery Stream	Report on Summer Reading Program, Libro Road Show Feature Location: Westmount	Technology Service delivery Stream Feature Locations: Byron, Glanworth, Lambeth	Literacy Service: READ Program Feature Location: Landon
Community Engagement/ Events	Family Literacy Day, January 31, 2009	Black History Month – Opening Events & Closing Gala	March Break, March 16-21	April 3 “Books Good Enough 2 Eat” Event, April 3, 2009 Volunteer Appreciation Week April/May Groundbreaking Northeast Community Centre, YMCA & Library (Date tbd)		TD Summer Reading Club Launch, June 20 LPL Annual Report to the Community	Faculty of Information & Media Studies Engagement: Report on Activities Friends of the Library AGM	Ontario Public Library Week Friends of the Library Booksale, October 23-25 Imagine Campaign Launch	A Book for Every Child Campaign Staff Development Day, November 27	Volunteer Appreciation Day – Friends of the Library/Early December (date tbd)
Finance				2008 Audited Statements 2010 Budget Guiding Principles; City 2010 targets Capital Budget Business Case: Facilities Tangible Capital Asset (TCA)	City of London Service Based Budget Model 2010 Capital Budget Business Case- ILS 2010 Capital Business Case – Collections Financial Statements to April 30	Draft 2010 Budget 2010 Capital Budget Business Case – Facilities Update on Tangible Capital Assets	Financial Statements to August 31 Fund Development Strategy with Milestones & Priorities	2010 Budget – City Format/ Revisions after FP&P approval	Review of Expenditures re: Year-end projections 2008 Statements restated to reflect TCA	Budget Year End including Collections Encumbrance

					Fund Development Report – Imagine Campaign	Report on LPL Fund Development 10 year history				
Procurement		Cleaning RFP	Security RFP							
Legal: Existing and New Legislation	Annual reporting to IPC of information requests	AODA: Customer Services Standards* Policies to be brought forward as provincial standards issued								
Board Development		MFIPPA Training	Child & Youth Network		Leveraging Technology – IT Presentation SOLS Trustee – Update				Registration for OLA 2010 (Feb 24-27)	