



REPORT TO THE LIBRARY BOARD

MEETING DATE: March 26, 2008

Session:	Public Session
Subject:	Planning: Library Board 2009 Annual Agenda
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Presented By:	Susanna Hubbard Krimmer
Purpose of Report:	For Decision: Approval <input checked="" type="checkbox"/>

Recommendation:

It is recommended that the draft ***Library Board 2009 Annual Agenda*** be approved and that this agenda be updated through the course of the year as required.

Issue/Opportunity

The Library Board has been reviewing and adapting its formal planning processes to ensure that it provides both strong governance and effective leadership. The addition of the annual agenda to the planning process is designed to support decision making and communications.

Background

The annual agenda is aligned with the mandate, roles and operating principles of the Library Board. These are articulated in the Public Libraries Act, LPL governance policies and the Library Board Trustee Position Description and are summarized below.

Library Board Mandate

The London Public Library Board is a governing board, a legal corporation with the authority to make policy and to govern the library's affairs under Ontario ***Public Libraries Act***, R.S.O. 1990, c. P. 44. The Board's duty is to provide comprehensive, effective and efficient public library service that reflects the community's needs and builds community capacity. The Board also ensures that citizens have the best possible library service within available finances.

Library Board Roles

The primary roles of the London Public Library Board are to:

- Set the vision, mission and strategic direction for the library and, using strategic planning techniques, determine a strategy map to get there;
- Make policy within the framework of government legislation and regulations;
- Oversee the library's finances in accordance with public accounting principles and requirements and within municipal budget policy and procedures;
- Monitor overall effectiveness of the library in meeting community needs in an efficient and effective manner and evaluate progress on the strategic plan;
- Set fees where allowed by the Public Libraries Act; and
- Hire and evaluate a qualified Chief Executive Officer to implement the strategic plan and to manage the day-to-day delivery of public service and daily operations of the library.

Operating Principle: Public Engagement & Participation

The London Public Library Board is committed to openness and transparency in its decision-making processes. The Board endeavours to provide opportunities for public engagement and participation, ensuring that information is available to the public in a timely fashion and in a manner that is easily accessible.

Next Steps

Upon approval of the draft ***Library Board 2009 Annual Agenda***, the agenda will be enacted and used to set the schedules for upcoming Board Meetings and to direct the associated work of the Library Board and Staff.

DRAFT LIBRARY BOARD 2009 ANNUAL AGENDA

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

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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: Cherryhill Central Library - Telefact	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)	LPL Annual Report to the Community	TD Summer Reading Club Launch, June 20	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)	Capital Budget Business Case: Integrated Library System (ILS) Financial Statements to April 30	Draft 2010 Budget Update on TCA Report on LPL Fund Development 10 year history	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
Procurement		Cleaning RFP	Security RFP							

