

Caledon Public Library Board Meeting

Monday, December 17, 2018

7:00 p.m.

Albion Bolton Branch



AGENDA

1. Call to order

2. Indigenous Acknowledgement

We acknowledge that the land on which we gather, which form the Town of Caledon, is part of the Treaty Lands and Territory of the Mississauga's of the New Credit.

The Town of Caledon and the Region of Peel – the traditional territory of the A-nish-in-abek (Ojibway), Huron-Wendat, Haud-en-osa-nee (Iroquois), and home to the Métis, was most recently, the territory of the Mississauga's of the New Credit First Nation.

We also acknowledge the cultural injustices of the past and express our collective hope for full truth and reconciliation in the future

On this day our meeting place is home to many Indigenous peoples (First Nations, Métis and Inuit) from across Turtle Island (North America).

We are grateful to have the opportunity to work on this land, and by doing so, we give our respect to its first inhabitants.

3. Apologies for non-attendance

4. Approval of the agenda

5. Disclosure of pecuniary interest

6. Consent agenda

(All items under the Consent Agenda are considered to be routine and have been read by all Board members before the meeting. The items are recommended for approval by the Chair. They may be enacted in one motion. If any member wishes to discuss an item, it can be moved anywhere in the agenda.)

a. Minutes of the November 19, 2018 meeting (Attachment 6-A)

b. CEO/Chief Librarian's Report (Attachment 6-B)

c. Strategic Actions Update (Attachment 6-C)

d. Correspondence

i. Canada Revenue Agency – Notification of registry as a charity, November 22, 2018 (Attachment 6-D-1)

7. Business arising from the minutes
8. Staff Reports
 - a. Treasurer's Report and Financial Statements (Attachment 8-A)
 - b. Board OLA Attendance Report (Attachment 8-B)
9. Board and Committee Reports
 - a. Board Assessment Results
 - b. Board Legacy Document (Attachment 9-B)
 - c. Closed Session
 - i. Confidential Report re: Personal matters about an identifiable individual – CEO/Chief Librarian Mid-Year Performance Appraisal
10. New business
11. Board Work Plan
 - a. 2018 Work Plan Review (Attachment 11-A)
12. Board Advocacy and Development
 - a. Upcoming Events and Opportunities
 - i. Town of Caledon General Committee Meeting – General Budget Presentation, Tuesday, December 18, 1:00 PM, Town Hall
 - ii. Budget Drop-in Open House – Wednesday, January 9, 7 PM, Town Hall
 - iii. Town of Caledon General Committee Meeting - 2019 Proposed Budget Deliberations , Tuesday, January 15, 9:30 AM, Town Hall
13. Question period
14. Evaluation of meeting
 - a. What was your key takeaway from the meeting?
 - b. How could we encourage participation in discussions?
15. Time and location of next regular meeting
 - a. Monday, January 21, 2019, 6 PM - Albion Bolton Branch
16. Adjournment

Documents Attached:

- 6-A Minutes of the November 19, 2018 meeting
- 6-B CEO/Chief Librarian's Report
- 6-C Strategic Actions Update
- 6-D-1 Canada Revenue Agency – Notification of registry as a charity, November 22, 2018

- 8-A Treasurer's Report and Financial Statements
- 8-B Board OLA Attendance Report
- 9-B Board Legacy Document
- 11-A 2018 Work Plan

Attachment 6-A

Caledon Public Library Board Meeting

Monday, November 19, 2018

6:00 p.m.

Albion Bolton Branch



MINUTES

Present: Janet Manning (Chair); Paula Civiero (Vice-Chair); Lynne van Ryzewyk; Suzanne French; Sandy Keith; Susanne McRoberts and Chris Gilmer

Staff: Colleen Lipp – CEO | Chief Librarian; Lesley Slobodian, Administrative Assistant

Absent: Councillor Nick deBoer; Councillor Gord McClure

1. The Chair called the meeting to order at 6:00 PM

2. Indigenous Acknowledgment

We acknowledge that the land on which we gather, which form the Town of Caledon, is part of the Treaty Lands and Territory of the Mississauga's of the New Credit.

The Town of Caledon and the Region of Peel – the traditional territory of the A-nish-in-abek (Ojibway), Huron-Wendat, Haud-en-osa-nee (Iroquois), and home to the Métis, was most recently, the territory of the Mississauga's of the New Credit First Nation.

We also acknowledge the cultural injustices of the past and express our collective hope full truth and reconciliation in the future

On this day our meeting place is home to many Indigenous peoples (First nations, Métis and Inuit) from across Turtle Island (North America).

We are grateful to have the opportunity to work on this land, and by doing so, we give our respect to its first inhabitants.

3. Apologies for non-attendance: Councillor Nick deBoer

4. Approval of the Agenda

Motion: That the Caledon Public Library Board Agenda be approved.

Moved: Sandy Keith

Seconded: Lynne van Ryzewyk

Carried.

5. Disclosure of pecuniary interest: none

6. Consent Agenda

a. Minutes of the October 15, 2018 meeting

b. CEO/Chief Librarian's Report

c. Strategic Actions Update

d. Correspondence

- i. Sylvia Jones, Minister, Tourism, Culture and Sport - Receipt of Public Library Operating Grants- October 31, 2018

Motion: That the Caledon Public Library Board receive all items within the consent agenda.

Moved: Lynne van Ryzewyk

Seconded: Chris Gilmer

Carried.

7. Business arising from the minutes: None

8. Staff Reports

a. Treasurer's Report and Financial Statements

Motion: That the Caledon Public Library Board receive the Treasurer's Report and related financials

Moved: Susanne McRoberts

Seconded: Paula Civiero

Carried.

b. Art Exhibit and Display Policy Report

Motion: That the Caledon Public Library Board approve and adopt the Art Exhibit, Display and Community Information Policy.

Moved: Sandy Keith

Seconded: Suzanne French

Carried.

9. Board and Committee Reports:

a. SOLS Trustee Council Update

Lynne van Ryzewyk provided an overview of the November 10th meeting of the SOLS Trustee Council hosted in Cambridge. Highlights included a slide show featuring the Idea Exchange's recently opened Digital Library and Makerspace in the Old Post Office.

b. Self-Evaluation and Succession Discussion

The Board undertook a fulsome discussion of the accomplishments, opportunities and challenges of their four-year term. This feedback will be used by the Recruitment and Succession Committee to draft a legacy document to be considered by the full Board at the December meeting and ultimately shared with the new Board and Council.

10. New Business: None

11. Board Work Plans

a. 2018 Work Plan Review

b. Proposed 2019 Work Plan

Motion: That the Caledon Public Library Board approve and adopt the 2019 Work Plan.

Moved: Chris Gilmer

Seconded: Lynne van Ryzewyk

Carried.

12. Board Advocacy

a. Upcoming Events and Opportunities

- i. CPL 150 Homecoming Celebration, Friday, November 30, 6:30 PM Glen Eagle Golf Club – Tickets Available online \$30
- ii. Vigil for Canada’s National Day of Remembrance and Action on Violence Against Women, Thursday, December 6, 2018, 6:30 PM, Albion Bolton Branch

13. Question Period: There were no members of the public present.

14. Evaluation of Meeting

a. What was your key takeaway from the meeting?

- i. The presentation on the Idea Exchange in Cambridge was very informative and beneficial.
- ii. The discussion on the Evaluation of the Caledon Public Library Board’s Legacy document was effective and good.

15. Time & location of next regular meeting:

Monday, December 17, 2018, Albion Bolton Branch

Motion: That the Caledon Public Library Board adjust the start time of the December 17th meeting from 6PM to 7PM.

Moved: Suzanne French

Seconded: Sandy Keith

Carried.

16. Adjournment

Motion: That the meeting adjourn.

Moved: Suzanne French

Seconded: Susanne McRoberts

Carried.

The meeting adjourned at 8:30PM

Janet Manning
Chair

Colleen Lipp
CEO | Chief Librarian

Attachment 6-B

CEO/Chief Librarian's Report

Prepared by Colleen Lipp
December 2018



Board Succession

Appointments and Presentation to Council

The Interim Town Clerk has confirmed her intent to present a report regarding the Library Board Recruitment Process at the January 15th meeting of the General Committee. Both committee and Council representatives will be considered on this date. A presentation by the CEO/Chief Librarian regarding the roles and responsibilities of the Board, the requirements of the Public Library Act and the Library's governance was also to be included on the agenda. However, as per email correspondence received from the Town Clerk on December 11, Town senior management has determined that the planned presentation is unnecessary, removing it from the agenda.

The Appointment By-Law will subsequently be approved at the January 22nd meeting of Council. This timeline allows for a final meeting of the current board on January 21st and supports the inclusion of newly appointed Council and community representatives at the OLBA Boot Camp on February 2nd.

Board Orientation and Development

As per the Board's approved 2019 work plan, orientation for new and returning trustees will be incorporated into the agendas of the first four meetings of the new term. In addition to this internal onboarding, public library associations will be providing a variety of development opportunities over the next few months. In addition to the OLBA Boot Camp at the OLA Super Conference, these include:

- A comprehensive "governance hub" has been made available online at <https://www.sols.org/index.php/governance-hub>. This curated portal is organized to coincide with the anticipated learning needs over the course of the Board's four-year life cycle.
- SOLS will be offering a webinar focused on the fundamentals of governance. Registration for the following sessions opens on Tuesday, January 15, 2019.
 - Monday, January 21, 7pm to 8pm
 - Thursday, February 7, 7pm to 8pm
 - Saturday, February 9, 11am to 12pm
 - Tuesday, February 12, 2pm to 3pm
 - Saturday, February 23, 11am to 12pm
- Half-day regional workshops for trustees and CEOs will focus on best practices in library governance. These meetings will also provide opportunity to network with fellow

trustees from neighbouring library systems. Spring dates will be confirmed early in the new year.

Bridge Tool Kit

The Bridge Technology Services Assessment Toolkit was initiated by the Toronto Public Library to measure the availability and usage of library technologies, assess staff's preparedness to support these technologies and solicit and share the outcomes reported by library users. Nine libraries participated in the recently-completed pilot and CPL has been invited to partake, along with approximately thirty (30) other libraries, in the beta phase of this project. Usage data, along with responses from staff and user surveys, will be compiled within the toolkit. Primary outcomes include digital inclusion and digital literacy. Secondary outcomes include the following:

- Community, social and civic engagement
- Creativity and innovation
- Entrepreneurship and business development
- Workforce development

The resulting information will boost CPL's strategic efforts and attempts to better highlight the value and impact of our technology services and encourage stakeholder awareness and support.

Charitable Status

The Canada Revenue Agency's approval of the Library's application for charitable status is reflected as correspondence on the meeting agenda. Prompted by this news, CPL has claimed its charitable profile on CanadaHelps.org, supporting the acceptance of donations online. This profile will be developed and links from the Library's website created in the new year. Immediate action items resulting from this news, include the creation of charitable receipts that meet the requirements of the CRA and development of a related procedure for library staff. Town Finance will be advised of this new status, reconfirming the need to create a donations reserve account and clarifying the banking process for any donations received online. As per the CRA correspondence, Library Administration will prepare and file a Registered Charity Information Return in advance of the June 30, 2019 deadline.

Staffing

Employee Engagement Survey

Insightlink Communications has been selected to complete a staff survey as a means of measuring employee engagement. As per the Library's strategic action plan, survey results will provide insights related to staff morale and satisfaction. This initial survey will act as a benchmark from which to assess the impact of our strategic efforts to "invest in people" and ensure that the Library's organizational culture is in alignment with our values. Reporting will include a

comprehensive strategic analysis of survey results and a summary of employee motivations and drivers. The resulting data and documentation, including a detailed planning workbook, will strengthen our efforts to move from survey results to action.

Personnel Policy Revisions

Prompted by the provincial government's Bill 47 and resulting changes to the *Employment Standards Act*, revision are required to the *Caledon Public Library Personnel Policy (CPL-16-09)* to reflect the discontinuation of paid Personal Emergency Leave. Related changes to library-adopted Town procedures are underway and will hopefully be made available in sufficient time to inform the updated policy for consideration by the Board at the January meeting.

Further changes are necessitated by the release of updated procedures by Town Human Resources in response to the legalization of cannabis. While these procedures have already been shared with all library staff, their inclusion within the revised policy will formalize their adoption by the Board.

Attendance at Town of Caledon Agenda Review Meetings

With the launch of a new Term of Council, it has been decided that attendance at regular meetings to review the agenda and reports for upcoming meetings of the committees of Council will be limited to members off the Town's Senior Management Team. Input from subject experts will be sought if needed. While many of the reports discussed had no immediate relevance to CPL, these meetings provided a welcomed opportunity to remain in touch with Town leadership and develop a greater understanding of areas where the Library might contribute to shared objectives. The CEO/Chief Librarian's disappointment was shared with the General Manager, Strategic Initiatives, indicating that "with fewer and fewer formal opportunities to interact with Town leadership and staff, it is increasingly difficult to ensure that the Library remain aware of and in alignment with the Town's priorities". Any suggestions or opportunities that our liaison could provide to support the Library's efforts to participate in and contribute to Town initiatives were also encouraged.

New Staff

New members of the CPL team include:

- Roisin Starkey, who joined the Public Service team as a Part-time Assistant in Bolton on December 3. Roisin comes to us from the City of Brampton where she has developed significant customer service skills that will serve her well in Caledon.
- Sarah Petryshyn, who assumed the role of Public Service Coordinator recently vacated by Gajinder Cheema. Sarah holds a Masters of Library and Information Science and has gained experience providing both information and circulation services at the Springwater Public Library and Bradford Public Library. Sarah began work on December 11 and will be one of three Coordinators working primarily at the Caledon East branch.

Attachment 6-C

Strategic Actions Update

December 2018



Strengthen Facilities

Sixteen new lounge chairs are expected to arrive at the Albion Bolton Branch on December 21. These will replace existing seating which is damaged and dirty. This purchase may also support the relocation of some existing Bolton seating, which remains in acceptable if not ideal condition, to other branch locations.

A semi-annual inspection for Bed Bugs scheduled for December 10 and 11, confirmed that there are no causes for concern at any of our six branches.

Invest in People

The CPL 150 Homecoming was hosted at Glen Eagle Golf Course in Bolton with approximately 120 current and former library staff as well as board and library supporters in attendance. The event recognized current board members at the end of their 4 year term; staff retiring in 2018; a memorial to former CEO Bill Manson; and a tribute to the Friends of Caledon Public Library celebrating 25 years of service.

Development of library staff is ongoing, with staff representatives and members of the management team participating in the following learning opportunities over the past month:

- Succession Planning (HRDownloads)
- Police Checks and the Ontario Human Rights Code (Workshop)
- The Opioid crisis in Public Libraries (workshop)
- Managing in a unionized environment (workshop)
- Visit to the Orkney Library (MILA)
- School Library Journal: Library Con (webinar)
- How to Run Your Own Comic-Con Style Library Event (webinar)
- Coaching and Mentoring (HRDownloads)
- Tools for helping your customers find legal information (webinar)
- Children and YA Graphic Novels (webinar)
- Joint Health and Safety Certification (multi-day workshops)
- Workplace Violence and Harassment Training (HRDownloads)
- Cannabis in the Workplace (HRDownloads)
- Occupational Health and Safety Awareness Training (HRDownloads)
- WHMIS 2015 including the GHS (HRDownloads)
- The Right to Refuse Unsafe Work Training (HRDownloads)
- Slips, Trips and Falls Awareness (HRDownloads)
- Interviewing Training (HRDownloads)

Build Relationships

CPL is partnering with Brampton and Mississauga library systems to host "Three Communities - One Story" in 2019. Staff from all systems have jointly chosen a Canadian children's picture book from a selection of titles from 15+ publishers. The winning title will be announced on January 26th, 2019 just in time for Family Literacy day. Marketing, social media and media relations will be maximized in a coordinated campaign, allowing residents of Peel to enjoy programs/storytimes focused on the winning book and its themes between February and May 2019, in the library branches and municipalities of their choice. In June, the winning author/illustrator(s) will be invited to Brampton, Caledon and Mississauga for events in schools and a culminating celebration in a central location.

A recent meeting with the teacher-librarian at R.F.Hall Secondary School and a shared digital resources vendor resulted in greater coloration between the school and public libraries and greater efficiencies on both sides. Moving forward, CPL will continue to subscribe to the Canadian Reference Centre, which will also be made directly available to students via the school's website.

A long-standing partnership with Family Transition Place has again led to the hosting of a Vigil for Canada's National Day of Remembrance and Action on Violence Against Women at the Albion Bolton Branch.

CPL along with all the partners participated in a community event to celebrate the 5th birthday of the Exchange.

During the month of November, CPL staff hosted and facilitated STEM (science, technology, engineering and math) days at: St. Rita's connecting with 6 classes; St. Evan's connecting with 19 classes and Alton P.S. connecting with kindergarten classes. Programs showcased CPL's online resources, 3D printer, Bloxils, Osmos (digital learning tool), Ozobots and Launchpads.

CPL staff attended Dufferin Peel Catholic District School Board's STEM Day coordinated for grade 4's across the Peel Region. This event was hosted at St. Mike's SS and CPL attended showcasing our newest technology including Bloxils, Osmos, Launchpads and the 3D printer.

Encourage Discovery, Innovation and Creativity

Work has already begun in preparation for the 2019 Tech Fair. This year's event will be hosted at the Caledon East Community Complex as part of Caledon Day.

An information session highlighting the benefits of essential oils and how they can be used was hosted at the Albion Bolton Branch.

Residents were invited to attend digital literacy workshops featuring Hoopla and Kanopy.

Author Ted Barris spoke passionately about his newest book, Dam Busters, to a group of 50 residents at the Albion Bolton Branch on December 4.

CPL hosted Read Local Caledon author Carolyn J. Morris at a recent meeting our Do-Write Club. This club is a means of developing writing skills in school aged children.

Our first-ever Teen Gaming Expo on November 17 drew a group of more than 25 teens.



Agence du revenu
du Canada

Canada Revenue
Agency

Colleen P. Lipp
CEO and Chief Librarian
The Town of Caledon Public Library Board
6500 Old Church Road
Caledon East ON L7C 0H3

Our file

3062148

November 22, 2018

**Subject: Notification of registration as a charity
The Town of Caledon Public Library Board**

Colleen P. Lipp,

We are pleased to inform you that The Town of Caledon Public Library Board meets the requirements for tax-exempt status as a registered charity under the Income Tax Act.

Along with the privileges of registered status come some obligations. This letter includes important information about how a registered charity is required to operate and what it is obligated to do.

Please take the time to review this information and keep this letter for future reference.

You should also give a copy of this letter and any enclosed materials to the person responsible for filling out The Town of Caledon Public Library Board's annual Form T3010, Registered Charity Information Return.

If you have questions, please call our Client Service Section at **1-800-267-2384**.

Yours sincerely,

Adam Lim
Charities Analyst
for Tony Manconi
Director General
Charities Directorate

Canada

Registration information for The Town of Caledon Public Library Board

Official name: The Town of Caledon Public Library Board

Business number: [REDACTED]

Effective date of registration: July 18, 2018

Designation: Charitable Organization

Reason for registration:

We granted your charity charitable registration based on the information it gave in its application. According to that information, your charity is governed by the Public Libraries Act of Ontario. The charity should have a governance structure in place that makes sure it meets all the requirements of maintaining charitable status.

Fiscal period end: December 31

Due date for first Form T3010, Registered Charity Information Return:

June 30, 2019, for the fiscal period ending December 31, 2018.

AL/jc



Director
Charitable and
Not-for-Profit
Programs
Charitable
Registration



Attachment 8-A

Treasurer's Report

Prepared by Colleen Lipp
December 2018



2018 Budget

Financial statements reflecting the operating and capital budgets as of November 20, 2018 are attached as [Appendix A](#). Items of note include:

- The full Library Collections and Materials (18-037) has been encumbered and we are awaiting receipt of final shipments. Timing of these receipts is being tracked and the vendor has been advised to stop shipments as we near the budget maximum in order to ensure no deficit is incurred. Any items received in 2019 will be allocated to the 2019 materials budget once approved.
- Programs revenues resulting from the CPL150 Homecoming are not yet reflected in the attached financials. These will offset the hosting and catering costs associated with the event.
- Final wages associated with the CCS-funded Life for Youth placement has been received. This total recovery of \$4900.70 offsets the surplus incurred in Wages-Casual within Administration.
- Costs of \$10,000 allocated to Online Databases will be credited by \$8650 prior to the closing of the fiscal year. This was prompted by an examination of invoices for Hoopla and the discovery that taxes cannot be accurately reflected unless the vendor revises their billing practices. The vendor has been informed of this requirement and taxes will be correctly reflected on all invoices moving forward.
- An unbudgeted expenditure of \$2257.50 under Wage-Casual in Technical Services resulted from the payout of vacation to a recently retired employee. Given the full-time status of the employee, this should have been allocated to budget line for salaried employees. A journal entry has been requested to correct this error.
- No communication has been received from the Dufferin Peel District Catholic School Board related to our portion of operating costs at our shared library in Caledon East since July. The school board has been advised of that we are nearing the end of our fiscal year and that it is necessary for us to receive an invoice and all supporting documentation in advance of January 7, 2019. They have also been informed that, after that point, our 2018 budget will be closed and the operating funds that we had earmarked to cover this unexpected cost will no longer be accessible.

2019 Budget

As of the drafting of this report, there have been no further activities related to the Library's proposed 2019 budget. Library capital projects and requests for changes in service levels are accurately reflected in the recently release budget binders. Council will soon begin

consideration of the Town's consolidated budget and relevant dates are reflected on the meeting agenda.

Southfields Community Centre Costing

It was recently discovered that 50% of the project costs related to the shared common space in the new community center in Southfields Village has been allocated to the Mayfield West Library capital budget of \$4,950,000. This common space includes the lobby, washrooms and meeting rooms. As a primary stakeholder within the building and a user of this shared space, it was anticipated that a portion of these costs would fall to the library's budget. That being said, it was expected that these costs be allocated proportionately based on the library's planned use of the total space within the facility.

Most troublesome, is that there was no consultation with or communication to the Library regarding this matter. This issues was discovered by chance at an unrelated meeting. Follow up discussion with the General Manager, Community Services will be initiated once a copy of the full project budget is received and reviewed. At this point, it does not appear that this will have any impact on the funds available for furniture, fixtures and equipment within the new branch; however, it will limit our ability to apply any project surplus to the construction of a new branch in Mayfield West 2. This expectation had been clearly communicated with the General Manager at the onset of the project.

In retrospect, it would have been wise to draft a Memorandum of Understanding between the Library and Town in advance of undertaking the project. However, the capital budget allocation will be considered when developing a Service Level Agreement for ongoing use of the facility. The Library will strongly advocate to reflect preferred access at no cost for Library use of these shared spaces.

Recommended Motion:

That the Caledon Public Library Board receive the Treasurer's Report and related financials



Appendix A

Library
 ST: Object Code - Budget vs Actual by Cost Centre
 As of November 30, 2018

	November	November	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
40010 Administration											
50050 Miscellaneous	(250.00)	(628.45)	378.45		(2,750.00)	(6,300.35)	3,550.35		(3,000.00)	210.0%	3,300.35
50125 Merchandise Sales	(250.00)	(14.99)			(2,750.00)	(278.99)			(3,000.00)		
50319 Grants/Subsidies		(58,171.00)	58,171			(58,171.00)	58,171		(58,200.00)	100.0%	(29.00)
50570 Donations	(83.00)	(20.00)	(63.00)		(913.00)	(277.50)	(635.50)		(1,000.00)	27.8%	(722.50)
50705 Fines/Fees	(3,333.00)	(2,486.27)	(846.73)		(36,663.00)	(29,141.33)	(7,521.67)		(40,000.00)	72.9%	(10,858.67)
50715 Programs	(467.00)	(285.60)	(181.40)		(5,137.00)	(4,563.82)	(573.18)		(5,600.00)	81.5%	(1,036.18)
50725 Comm.Access Prgm Funding			0.00		0.00	0.00	0.00				0.00
50750 Book Sales	(43.00)	(218.20)	175.20		(473.00)	(1,653.30)	1,180.30		(500.00)	330.7%	1,153.30
50770 FOL-Recoverable			0.00			(1,150.00)	1,150.00				1,150.00
61510 Salaries-Permanent	10,854.00	10,746.60	107.40		127,186.00	125,446.41	1,739.59		140,727.00	89.1%	15,280.59
61513 Benefits-Permanent	2,577.00	2,307.70	269.30		30,196.00	29,044.71	1,151.29		33,411.00	86.9%	4,366.29
61520 Wages-Casual Temporary	2,538.00	1,902.70	635.30		29,192.00	33,378.98	(4,186.98)		33,000.00	101.1%	(378.98)
61522 Recovery-Wages-Casual Temp		(980.00)	980.00			(4,900.70)	4,900.70				4,900.70
61523 Benefits-Casual Temporary	311.00	169.23	141.77		3,571.00	3,176.53	394.47		4,037.00	78.7%	860.47
62018 Operating Supplies	64.00	17.11	46.89		704.00	235.45	468.55		760.00	31.0%	524.55
62113 Maint & Repairs-A/V Equip	307.00		307.00		3,377.00	1,623.07	1,753.93		3,660.00	44.3%	2,036.93
62114 Small Equip Repair/Purchase	42.00		42.00		462.00		462.00		500.00	0.0%	500.00
62129 FOL-Initiatives		(669.92)				415.51	(415.51)				(415.51)
62253 Lib. Brd Education & Exp.	265.00	411.52	(146.52)		5,385.00	4,041.91	1,343.09		5,650.00	71.5%	1,608.09
62310 Training/Development/Seminars	1,400.00	889.19	510.81		26,467.00	18,404.97	8,062.03		27,967.00	65.8%	9,562.03
62311 Memberships/Dues	1,000.00	101.92	898.08		14,000.00	12,093.87	1,906.13		14,000.00	86.4%	1,906.13
62314 Mileage	1,167.00	810.89	356.11		12,837.00	7,650.85	5,186.15		14,000.00	54.6%	6,349.15
62317 Audit							0.00		4,370.00	0.0%	4,370.00
62322 Postage	63.00		63.00		693.00	457.31	235.69		750.00	61.0%	292.69
62335 Contracted Services	235.00	118.81	116.19		2,585.00	2,677.43	(92.43)		2,800.00	95.6%	122.57
62437 Contribution to Reserves			0.00			1,367.00	(1,367.00)				(1,367.00)
Total 40010 Administration	16,397.00	(45,998.76)	62,395.76		207,969.00	133,577.01	74,391.99		174,332.00	76.6%	40,754.99
41010 Library Public Services											
61510 Salaries-Permanent	29,007.00	24,136.44	4,870.56		386,949.00	286,478.71	100,470.29		423,191.00	67.7%	136,712.29
61513 Benefits-Permanent	8,483.00	6,875.45	1,607.55		113,483.00	74,788.34	38,694.66		124,084.00	60.3%	49,295.66
61520 Wages-Casual Temporary	31,283.00	35,253.67	(3,970.67)		427,860.00	391,012.29	36,847.71		474,784.00	82.4%	83,771.71
61523 Benefits-Casual Temporary	5,124.00	4,935.28	188.72		67,115.00	51,752.32	15,362.68		74,802.00	69.2%	23,049.68
62017 Caretaking Supplies	133.00	137.14	(4.14)		1,463.00	1,124.40	338.60		1,600.00	70.3%	475.60
62018 Operating Supplies	213.00	134.66	78.34		3,843.00	1,920.48	1,922.52		4,050.00	47.4%	2,129.52
62312 Insurance			0.00		2,266.00	2,018.12	247.88		2,266.00	89.1%	247.88
62321 Rental-Facility			0.00		196,554.00	196,451.00	103.00		196,554.00	99.9%	103.00
62335 Contracted Services	1,907.00	1,995.63	(88.63)		20,977.00	19,432.98	1,544.02		22,880.00	84.9%	3,447.02
62346 Courier	2,833.00	2,290.38	542.62		31,163.00	25,729.04	5,433.96		34,000.00	75.7%	8,270.96
62427 Cash Under/Over		(1.25)	1.25			5.46	(5.46)				(5.46)
62437 Contribution to Reserves			0.00			137,966.00	(137,966.00)				(137,966.00)
Total 41010 Library Public Services	78,983.00	75,757.40	3,225.60		1,251,673.00	1,188,679.14	62,993.86		1,358,211.00	87.5%	169,531.86



Library
ST: Object Code - Budget vs Actual by Cost Centre
As of November 30, 2018

	November	November	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
41015 Reference/Collection Dev											
61510 Salaries-Permanent	11,622.00	6,945.80	4,676.20		136,187.00	84,605.19	51,581.81		150,686.00	56.1%	66,080.81
61513 Benefits-Permanent	3,212.00	1,593.44	1,618.56		37,632.00	20,633.66	16,998.34		41,639.00	49.6%	21,005.34
61520 Wages-Casual Temporary	3,531.00	6,201.81	(2,670.81)		40,604.00	85,334.73	(44,730.73)		45,900.00	185.9%	(39,434.73)
61523 Benefits-Casual Temporary	432.00	399.23	32.77		4,966.00	7,658.02	(2,692.02)		5,614.00	136.4%	(2,044.02)
62018 Operating Supplies	93.00	360.11	(267.11)		1,023.00	825.29	197.71		1,120.00	73.7%	294.71
62058 Online Databases		10,000.00	(10,000.00)		61,000.00	61,428.34	(428.34)		61,000.00	100.7%	(428.34)
Total 41015 Reference/Collection Dev	18,890.00	25,500.39	(6,610.39)		281,412.00	260,485.23	20,926.77		305,959.00	85.1%	45,473.77
41020 Library Grants											
50319 Grants/Subsidies (Revenue)			0.00			(2,150.22)	2,150.22				(2,150.22)
62319 Grants (Expenses)		225.00	(225.00)			1,856.36	(1,856.36)				1,856.36
Total 41020 Library Grants		225.00	(225.00)			(293.86)	293.86				293.86
41025 Library Info Technology											
61510 Salaries-Permanent	12,562.00	12,782.42	(220.42)		147,598.00	150,103.39	(2,505.39)		163,300.00	91.9%	13,196.61
61512 Recovery-Salaries-Permanent			0.00			(439.65)	439.65		0.00		439.65
61513 Benefits-Permanent	3,392.00	2,973.92	418.08		39,859.00	40,406.33	(547.33)		44,099.00	91.6%	3,692.67
62018 Operating Supplies	608.00	781.50	(173.50)		6,688.00	5,994.50	693.50		7,300.00	82.1%	1,305.50
62304 Automation	100.00		100.00		20,000.00	18,940.97	1,059.03		20,100.00	94.2%	1,159.03
62305 Computer Services	2,064.00	396.84	1,667.16		22,118.00	5,084.71	17,033.29		26,533.00	19.2%	21,448.29
62335 Contracted Services	81.00		81		2,394.00	447.74	1,946.26		2,800.00	16.0%	2,352.26
62396 Mobile Phones / Pagers	224.00	154.02	69.98		3,637.00	2,691.56	945.44		3,861.00	69.7%	1,169.44
62397 Telephone	1,133.00	1,172.69	(39.69)		12,463.00	11,780.58	682.42		13,600.00	86.6%	1,819.42
62437 Contribution to Reserves			0.00			7,333.00	(7,333.00)				(7,333.00)
63037 Software Licence Subscription	600.00		600.00		13,400.00	13,298.02	101.98		14,000.00	95.0%	701.98
Total 41025 Library Info Technology	20,764.00	18,261.39	2,502.61		268,157.00	255,641.15	12,515.85		295,593.00	86.5%	39,951.85
41030 Youth Services											
61510 Salaries-Permanent	21,725.00	21,756.18	(31.18)		254,570.00	254,491.78	78.22		281,673.00	90.4%	27,181.22
61513 Benefits-Permanent	6,127.00	5,396.34	730.66		71,795.00	64,159.43	7,635.57		79,439.00	80.8%	15,279.57
62018 Operating Supplies	83.00	85.38	(2.38)		913.00	1,044.38	(131.38)		1,000.00	104.4%	(44.38)
62414 Special Programs	1,000.00	2,050.06	(1,050.06)		16,167.00	15,492.58	674.42		16,667.00	93.0%	1,174.42
62437 Contribution to Reserves			0.00			1,167.00	(1,167.00)				(1,167.00)
Total 41030 Youth Services	28,935.00	29,287.96	(352.96)		343,445.00	336,355.17	7,089.83		378,779.00	88.8%	42,423.83
41035 Communications/Community Dev											
61510 Salaries-Permanent	17,027.00	17,273.00	(246.00)		199,454.00	190,280.12	9,173.88		220,691.00	86.2%	30,410.88
61513 Benefits-Permanent	4,739.00	4,386.64	352.36		55,503.00	52,414.69	3,088.31		61,413.00	85.3%	8,998.31
61520 Wages-Casual Temporary	4,998.00	4,857.87	140.13		57,481.00	54,351.13	3,129.87		64,978.00	83.6%	10,626.87
61523 Benefits-Casual Temporary	986.00	853.32	132.68		11,335.00	8,923.15	2,411.85		12,813.00	69.6%	3,889.85
62018 Operating Supplies	394.00	294.65	99.35		4,334.00	4,710.55	(376.55)		4,730.00	99.6%	19.45
62304 Automation	410.00	8.57	401.43		5,600.00	3,855.78	1,744.22		6,000.00	64.3%	2,144.22



Library
ST: Object Code - Budget vs Actual by Cost Centre
As of November 30, 2018

	November	November	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
62315 Printing & Advertising	1,433.00	401.95	1,031.05		15,763.00	8,492.96	7,270.04		17,200.00	49.4%	8,707.04
62335 Contracted Services	584.00	487.02	96.98		6,424.00	5,147.15	1,276.85		7,000.00	73.5%	1,852.85
62414 Special Programs	1,730.00	4,226.94	(2,496.94)		20,197.00	13,238.23	6,958.77		21,917.00	60.4%	8,678.77
62437 Contribution to Reserves			0.00			1,167.00	(1,167.00)				(1,167.00)
Total 41035 Communications/Community Dev	32,301.00	32,789.96	(488.96)		376,091.00	342,580.76	33,510.24		416,742.00	82.2%	74,161.24
41040 Library Tech Services											
61510 Salaries-Permanent	21,379.00	19,222.06	2,156.94		250,964.00	250,826.06	137.94		277,669.00	90.3%	26,842.94
61513 Benefits-Permanent	6,054.00	4,427.37	1,626.63		71,071.00	50,084.66	20,986.34		78,634.00	63.7%	28,549.34
61520 Wages-Casual Temporary		2,257.50	(2,257.50)			2,257.50	(2,257.50)				(2,257.50)
62018 Operating Supplies	513.00	239.69	273.31		5,643.00	2,179.02	3,463.98		6,160.00	35.4%	3,980.98
62335 Contracted Services	50.00	100.09	(50.09)		550.00	893.61	(343.61)		600.00	148.9%	(293.61)
Total 41040 Library Tech Services	27,996.00	26,246.71	1,749.29		328,228.00	306,240.85	21,987.15		363,063.00	84.3%	56,822.15
Total Caledon Public Library	224,266.00	162,070.05	62,195.95		3,056,975.00	2,823,265.45	233,709.55		3,292,679.00	85.7%	469,413.55
Total Caledon Public Library-Lending Services	224,266.00	162,070.05	62,195.95		3,056,975.00	2,823,265.45	233,709.55		3,292,679.00	85.7%	469,413.55

Capital Project Expense Report - as of November 30, 2018

	Budget	Expended Previous Year(s)	Expended 2018 YTD	Total Project Spend to Date	Remaining Funding	Percentage Expended
Previous Year Capital Projects						
16-002 Library IT Equipment Replacement	55,000	19,845.44	8,219.48	28,064.92	26,935.08	51.0%
17-141 Lib Collections & Materials	425,000.00	391,551.12	34,170.43	425,721.55	(721.55)	100.2%
59275 Capital Donations	650.00					
Total Library Collections and Materials (17-141)	425,650.00	391,551.12	34,170.43	425,721.55	(71.55)	100.0%
Multi-Year Capital Projects						
16-004 Mayfield West Library	4,950,000	257,724.25	1,117,399.72	1,375,123.97	3,574,876.03	27.8%
Current Year Capital Projects						
18-037 Lib Collections and Materials	425,000.00		370,401.73	370,401.73	54,598.27	87.2%
59275 Capital Donations	400.00					
Total Library Collections and Materials (18-037)	425,400.00		370,401.73	370,401.73	54,998.27	87.1%
18-038 Library IT Equipment	75,000.00		57,963.70	57,963.70	17,036.30	77.3%
18-039 Library Furnishing Replacement	30,000.00		11,274.57	11,274.57	18,725.43	37.6%
18-040 Southfields Opening Day Collections	400,000.00		66,271.39	66,271.39	333,728.61	16.6%
18-043 Lib Website Redesign & Improvements	10,000.00			0	10,000.00	0.0%

To be closed

Attachment 8-B

Date: December 17, 2018

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian



Subject: OLA Super Conference Board Attendance Report

Recommendation:

That the Caledon Public Library Board review the OLA Super Conference Board Attendance Report.

Background

All Trustees, who have reapplied to sit on the Board, were asked to advise the CEO/Chief Librarian of their interest in attending the 2019 OLA Super Conference by December 7, 2018. Expressions of interest in attending the OLBA Boot Camp were received from Janet Manning, and Lynne van Ryzewyk.

It is recommended that the Board approve the attendance of these representatives at the 2018 OLA Super Conference, pending their reappointment to the Board. A query to OLA has confirmed that no penalty will be charged for trustees who are registered for the Boot Camp after the January 4, 2019 early bird deadline. This negates the need to register in advance of appointments by Council, avoiding the risk associated with the unfortunate circumstance that a current member is not reappointed in the new term.

It is also suggested that an invitation be extended to all Council and community representatives who are newly appointed to the Board and that an opportunity for sharing any learnings acquired at the conference be added to the agenda of the March 18, 2019 meeting of the Board.

Financial Implication

The estimated budget impact of this Board development opportunity, assuming full participation by new members, is included below.

OLBA Boot Camp Registration – Re-appointed members (2 X \$225)	\$ 450
OLBA Boot Camp Registration – Regular Pricing (5 X \$225)	\$ 1125
Travel and Parking - approximate	\$ 400
TOTAL	\$ 1975

The Ontario Library Association's cancellation and refund policy indicates that "cancelled registrations will be reimbursed at 80% until 30 days prior to the event; 50% until January 12, 2019 and will not be reimbursed after that date".

Recommended Motion

That the Caledon Public Library Board approve the attendance of Janet Manning and Lynne van Ryzewyk at the 2019 OLBA Boot Camp, pending their reappointment to the Board, allowing for conference registration in advance of the closing of online registration on January 25, 2019; and,

That the Caledon Public Library Board direct the CEO/Chief Librarian to extend an invitation to all Council and community representatives who are newly appointed to the Board.

Attachment 9-B

Date: December 17, 2018

To: Caledon Public Library Board

From: Recruitment and Succession Committee



Subject: Caledon Public Library Board Legacy Document

Recommendation:

That the Caledon Public Library Board review the drafted Legacy Document for approval

Background

This legacy document, attached as [Appendix A](#), was prepared by the Caledon Public Library Board's Succession and Recruitment Committee on behalf of the full Board. This legacy is intended as a means of transferring organizational knowledge and ensuring a smooth transition between terms. The following reflects the shared perceptions and values of the Board, celebrates the work accomplished during their term and acknowledges what remains to be done.

Once approved, this document will be shared as correspondence with the Town of Caledon Council and included within the orientation documentation for the new term of the Board.

Financial Implication

None.

Recommended Motion

That the Caledon Public Library Board approve the Legacy Document for sharing with Town of Caledon Council and the newly appointed members of the Board's 2019-2022 term.

Appendix A

Caledon Public Library Board Legacy Document December 2018



Our Library and its community partners

The community sees our library as...

- A service that meets its basic needs but it expects the introduction of new offerings similar to those evolving in comparable municipalities
- Not always when or where they need us

Municipal Council views our Library as...

- A provider of vital community services and programs and whose facilities and capacities are adequate and able to manage without additional investment of critical budget funds

Other key Community Partners view the library as...

Community Partners include The Exchange, School Boards, Friends of the Library, Volunteer MBC, Town departments, Caledon Heritage Foundation, various community groups, local businesses, and service groups.

- A valuable partner and contributor in services and programs offered to the community
- They understand us and share similar challenges

Major governance issues faced during our term (2015-2018)

The Library Board faced these major governance issues during this term...

- Timing of the CEO's retirement as the new Board and Council assumed office
- Transition to an interim CEO
- Recruitment, hiring and transition of a new CEO/Chief Librarian
- Changes in Town structure
- Consultant search for Master Plan

We were able to accomplish...

- Transition to an Interim CEO and then recruitment and transition to a new CEO/Chief Librarian
- Development of formal criteria and processes for evaluation of the Board and CEO/Chief Librarian
- Annual (and semi-annual, as appropriate) performance appraisal of the CEO/Chief Librarian
- Comprehensive policy and by-laws review
- Development of a Master Plan to guide the growth and strategies of CPL to 2030
- Development of a new Strategic Plan for 2017-2020, confirming our intent to work with council, community partners and the community to guide the future of library spaces and services in line with the Master Plan
- Planning for the new Southfields branch

- Closing of an underperforming branch and replacing it with Holds Lockers installed in the Community Centre
- Approval from CRA for charitable status of CPL
- Expanded advocacy efforts
- Investment in mobile Wi-Fi Hotspots providing no-charge Internet access to users

We were not able to accomplish...

- Timely implementations of the Master Plan recommendations, including some services and facilities improvements, due to funding constraints
- Change in perception of what a modern library is and does

We can foresee these opportunities for the incoming Board to address issues that remain outstanding...

- Completion and opening of the Southfields branch
- Albion Bolton Renovation
- Proposed Caledon East relocation and inclusion of the CE branch in the Community Complex
- Continued strengthening of relationships, role definition, and alignment with the Town
- Opportunities for the CEO and/or Board Chair to present to council regarding the role of the Board
- New Board members to provide new connections and skill sets
- Continued advocacy and education, to Council and the community, about the evolving roles and relevance of modern libraries

Our leadership

We believe that our Board is a strong community leader because...

- We govern one of the most important and valued organizations and contributors in the community.
- Board members honour our duty to CPL in our commitment to accountability, equity of access and diversity, and in our understanding of our governance role.
- Board members are respectful in all dealings and speak as one voice.
- The Board is guided by the leadership and professionalism of the CEO/Chief Librarian in advancing the profile and direction of CPL.
- A wide variety of community partnerships support multiplied benefits and services offered to the community.

We see the Board as even stronger in its leadership when...

- The Board composition better reflects the diversity of our communities
- There is consistent Council representation at Board meetings, and all members are equally committed and engaged
- Skills and competencies reflect those outlined in the position description (e.g. law, finance, funding advocacy...)

Challenges for the new Board...

- Implementation of the Master Plan
- Strengthening of library facilities ... through the introduction of new ones and renovation of existing branches
- New services
- More outreach and marketing to educate the community and raise awareness
- Advocating for funding, with recent approval for charitable status

We request Council's attention to the library issues that prevail and consider the following governance/leadership skills in making appointments to the new library board...

- Conviction that the public library is essential and uniquely important to the life of all residents and communities of Caledon;
- Commitment to the whole of Caledon through active service to the community;
- Leadership experience;
- Experience with governance and successful strategic planning;
- Business acumen;
- Ability to seek and listen to input from all stakeholders;
- Ability to approach people and problems with an open mind;
- Ability to actively participate in discussion and deliberation and to attain positive outcomes; and,
- Time and energy to devote to the work of the Board.

The following are highly desirable qualifications, based on the Caledon Public Library's current strategic emphasis on "building the future". The library requires well-connected, credible community leaders who bring:

- A large network of varied community contacts including the business/corporate, law, education, public and not-for-profit sectors; and,
- Success in advocating for funding and political support.

Moving forward

We thank Council for your continued support of the Library, and wish both the new Council and the new Library Board a smooth transition and success in the coming term.

Attachment 11-A

CALEDON PUBLIC LIBRARY BOARD: ANNUAL AGENDA/WORK PLAN 2018

Updated December 17, 2018

Month	Governance/Strategic Issues <small>(activities in order to fulfill accountability obligations policy development, review and revision, financial oversight, connections with council and community, monitoring and evaluation, committee work e.g. CEO appraisal, facility planning recruitment)</small>	Information Needed <small>(reports and monitoring documents and additional information required to support discussion of and action on strategic issues)</small>	Board Action <small>(proposed action as a result of governance and/or strategic issues and discussions)</small>
January	<ul style="list-style-type: none"> ✓ Review of 2017 Strategic Actions Completed – Q4 ✓ Review of 2017 Annual Statistics ✓ Operations Policy Review 	<ul style="list-style-type: none"> ✓ 2017 Q4 and Year End Statistics Report ✓ 2017 Strategic Scoresheet ✓ 2018 Agenda/Work Plan ✓ 2017 Procurement Update ✓ Drafted policy 	<ul style="list-style-type: none"> • Advocacy discussion and priorities
February	<ul style="list-style-type: none"> • No meeting 		
March	<ul style="list-style-type: none"> ✓ Annual Board Assessment Policy Review ✓ Rights and Safety of Children and Youth in the Library ✓ Planning Policy Review ✓ Board By-law Review 	<ul style="list-style-type: none"> ✓ OLA Conference Feedback ✓ Drafted policies ✓ Drafted by-laws ✓ Annual Report 2018 	
April	<ul style="list-style-type: none"> ✓ Fundraising and Gift Acceptance Policy ✓ Review of Quarterly Statistics – Q1 ✓ Board Code of Conduct Review ✓ Patron Code of Conduct Review 	<ul style="list-style-type: none"> ✓ 2018 Q1 Statistics Report ✓ Drafted policies 	<ul style="list-style-type: none"> ✓ Creation of Board Succession/Recruitment AdHoc Committee • SOLS Trustee Council Meeting – April 14 (cancelled)
May	<ul style="list-style-type: none"> ✓ Personnel Policy Review ✓ Use of Corporate Resources for Election Purposes 	<ul style="list-style-type: none"> ✓ Drafted policies 	<ul style="list-style-type: none"> ✓ Meeting of CEO Assessment Committee ✓ Release of survey to staff in support of CEO Evaluation ✓ Meeting of Advocacy Committee ✓ Selection of Board Succession/Recruitment Committee members

June	<ul style="list-style-type: none"> ✓ Collection Development Policy Review ✓ Programming Policy - NEW • Volunteer Policy Review – deferred to August ✓ CEO Annual Evaluation 	<ul style="list-style-type: none"> ✓ Drafted policies ✓ CEO to provide goals for coming term – July 2017 to June 2018 	<ul style="list-style-type: none"> ✓ Report to Council re: Hotspot Lending program
July	<ul style="list-style-type: none"> • No meeting 		<ul style="list-style-type: none"> ✓ Meeting of Succession/Recruitment AdHoc Committee
August	<ul style="list-style-type: none"> ✓ Initial budget consideration ✓ Review of quarterly statistics – Q2 ✓ Volunteer Policy Review – deferred from June 	<ul style="list-style-type: none"> ✓ 2018 Q2 Statistics Report ✓ Drafted policy ✓ Draft budget 	<ul style="list-style-type: none"> ✓ Finance committee meeting to review draft budget
September	<ul style="list-style-type: none"> ✓ Budget consideration – deferred from August due to lack of quorum ✓ Additional items for August Agenda ✓ Accessible Customer Service Policy Review 	<ul style="list-style-type: none"> ✓ Draft Budget ✓ Drafted policy ✓ Committee of the Whole Recommendations ✓ Candidate advocacy packages 	<ul style="list-style-type: none"> ✓ Creation of Election Year Advocacy Package ✓ Outreach to municipal candidates
October	<ul style="list-style-type: none"> ✓ Adjusted budget review ✓ Review of quarterly statistics – Q3 ✓ Public Complaint Handling Policy Review ✓ Organizational Review Report ✓ Board Recruitment and Succession work ✓ Town of Caledon Purchasing By-law 	<ul style="list-style-type: none"> ✓ Revised budget ✓ Drafted policy ✓ 2018 Q3 Statistics Report ✓ Drafted position description ✓ Drafted matrix ✓ By-law 	<ul style="list-style-type: none"> • Sharing of intentions to reapply for Board
November	<ul style="list-style-type: none"> ✓ Annual Board Assessment ✓ Art Exhibit and Display Policy Review ✓ 2019 Board Work Plan 	<ul style="list-style-type: none"> ✓ Assessment criteria and questions ✓ Drafted policies ✓ Drafted work plan 	<ul style="list-style-type: none"> ✓ Completion of Assessment Questionnaire
December	<ul style="list-style-type: none"> ✓ OLA Board Attendance ✓ Board Legacy Document ✓ CEO/Chief Librarian Mid-Year Performance Evaluation 	<ul style="list-style-type: none"> ✓ Board Assessment Results ✓ Drafted succession/legacy document 	<ul style="list-style-type: none"> ✓ OLA Conference Registration ✓ Meeting of CEO Evaluation Committee
January 2019	<ul style="list-style-type: none"> • Review of 2018 Strategic Actions Completed • Review of 2018 Q4 and Annual Statistics • Revisions to Personnel Policy 	<ul style="list-style-type: none"> • 2018 Q4 and Year End Statistics Report • 2018 Strategic Scoresheet • 2018 Procurement Update • Revised Policy 	