SPL Report to the Board

MEETING DATE: JANUARY 9, 2024
FROM: KRISTA ROBINSON, CEO | LIBRARY DIRECTOR
SUBJECT: LIBRARY BOARD 2024 ANNUAL AGENDA / WORKPLAN

An annual agenda for the work of the Library Board has been created. The agenda will provide board members and staff with a forecast of the work expected throughout the coming year. This work plan is not exhaustive and can be adjusted as priorities and work changes.

Included in the annual agenda by month are:

- Governance / Strategic Issues: covering activities required to fulfill accountability obligations, policy development, financial oversight, monitoring and evaluation
- Information Needed: Details on reports or documents needed to support discussion and decisions
- Board Actions: proposed actions for the Board relating to strategic and governance work

BOARD ACTION

To receive the 2024 Annual Agenda as a working document to help guide the work of the board.

STRATFORD PUBLIC LIBRARY BOARD
2024 Annual Agenda / Workplan

Month	Governance / Strategic Issues (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)	Information Needed (reports and monitoring documents and additional information required to support discussion of and action on strategic issues)	Board Actions (proposed actions as a result of governance and / or strategic issue and discussion)
January	• Review of 2023 Strategic Actions Completed • Review of 2023 Annual Statistics • 2024 Policy Review Schedule • CEO 2024 Workplan	• 2023 Year End Statistics Report • 2023 Strategic Actions Completed Report • 2024 Policy review schedule report	• OLA Super Conference / OLBA Boot Camp attendance • Policy Review Selection
February	• Review of Customer Code of Conduct • New Video Surveillance Policy • CEO Performance Review Committee	• Drafted Policies • OLA Conference Feedback • CEO Performance Review Committee Terms of Reference	• Selection of CEO Performance Review Committee
March	• Review of 2023 Annual Report • Review of Purchasing Policy • Review of Sale and Disposition of Land Policy	• Drafted Annual Report • Drafted Policies and Bylaws	
April	• Socio-Economic Impact of SPL • Emergency Preparedness Policy	• Drafted Socio-Economic Impact • Drafted Policies	• Presentation of the 2023 Annual Report to Council
May	• Review of SPL Governance Bylaws	• Drafted Policies	• Presentation of the Socio-Economic Impact of SPL to Council
June	• Review Staff Manual • CEO Mid-year Review	• Drafted Polices • Mid-year review update	
July	No regular meeting scheduled		
August	No regular meeting scheduled		

September	• 2025 Budget Proposal • New Diversity and Inclusion Policy • Review Accessible Customer Service Policy	• Draft 2025 Budget • Drafted Policies	
October	• New Donation Policy • New Fundraising and Gift Acceptance Policy	• Drafted Policies	• Decide on Holiday celebrations
November	• 2025 Schedule of Board Meetings • 2025 Schedule of Library Closures • CEO Workplan for 2025	• Drafted Policies • 2025 CEO Workplan	• Presentation of Budget to Council
December	• Review Health and Safety Policy • Review Respect in the Workplace Policy • CEO Annual Performance Evaluation • OLA Conference Attendance Confirmation • Year End Review • Workplan Review for coming year	• Drafted Policies • 2025 Library Board Workplan	