

REPORT TO THE LIBRARY BOARD

DECEMBER 4, 2025

SUBJECT: Travel Policy – 2025 Expense Report
PURPOSE: For Information
PREPARED BY: Lakshay Gaur – Director, Finance and Facility Services
PRESENTED BY: Lakshay Gaur

RECOMMENDATION

It is recommended that the Board receive this report for information purposes.

BACKGROUND

As per *LPL's Travel and Business Expenses Policy*, section 11.2:

“The annual "Statement of Expenses - Senior Administration" report (as per the City of London Council Resolution By-Law No. CPOL. -227(a)-451) will be presented to the Board each December. This report details an itemized list of expenses incurred within the calendar year. The list will include the date, location, purpose of the trip and total expenditure for each Board Member, the CEO & Chief Librarian and Directors.”

FINANCIAL SUMMARY

There were no travel or business expenses incurred for the Board Members.

As shown in Appendix #1, the travel and business expenses for the CEO & Chief Librarian and Directors were \$2,388 in 2025.

NEXT STEPS

In January, Administration will submit the “Statement of Expenses – Senior Administration” report for all of 2025 to the City of London, as per the year-end deadlines.

APPENDIX 1 – TRAVEL AND BUSINESS EXPENSES FOR CEO & DIRECTORS

Michael Ciccone, CEO & Chief Librarian

Date of Event	Description	Location	Amount
January 2025	Ontario Library Association (OLA)	Toronto	\$495
April 2025	Canadian Urban Libraries Council (CULC) – Spring Meeting	Kelowna, BC	\$1,028
October 2025	Canadian Urban Libraries Council (CULC) – Fall Meeting	Winnipeg, MB	\$865
		Total	\$2,388