

London Public Library Board Meeting - Public Session Agenda

December 4, 2025 5:30pm - 8:00pm EST

Friends of LPL Boardroom

5:30pm

1. Apologies

2. Disclosures of Interest

3. Changes to and Adoption of Agenda(s)

4. Report on Matters from Confidential Session

5. Approval of Minutes

a. Oct. 23, 2025



[2025 Oct 23 Public Session Board Board Meeting Minutes DRAFT.pdf](#)

6. Business Arising from the Minutes

7. Consent Items

a. Staff Activity and Community Impact Report



[2025 Dec 4 LPL Board Meeting - Staff Activity and Community Impact Report.pdf](#)

b. Draft Agenda - Jan. 2026 Board Meeting



[2026 01 22 LPL Board Meeting Public Session Agenda DRAFT.pdf](#)

8. Delegations and Presentations

a. East London Branch - Katie Hill

9. Election of Officers

a. Chair

b. Vice Chair

c. At-Large Office

10. **2025 Board Committees - addition of ad-hoc Strategic Plan Committee**

11. **2026 Board Committee Appointments**

a. Financial Oversight Committee

b. Governance Committee

c. CEO Performance Review Committee

d. Property and Facilities Oversight Committee (ad-hoc)

e. Strategic Plan Committee (ad-hoc)

12. **2026 Other Committee and Board Assignments**

a. Historic Sites

b. Friends of the Library

c. Western Fair District

d. Ontario Library Service Board Assembly

13. **Reports from Committees, Members and Staff Requiring Board Action**

a. 2026 Board Meeting Schedule



[2025 Dec 4 LPL Board Meeting - 2026 Board Meeting Schedule.pdf](#)

b. 2026 Board Annual Agenda



[2025 Dec 4 LPL Board Meeting - 2026 Annual Agenda.pdf](#)

c. Policy Review

i. Health & Safety Commitment & Policies


- Workplace Harassment Prevention Policy
- Workplace Violence Prevention Policy

 [2025 Dec 4 LPL Board meeting - Health and Safety Commitment & Policies.pdf](#)

d. Monetary Charges Schedule

 [2025 Dec 4 LPL Board Meeting - Schedule of Monetary Charges Update.pdf](#)

e. 2025 Q3 Statistics

 [2025 Dec 4 LPL Board Meeting - Q3 Statistics Report.pdf](#)

f. Statement of Expense - Senior Administration Report

 [2025 Dec 4 LPL Board Meeting - Senior Administration Expense Report.pdf](#)

g. Administration Awarded Contracts Report

 [2025 Dec 4 LPL Board Meeting - Procurement Policy Administration Awarded Contracts.pdf](#)

14. Updates from Other Boards and Commissions

a. Historic Sites Committee

b. Friends of LPL

15. Inquiries and Other Business

a. Reminder - Nancy's Retirement Party

Friday December 12, 2025, 2:00pm

b. OLA Library Board Boot Camp

Saturday, January 31, 9:00am - 4:00pm

16. Adjournment to Confidential Session

END
8:00pm

REGULAR BOARD MEETING
Oct. 23, 2025
PUBLIC SESSION MEETING MINUTES

A regular meeting of the London Public Library Board was held on the above date at 5:30 p.m. in Sherwood Branch Meeting Room A with the following present:

From the Board: S. Desserud, Z. Hashmi, H. Jack (meeting Chair), J. McCall (virtual), S. Collyer, Councillor S. Trosow

Absent: Mayor J. Morgan

From Management: C. Abraham, M. Ciccone, N. Collister, L. Gaur, E. Hobin, B. Holme, J. Macdonald, A. O'Sullivan, E. Sutter

Guests: D. Peebles (Sherwood Branch Supervisor), C. Walker (Fund Development and Special Projects)

Minutes Taken by: J. Hodgins

5:30 pm – H. Jack called the meeting to order

1. Apologies

B. Allison, B. Gibson

2. Disclosure of Interest

None

3. Changes to And Adoption of Agenda(s)

MOTION: To approve the agenda as presented.

MOVED by: S. Trosow

SECONDED by: S. Collyer

CARRIED

4. Report on Matters from Confidential Session - June 19, 2025 (verbal)

H. Jack reported that in the Sept. 25, 2025 Confidential Session matters were discussed relating to the security of the property of the board and a proposed of pending acquisition or disposition of land by the board.

5. Approval of Minutes

a. Sept. 25, 2025

MOTION: To approve Sept. 25, 2025 Public Session Meeting Minutes as presented.

MOVED by: Z. Hashmi

SECONDED by: S. Collyer
CARRIED

5:33 pm – J. McCall joined the meeting (virtual)

6. Business Arising From the Minutes

None

7. Consent Items

- a. Draft Public Session Agenda –Dec. 4, 2025
- b. Oct, 2025 Staff Activity and Community Impact Report

MOTION: To receive consent items as presented.

MOVED by: S. Desserud

SECONDED by: S. Collyer

CARRIED

8. Delegations and Presentations

- a. Sherwood Branch Presentation – D. Peebles, Branch Supervisor
 - i. Board Members expressed their appreciation for Sherwood staff's hard work during the renovation

9. Reports from Committees, Members and Staff Requiring Board Action

- a. Fund Development Update – C. Walker, M. Ciccone
 - i. MC presented the update, highlighting the success of C. Walker in recent months and noting that recent Ministry stats showed LPL's numbers are only 2nd to Toronto in terms of donations in 2024.
 - ii. Discussion noted that any balances being carried forward are being kept in reserve for future renovations.

MOTION: To receive the Fund Development Update.

MOVED by: S. Collyer

SECONDED by: S. Desserud

CARRIED

b. Policy Review

- i. Procurement Policy

MOTION: To approve the Procurement Policy as presented.

MOVED by: S. Collyer

SECONDED by: S. Desserud

CARRIED

- ii. Collections Management Policy

MOTION: To approve the Collections Management Policy as presented.

MOVED by: S. Collyer
SECONDED by: S. Trosow
CARRIED

iii. Intellectual Freedom Policy

MOTION: To approve the Intellectual Freedom Policy as presented.

MOVED by: S. Collyer
SECONDED by: S. Desserud
CARRIED

iv. Business Continuity Policy

MOTION: To approve the Business Continuity Policy as presented.

MOVED by: S. Desserud
SECONDED by: S. Collyer
CARRIED

10. Updates from Other Boards and Commissions

a. Friends of LPL

- i. S. Desserud reported that the Giant Book Sale raised \$63873.00, the highest amount to date. There is a Speaking with Friends event on Dec. 6, 2025, 2:00-4:00pm with Linden MacIntyre.

b. Ontario Library Service (OLS)

- i. S. Trosow shared he will be attending and upcoming OLS Board Assemble meeting.

11. Inquiries and other Business

a. Upcoming Events

- i. Cheque Presentation – Lerner – Tuesday, Oct. 28, 3:00pm, Central Branch
- ii. Volunteer Appreciation - Choir Revolution - Nov. 5, 2025, 7:00pm, WPH
- iii. State of the City Address - Jan. 28, 2026, 7:30am
- iv. HSC plaque unveiling originally scheduled for Nov. 5 has been postponed to the spring so that it can be held in conjunction with a music event at Wonderland Gardens.
- v. December Board Meeting will be full and lengthy

12. Adjournment to Confidential Session

- a. Whereas LPL matters of discussion fall under the Public Libraries Act s. 16.1.4 d and e; therefore be it resolved the Board will meet in camera.

MOTION: To adjourn to the Confidential Session of the meeting.
MOVED by: Z. Hashmi

SECONDED by: S. Trosow
CARRIED at 6:11 pm

6:24 pm – meeting returned from confidential session

13. Report on Confidential Session

- a. Matters were discussed in Confidential Session pertaining to (a) labour relations or employee negotiations, and (b) litigation or potential litigation, including matters before administrative tribunals, affecting the board. Progress is shown in regard to both matters.

14. Meeting Adjournment

MOTION: To adjourn the meeting.
MOVED by: S. Collyer
SECONDED by: S. Trosow
CARRIED at 6:25pm.

Signature (Chair)

Signature (Secretary)

Staff Activity and Community Impact Report

Dec. 4, 2025 Board Meeting

Events, Programs, and Services of Note

The Upcycled Effect

On Monday, October 6, the Library partnered with Sustainable Fashion Week Canada to host the premiere screening of *The Upcycled Effect* at the Central Library. The documentary focuses on first-year Fashion Design students at Fanshawe and their participation in an upcycling experiment to combat the effects of fast fashion. A panel discussion followed the premiere.

Post Secondary Card Registration Drives Successful

Staff had great engagement with our Western and Fanshawe card drive with over 50 sign ups over a two-hour period! More sessions are planned.

Partnership with Ronald McDonald House Continues

Staff visits to The Ronald McDonald House near the London Children's Hospital continue. They engage with 10-15 people per visit, and families connect with library services while they are temporarily staying in London.

Hope and Action Festival

Library staff attended the Hope and Action Festival, an event designed to spark hope and inspire youth to take action for a greener future. The festival took place over 2 days at the Fanshawe Conversation area, and was sponsored by Upper Thames River Conservation Authority, City of London and Thames Talbot Land Trust with many other partners. Staff interacted with 420 individuals to discuss the Library's role in environmental sustainability.

From The Community

Program Offers Sense of Belonging

On October 21 at Bostwick Library, staff held the second of two adult programs for Islamic History Month: Text as Visual Expression in Islamic Calligraphy led by artist Soheila Esfahani. After the program staff asked participants what had encouraged them to come into the room. One participant explained that she had moved from Dubai two years ago and that her father was encouraging her to get out of the house, so she came to the library to use the computers. She expressed appreciation for the workshop and for the connection to other Muslim women. Another Muslim woman in the program told us: "You don't know how meaningful it was for me to see the library offering a program like this, how it feels like belonging."

Reading Holds a Crucial Place for Newcomers

One of the Library's English reading group participants shared that the Government of Canada's Our Language Blog has published one of her articles where she wrote about how reading holds a crucial place in the lives as newcomers to Canada. The blog article is called [How reading became my gateway to language, community and belonging](#).

LPL News

Oct. 21, 2025 - A Fresh Chapter For English Learners; <https://www.lpl.ca/news/fresh-chapter-english-learners>

Oct. 22, 2025 - Finding Family in the Archives; <https://www.lpl.ca/news/finding-family-archives>

Oct. 24, 2025 - A quiet space. A lasting legacy.; <https://www.lpl.ca/news/quiet-space-lasting-legacy>

Nov. 7, 2025 - Lerner's Helps Bring Garden to Life; <https://www.lpl.ca/news/lerner-helps-bring-garden-life>

Nov. 21 - Library Tops City Resident Satisfaction Survey; <https://www.lpl.ca/news/library-tops-city-resident-satisfaction-survey>

Nov. 24, 2025 – Reading Changes Everything; <https://www.lpl.ca/news/reading-changes-everything>

In the Media

Nov. 3, 2025 – CBC, Help getting out of debt; <https://www.cbc.ca/listen/live-radio/1-158-london-morning/clip/16179357-help-getting-debt>

Nov. 6, 2025 – CBC, The Library It List; <https://www.cbc.ca/listen/live-radio/1-158-london-morning/clip/16180106-the-library-it-list>

Nov 15, 2025 – London Free Press, Cornies: Library looking for input into its next 10-year plan; <https://lfpres.com/opinion/columnists/cornies-library-looking-for-input-into-its-next-10-year-plan>

Nov. 17, 2025 – CBC, November is Make-a-Will month, and there are lots of reasons to get one done; <https://www.cbc.ca/listen/live-radio/1-158-london-morning/clip/16182164-november-make-a-will-month-lots-reasons-one-done>

Nov. 17, 2025 – CBC, London Author on 2025 Giller Prize Shortlist; <https://www.cbc.ca/listen/live-radio/1-80-afternoon-drive/clip/16182297-london-author-2025-giller-prize-shortlist>

Sept. 2025 – The Newsletter by London's Pretty Cool, Hidden Gem: London Public Library; <https://mailchi.mp/18bf5ef8ef7/the-newsletter-september-edition-12930494?e=f382756544>

New App Listing

My London; <https://www.mylondonapp.ca/>

Upcoming Events and Programs

The Power of Our Stories: The Uganda Disability Quilt Project

December 13 2025, 1pm, Central Library

Join facilitator Dane Macri and the internationally renowned Ugandan quilt for a unique and meaningful discussion celebrating diversity, Disability pride, empowerment, and community.

Cult Film Club: Labyrinth

December 15, 6pm, Central Library

Calling all movie buffs! Ready to immerse yourself in the campy, surreal, satirical world of cult films? Join us for a screening of a cult classic film every third Monday of the month @ Central. Drop in between 6-8:30 PM to watch the movie, and chat with fellow cinephiles.

Writer in Residence 2026 – Anna Chatterton

Office Hours – Tuesdays, 3-6pm, January 6-April 7, Central Library

Anna Chatterton is a writer and theatre artist. She is a two-time finalist for the Governor General's Literary Award for Drama for her plays *Within the Glass* and *Gertrude and Alice* (cowritten with Evalyn Parry). Members of the London Community can meet with Anna to discuss their creative projects or talk about the creative process.

Volunteer Fair

January 7, 2026, 10-2

Volunteering is a chance to meet new people, share your talents and skills, and gain work experience, while positively impacting yourself and others. Talk to representatives from organizations across London to learn about a variety of volunteer opportunities.

London Public Library Board Meeting - Public Session Agenda

January 22, 2026 5:30pm - 7:30pm EST

Friends of LPL Boardroom

5:30pm

1. Facilities Master Plan Consultation (in camera)

Monteith-Brown

2. Apologies

3. Disclosures of Interest

4. Changes to and Adoption of Agenda(s)

5. Report on Matters from Confidential Session

6. Approval of Minutes

a. December 4, 2025

7. Business Arising from the Minutes

8. Consent Items

a. Staff Activity and Community Impact Report

b. Draft Agenda - February 2026 Board Meeting

9. Delegations and Presentations

a. Cherryhill Branch Presentation

10. Reports from Committees, Members and Staff Requiring Board Action

a. Policy Review and Revision

i. Elections Policy

- 11. Updates from Other Boards and Commissions**
- 12. Inquiries and Other Business**
- 13. Adjournment to Confidential Session**
- 14. Meeting Adjournment**

END
7:30pm

REPORT TO THE LIBRARY BOARD

DECEMBER 4, 2025

SUBJECT: Board 2026 Meeting Schedule

PURPOSE: For Approval

PREPARED BY: Michael Ciccone

PRESENTED BY: Michael Ciccone – CEO & Chief Librarian

RECOMMENDATION

It is recommended that the Library Board approve the following dates for 2026 Board Meetings:

- January 22
- February 19
- March 26
- April 23
- May 21
- June 25
- September 24
- October 22
- December 3

BACKGROUND

As per the [Ontario Public Libraries Act](#) and [Library Board Bylaws](#), the Board must meet a minimum of seven times a year.

NEXT STEPS

The schedule for 2027 will be submitted next December.

REPORT TO THE LIBRARY BOARD

DECEMBER 4, 2025

SUBJECT: 2026 Annual Agenda

PURPOSE: For Approval

PREPARED BY: Michael Ciccone

PRESENTED BY: Michael Ciccone – CEO & Chief Librarian

RECOMMENDATION

It is recommended that the Library Board approve the Annual Agenda for 2026 Board Meetings (attached).

NEXT STEPS

The schedule for 2027 will be submitted next December.

Date	Policy Review and Revision	Reports and Recommendations	Scheduled Presentations
Jan	Elections		Cherryhill
Feb	Delegations & Public Participation	<ul style="list-style-type: none"> • 2026 Budget Approval • 2025 Year End Statistics • Requests for Reconsideration/Collection Challenges 2025 	Central
Mar	<ul style="list-style-type: none"> • Naming • Gift Acceptance • Equitable Access and the Library's Right of Refusal for Use and Rental of Meeting and Community Display Space 		
Apr	EDI Policy	<ul style="list-style-type: none"> • 2025 Audited Financial Statements 	Beacock and Carson
May		<ul style="list-style-type: none"> • 2026 Q1 Statistics • Financial Update through April 2026 	Masonville
Jun	Accessibility for Users with Disabilities	Fund Development 2026 Mid-year Report	Bostwick, Glanworth and Lambeth
Sep	<ul style="list-style-type: none"> • Authority for Summer • Board-CEO Linkage • CEO Performance Review Appraisal Process • CEO Succession Plan • Ends • Executive Limitations • Governance Processes • Signing Authority • Business Closure 	<ul style="list-style-type: none"> • 2026 Q2 Statistics • Financial Update through August 2026 	
Oct	Communications		
Dec	<ul style="list-style-type: none"> • Health & Safety Commitment • Workplace Harassment Prevention • Workplace Violence Prevention 	<ul style="list-style-type: none"> • 2026 Q3 statistics • Statement of Expense-Senior Administration Report • Administration Awarded Contracts Report 	

REPORT TO THE LIBRARY BOARD

DECEMBER 4, 2025

SUBJECT: Annual Health and Safety Commitment

PURPOSE: For Approval

PREPARED BY: Betty Holme – Director, HR

PRESENTED BY: Betty Holme

RECOMMENDATION

It is recommended that the London Public Library Board affirm the *Health and Safety Commitment Statement*, and approve the associated policies, as appended.

BACKGROUND

London Public Library, as an employer, operates under the requirements of the *Ontario Occupational Health and Safety Act, R.S.O. 1990, Chapter O.1* (the "Act"), which requires at least an annual review of the institution's health and safety policies.

Each year the Library Board affirms its commitment to providing a safe and healthy environment for its employees, volunteers and patrons through the affirmation of the *Health and Safety Commitment Statement*.

The following policies - associated with the workplace environment - are reviewed annually as required under the Act and the current revised version of each is appended:

Appendix A: Health and Safety Commitment & Policy	3
Appendix B: Workplace Harassment and Sexual Harassment Prevention Policy	5
Appendix C: Workplace Violence Prevention Policy	11

The Library is committed to maintaining a well-developed and responsive health and safety program in the workplace, which includes the various policies, guidelines, procedural documents, job aids and a training program. The Library and CUPE Local 217 work together through the Joint Health & Safety Committee to conduct regular workplace inspections and to monitor and resolve workplace issues. Directors, Managers, supervisors and employees are trained annually in their responsibilities under the Act.

Training programs, procedures and guidelines are available to support employees in these and other areas related to workplace health and safety. Orientation is provided to new employees and ongoing refresher training is provided on a scheduled basis to all staff.

SUMMARY OF CHANGES

- Health and Safety Commitment & Policy
 - no changes
- Workplace Harassment and Sexual Harassment Prevention Policy
 - harassment definitions updated to include information and communications technology
- Workplace Violence Prevention Policy
 - Clarification of some terms included in definitions
 - Inclusion of virtual platforms as forms of communication
 - Addition of employee supports to the Violence Prevention Program

NEXT STEPS

As required under the Act, upon approval, the updated Health and Safety Commitment & Policy and associated policies will be posted in all work locations.

The Health and Safety Commitment & Policy and associated policies will be reviewed again in one year.

Appendix A: Health and Safety Commitment & Policy

Effective: December 2025

Next Review: December 2026

PURPOSE:

The Health and Safety Commitment & Policy is a written statement of intention indicating to all employees of the London Public Library (Library) that health and safety is a top priority for the workplace and that it is the shared responsibility of all as per the Ontario Occupational Health and Safety Act (OHSA) and the Internal Responsibility System (IRS) prescribed within.

COMMITMENT:

The Library is committed to promoting a safe, healthy and enjoyable work environment. Health and Safety is the responsibility of all employees, and we will work together to mitigate risk. We are committed to fostering the development of a safety consciousness in all employees and members of the Library community for the purpose of minimizing the risk of injury to persons or the damage to property or facilities.

POLICY STATEMENT:

The Library Board and Management Team recognize that the administration of health and safety is paramount to the wellness and protection of Library employees and commit to creating and maintaining safe workplaces and complying with all applicable occupational health and safety legislation and other related federal, provincial and municipal requirements.

All employees of the Library, regardless of their role, must understand their rights and responsibilities under OHSA. This includes identifying and assisting in resolving unsafe situations or activities, using equipment safely, and address their own health and safety by understanding and complying with safe work practices and procedures established by the Library. The Library will provide employees with the necessary training to enable them to protect their health and safety.

The CEO, Directors, Managers and Supervisors will have a full understanding of their responsibilities, will be fully accountable under the Act, and will behave in a manner which sets an example for all staff. The Library will support them in this role.

Working together within the IRS, we will ensure that the health and safety of all employees continues to be an integral part of the Library's culture.

This would include:

- Establishing, implementing and maintaining health and safety policies, programs, procedures, and guidelines, as essential elements of the Occupational Health and Safety Management System
- Communicating to employees their responsibilities within the Occupational

Health and Safety Management System which include an obligation to conduct their activities in a healthy, safe and responsible manner

- Continually improving the Library's health and safety performance by maintaining risk assessments and setting occupational health and safety objectives and targets with the goal of preventing workplace injuries/illnesses, property damage and loss

The Library, as an employer, operates under the requirements of OHSA, which requires at least an annual review of the institution's health and safety policies.

Each year the Library Board affirms its commitment to providing a safe and healthy environment for its employees, volunteers and patrons through the affirmation of the *Health and Safety Policy* and an annual review of related policies and procedures as required under OHSA.

Directors, Managers and Supervisors must ensure that all workplace hazards are identified, controlled and monitored, and that employees work in compliance with legislation, policies, programs, procedures and guidelines.

Employee participation is critical to the IRS. They must protect their own and each other's health and safety by reporting hazards to their Manager/Supervisor and/or Joint Health and Safety Committee, participate in training, and working in compliance with legislation, policies, programs, procedures, and guidelines.

Appendix B: Workplace Harassment and Sexual Harassment Prevention Policy

Effective: December 2025

Next Review: December 2026

PURPOSE:

To establish a framework for preventing/mitigating the occurrence of Workplace Harassment and Workplace Sexual Harassment.

This policy articulates the London Public Library's (Library) commitment to fostering a workplace that is safe and inclusive, where the diversity, dignity, and perspectives of all individuals are valued and respected. The Library will not tolerate or condone harassment, Workplace Discrimination or reprisals and will take active steps to promote a psychologically safe, inclusive and respectful workplace in accordance with the [Ontario Human Rights Code](#) and the [Occupational Health and Safety Act](#) (OHSA).

This Policy applies to all Library Employees, Board Members, Volunteers, any person having business with the Library, and members of the public. Contractors, visitors and other individuals conducting business on Library's property are also expected to conduct themselves in a manner consistent with this Policy.

Allegations of significant breaches of this Policy, including human rights violations by such individuals will be dealt with by the Library and, if substantiated, may be considered a breach of the individual's contract with the Library or affect the person's right to be present on Library property or participate in any of its activities. Patron conduct is covered in the Library's *Charter of Library Use* and *Rules of Conduct* policies.

DEFINITIONS:

Employee means a person who is employed by the Library and includes all Employees, including Page and Casual staff.

Volunteer means a person who voluntarily extends his or her services to actively support the Library, and who does so without remuneration.

While Library Board Members Volunteer their time and do not receive remuneration, for the purposes of this Policy they will be referred to as Board Members where they have roles and responsibilities that are different from those of other Volunteers.

Poisoned Work Environment: Unwelcome comments or conduct can poison someone's working environment, making it a hostile or uncomfortable place to work even if the person is not being directly targeted. This is known as a **poisoned (toxic) working environment**, and it is a form of Workplace Harassment.

Workplace means in or on the property of the Library or away from Library property if the Employee or Volunteer is engaged in work-related activities. This includes all facilities, worksites and vehicles.

Workplace Discrimination: Under the Ontario Human Rights Code, every person has a right to equal treatment with respect to employment without discrimination based on the protected grounds of discrimination: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, transgender identity and expression, age, record of offences, marital status, same-sex partnership status, family status or disability.

Workplace Harassment: Is a protected health and safety issue covered under the OHSa and is defined as engaging in a course of vexatious comment or conduct against a worker in a workplace, including virtually through the use of information and communications technology, that is known or ought reasonably to be known to be unwelcome. The OHSa also states that a reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not Workplace Harassment.

Workplace Sexual Harassment: is defined as engaging in a course of vexatious comment or conduct against a worker in a workplace, including virtually through the use of information and communications technology, because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

POLICY STATEMENT:

The Library is committed to the prevention of Workplace Harassment and Workplace Sexual Harassment and will make every effort to:

- Promote a positive, harassment-free Workplace; and build a psychological safe and inclusive workplace which depends on treating each other with civility and respect;
- Develop practices and programs to prevent Workplace Harassment and Workplace Sexual Harassment;
- Develop procedures for reporting, investigating and taking action as appropriate, and
- Comply with legislation governing Workplace violence in Ontario, including the OHSa, the *Ontario Human Rights Code* and the [Municipal Freedom of Information and Protection of Privacy Act](#).

Workplace Harassment includes but is not limited to:

- Unwelcome and/or insulting remarks, jokes, innuendoes, or taunting about a person's gender, disability, racial or ethnic background, colour, place of birth, citizenship or ancestry;
- Displaying of racist, derogatory, or offensive pictures or material;
- Refusal to work with or share facilities with an Employee or Volunteer or refusing to serve a patron of the Library because of their disability or racial, religious or ethnic background, sexual orientation, gender identity and/or expression;
- Unwelcome, inappropriate or insulting gestures based on disability, religion or racial or ethnic grounds which cause embarrassment or awkwardness; and
- Harassment by one Employee or Volunteer against another, which occurs outside the Workplace or hours of work but related to the work environment, may also be considered as Workplace Harassment.

Disrespectful behaviour can include the above examples of Workplace Discrimination, Workplace Harassment and sexual or gender-based harassment. The examples below may also constitute disrespectful behaviour, Workplace Harassment, or both depending on the context, circumstances, impact, and frequency.

Examples of disrespect include:

- racial and other microaggressions (a microaggression is a comment or action that expresses prejudice against a marginalized group or person)
- speaking in a belittling or condescending tone
- snide, sarcastic, or demeaning comments
- persistently interrupting or speaking over someone
- glaring, finger-pointing, eye-rolling, and other nonverbal gestures of disrespect
- disparaging or making fun of someone, even if it's meant as a joke, as well as referencing their community or culture in a derogatory way
- swearing or using unprofessional language, even if not directed at a particular person and even if those nearby are not personally offended
- passive-aggressive behaviour, such as refusing to directly communicate with someone about an issue and instead complaining behind their back
- embarrassing or humiliating someone
- gossiping, including sharing information that someone would probably want kept secret or speaking about someone behind their back in a negative way
- deliberately ignoring someone
- deliberately interfering with or impeding someone's work

This Policy does not restrict the authority of those charged with responsibilities such as counseling, performance appraisal, employee relations, scheduling, and the implementation of disciplinary actions.

What is NOT Workplace Harassment:

Legitimate, reasonable management actions that are part of the normal work function are not considered Workplace Harassment. This includes:

- enforcing workplace rules and policies
- measures to correct performance deficiencies, such as placing someone on a performance improvement plan
- changes to schedules and work location
- imposing discipline for workplace infractions
- requesting medical documents to support an absence from work
- organizational changes such as restructuring

Workplace Harassment also does not include occasional disagreements or personality conflicts, or stressful events that are part of the normal work duties.

A complaint filed under this Policy does not preclude an Employee from filing a complaint with the *Human Rights Tribunal of Ontario* or pursuing other appropriate avenues under the grievance process or any other applicable policy.

Responsibilities

Employees, Volunteers, and Board Members are responsible for promoting mutual respect and for preventing and resolving incidents of Workplace Harassment and Workplace Sexual Harassment.

Each has the responsibility to:

- Refrain from conduct that is harassing to Employees, Volunteers, Board Members and other individuals;
- Be knowledgeable about Workplace policy and procedures relating to Workplace Harassment and Workplace Sexual Harassment;
- Report and document incidents in which they have been harassed without reprisal or threat of reprisal; and
- Co-operate in the investigation of any Workplace Harassment complaint.

The Supervisor also has the responsibility to:

- Communicate Workplace Harassment and Workplace Sexual Harassment prevention procedures to Employees and Volunteers within the assigned work area;
- Receive and report any Workplace Harassment complaint and take immediate action to report and eliminate Workplace Harassment by taking such action as directed by management to deal with Workplace Harassment within the assigned work area; this would also include disrespect that may not constitute Workplace Harassment, but which

could lead to Workplace Harassment or a Poisoned Work Environment if left unchecked

- Identify and eliminate barriers to a psychologically safe and inclusive workplace;
- Act as role models and champions of a respectful workplace;
- Monitor the workplace and employee behavior; keeping detailed records of any violations of this policy and corrective actions taken;
- Encourage Employees and Volunteers to report incidents of Workplace Harassment, and
- Post this policy in an area readily accessible within the Workplace.

Management has the additional responsibility to:

- Provide a work environment free of Workplace Harassment and Workplace Sexual Harassment;
- Inform all Employees and Volunteers, including new hires of this Policy;
- Ensure this Policy is readily accessible to all Employees and Volunteers;
- Assess the Workplace on an annual basis for Workplace Harassment risks;
- Review the Policy annually;
- Provide education and training related to Workplace Harassment and Workplace Sexual Harassment prevention procedures;
- Resolve Workplace Harassment and Workplace Sexual Harassment complaints by investigating and taking appropriate action without delay;
- Take appropriate corrective action, including Employee and Volunteer discipline and management of infractions by the public and others to ensure that such activity, conduct or comment does not continue;
- Monitor any case of Workplace Harassment until there is satisfaction that corrective measures have been implemented; and
- Take necessary action to protect confidentiality of those involved in complaints.

The CEO & Chief Librarian (CEO) also has the additional responsibility to:

- Receive, assess and investigate complaints about Library Directors/Managers or Board Members;
- Consult with external experts, the Library Board Chair, or other Board Executive Member as appropriate;
- Ensure that all appropriate actions based on findings are undertaken; and

- Report to the Board and relay reports from external consultants to the Board when required.

The Library Board also has the additional responsibility to:

- Receive, assess and investigate complaints about the CEO or Board Members;
- Consult with external experts as appropriate; and
- Ensure that all appropriate actions based on findings are undertaken.

Everyone has a role to play in fostering a respectful work environment. If you feel safe doing so, you should speak up and intervene respectfully when you witness Workplace Harassment, Workplace Discrimination, or disrespect. If you don't feel safe speaking up in the moment, you can still take an active role in addressing the disrespect by bringing it to the attention of a supervisor, manager, or Human Resources, and by offering support to the target of the behaviour.

Reprisal

All individuals have a right to be free of reprisal or threat of reprisal as a result of being involved in a complaint of Workplace Harassment or Workplace Sexual Harassment. Reprisal will be deemed to be a form of Workplace Harassment and will be dealt with in accordance with this Policy.

Malicious Complaints

If, as a result of an investigation, it is determined that an otherwise unfounded complaint of Workplace Harassment was intended to be malicious, it will be considered a form of Workplace Harassment and will be dealt with in accordance with this Policy.

Confidentiality

Except where disclosure is required by law or agreed to by consent of the parties, all records relating to a Workplace Harassment complaint will be kept confidential and released only on a need-to-know basis to authorized personnel. Where an Employee or Volunteer has been disciplined because of a substantiated complaint, a record of complaint will be maintained in the Employee or Volunteer's personnel file. When a complaint has been found to be unsubstantiated and the Policy has been used in a vindictive or frivolous manner, a record will be maintained in the complainant's personnel file. Investigative files will be retained permanently, separate from personnel files, with measures to protect confidentiality.

INQUIRIES:

Director, Human Resources

CEO & Chief Librarian

Appendix C: Workplace Violence Prevention Policy

Effective: December 2025

Next Review: December 2026

PURPOSE:

To foster the safety and security of London Public Library (Library) Employees, Volunteers, Board Members and those who attend the Library's work sites, and establish a framework for preventing/mitigating and responding to occurrence of violence in the Workplace.

SCOPE:

This Policy applies to all Library Employees, Volunteers, Board Members, any person having business with the Library, and members of the public.

Contractors, visitors and other individuals conducting business on Library property are also expected to conduct themselves in a manner consistent with this policy. Allegations of Workplace Violence and/or sexual violence by such individuals will be dealt with by the Library and, if substantiated, may be considered a breach of the individual's contract with the Library or affect the person's right to be present on the Library's premises or participate in any of its activities.

DEFINITIONS:

Close Calls are incidents which did not result in actual physical harm but, except for circumstance, had the potential to result in physical harm.

Domestic Violence is a pattern of coercive behaviour that is used by one person to gain power and control over another (e.g. an intimate partner or family member) which may include, but is not limited to, physical violence, sexual, emotional and psychological intimidation, verbal abuse, stalking and use of electronic devices to harass and gain control.

Employee means a person who is employed by the Library and includes all Employees, including Page and Casual staff.

Serious Incident means an incident in which someone was physically harmed (whether requiring medical attention or not), or which continued or escalated after supervisory mediation.

Unacceptable Behaviour means physically or psychologically aggressive behaviours including but not limited to:

- Hitting, kicking, punching, shoving, slapping, pinching, grabbing, biting;
- Carrying or brandishing weapons of any sort;
- Throwing objects at an individual with a view to cause physical injury or fear;
- Destruction of Workplace or co-workers' property;
- Threats or innuendos of violence;
- Sexual violence;
- Threats or innuendos of sexual violence;
- Intimidating behaviour that causes the recipient to have a fear of physical violence; and

- Obscene or harassing telephone calls, e-mails or other forms of communication on any virtual platform such as Teams, Zoom, or Google Meet as well as social media including Facebook, Instagram, X, TikTok, etc.

Volunteer means a person who voluntarily extends his or her services to actively support the Library, and who does so without remuneration.

While Library Board Members Volunteer their time and do not receive remuneration, for the purposes of this policy they will be referred to as Board Members as they have roles and responsibilities that are different from those of other Volunteers.

Workplace means in or on the property of London Public Library or away from London Public Library property if the Employee is engaged in work-related activities. This includes all facilities and worksites and vehicles.

Workplace Violence is defined as:

- The exercise of physical force by a person against a worker, in a Workplace, that causes or could cause physical injury to the worker;
- An attempt to exercise physical force against a worker, in a Workplace, that could cause physical injury to a worker;
- A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a Workplace, that could cause physical injury to the worker; and/or
- Sexual violence and/or threats of sexual violence; which is any harmful or unwanted sexual act—or attempt to obtain a sexual act through violence or coercion—or an act directed against a person's sexuality without their consent, by any individual regardless of their relationship to the victim.

POLICY STATEMENT:

The Library does not tolerate violence in the Workplace perpetrated by or against Employees, Volunteers, Board Members, the public or other third parties. This includes Domestic Violence and sexual violence acts perpetrated in the Workplace. The Library will comply with the following legislation governing Workplace Violence in Ontario:

- [*The Ontario Occupational Health and Safety Act;*](#)
- [*The Criminal Code of Canada;*](#)
- [*The Ontario Human Rights Code;*](#)
- [*The Workplace Safety Insurance Act;*](#) and
- [*The Municipal Freedom of Information and Protection of Privacy Act.*](#)

The Library is committed to the prevention of Workplace Violence and will establish programs and procedures to reduce the risk of violence, sexual violence and Unacceptable Behaviour in the Workplace.

The Violence Prevention Program includes:

- An annual risk assessment process;
- An annual review of policies and procedures;
- Evaluation and implementation of corrective action;
- Assistance and support to employees who are experiencing domestic or workplace violence, taking into account they may vary according to individual needs; this could include EAP and/or debriefing by the Supervisor and/or Human Resources following an incident;
- Instruction to Employees, Volunteers and Board Members;
- Training and education;
- Reporting and investigation process; and
- Taking corrective action and review of policy and procedures after major events.

Violations of this policy may result in corrective action/disciplinary action, which could result in suspension or termination, the issuing of patron banning notices and/or the filing of criminal charges.

A complaint filed under this Policy does not preclude an Employee from filing a complaint with the *Human Rights Tribunal of Ontario* or pursuing other appropriate avenues under the grievance process as laid out in the current *Collective Bargaining Agreement* or any other applicable policy, or action under statute.

Responsibilities

Employees, Volunteers, Supervisors, Management and the Library Board are responsible for promoting and maintaining a work environment free of violence.

Each Employee and Volunteer has the responsibility to:

- Inform their Supervisor of any violence, potential risk of violence or unacceptable behaviour they have experienced or witnessed. This includes issues in the Employee's or Volunteer's non-work life that may impact on the Employee's and Volunteer's or their co-worker's safety;
- Report to their Supervisor any incidents of violence or Close Calls, according to Library procedures;
- Document incidents within the assigned work area; and
- Attend any training or information sessions provided by the Library, as the Employer, to reduce violence or risks of violence and apply the information provided.

An Employee or Volunteer may refuse to work or do particular work where the person has reason to believe that Workplace Violence is likely to endanger them. If this occurs, the Supervisor should proceed with following the Procedure for a Work Refusal.

The Supervisor also has the responsibility to:

- Assess the risk of violence to Employees or Volunteers within their assigned work area, minimizing those risks where necessary or reasonably possible and informing any affected Employee or Volunteer of such risk or potential risk;

- Communicate Workplace Violence prevention procedures to Employees or Volunteers within the assigned work area;
- Provide information, including personal information that is reasonably necessary related to risk of Workplace Violence from a person with a history of violent behaviour to an Employee or Volunteer if the worker can be expected to encounter that person in the course of the person's work and the risk of Workplace Violence is likely to expose the worker to physical injury;
- Respond to any complaint or incidence of violence within the assigned work area;
- Ensure proper medical care is provided for anyone involved in an incident within the assigned work area;
- Secure the safety of Employees or Volunteers, before investigating the incident or taking reports;
- Report and document incidents within the assigned work area;
- Encourage Employees and Volunteers to report incidents of potential violence or unacceptable behaviour; and
- Cooperate with police, Library investigators or other authorities, as required during any investigation related to Workplace Violence.

Management has the additional responsibility to:

- Inform all Employees and Volunteers, including new hires, of this Policy;
- Post this Policy to ensure it is readily accessible to all Employees and Volunteers;
- Review the Policy and related procedures annually;
- Develop and maintain a program to implement the Policy with respect to Workplace Violence, including:
 - Measures, procedures and related policies to control risks identified as likely to expose an Employee or Volunteer to physical injury;
 - Measures and procedures for summoning immediate assistance when Workplace Violence occurs or is likely to occur;
 - Measures and procedures for Employees and Volunteers to report Workplace Violence to the Supervisor and Management; and
 - The process the Library uses to investigate and deal with incidents or complaints of Workplace Violence.
- Assess the risks of Workplace Violence as often as necessary and at least annually;
- Advise the Joint Health & Safety Committee of the results of the assessment and any reassessment;
- Take every precaution reasonable in the circumstances for the protection of the Employee or Volunteer, if it becomes aware, or ought reasonably to be aware, that Domestic Violence which would likely expose a person to physical injury may occur in the Workplace;
- Provide Employees and Volunteers with education and training related to the Workplace Violence prevention program and procedures;
- Take appropriate corrective action, including discipline and management of infractions by the public and others to ensure that such activity does not continue;
- Monitor any case of violence until there is satisfaction that corrective measures have been implemented;

- Track and monitor all incidents of Workplace Violence, including Close Calls, minor and Serious Incidents.
- Follow the Occupational Health & Safety Act regarding Workplace Violence incident reporting.
- Take necessary action to protect confidentiality of those involved in complaints.

Management will also provide additional crisis follow up/support with personnel in the event of a critical or serious incident.

The Library Board has the additional responsibility to:

- Receive, assess and investigate complaints about the CEO or Board Members;
- Consult with external experts as appropriate; and
- Ensure that all appropriate actions based on findings are undertaken.

Reprisal

All individuals have a right to be free of reprisal or threat of reprisal as a result of being involved in a complaint of Workplace Violence. Reprisal will be deemed to be a form of violence and will be dealt with in accordance with the Library's *Workplace Violence Prevention Policy*.

Malicious Complaints

If, as a result of an investigation, it is determined that an otherwise unfounded complaint of Workplace Violence was intended to be malicious, it will be considered a form of violence and will be dealt with in accordance with the Library's *Workplace Violence Prevention Policy*.

Confidentiality

Except where disclosure is required by law or agreed to by consent of the parties, all records relating to a Workplace Violence complaint will be kept confidential and released only on a need to know basis to authorized personnel. Where an Employee or Volunteer has been disciplined as a result of a substantiated complaint, a record of complaint will be maintained in the Employee's or Volunteer's personnel file. When a complaint has been found to be unsubstantiated and the Policy has been used in a vindictive or frivolous manner, a record will be maintained in the complainant's personnel file. Investigative files will be retained permanently, separate from personnel files, with measures to protect confidentiality.

INQUIRIES:

Director, Human Resources

CEO & Chief Librarian

REPORT TO THE LIBRARY BOARD

DECEMBER 4, 2025

SUBJECT: Schedule of Monetary Charges Update

PURPOSE: For Approval

PREPARED BY Michael Ciccone, Nancy Collister

PRESENTED BY: Michael Ciccone - CEO

RECOMMENDATION

It is recommended that the Library Board approve the Schedule of Monetary Charges, updated to reflect recent additions and changes.

BACKGROUND

Changes to the Schedule of Monetary Charges, as legislated in the Ontario *Public Libraries Act*, requires Board Approval. Changes are highlighted in yellow. Additions to are highlighted in blue.

London Public Library Schedule of Monetary Charges

Taxes included where applicable.

LIBRARY SUBSCRIPTION CARD FEES

Visitors, Non-residents, all ages: \$10.00/month to a maximum of \$50.00

Or \$50.00/ year non-refundable

Standard Collections Materials Replacement Charges

Replacement costs for lost or damaged materials will be charged at the list price the Library paid. In the event that the item does not have a list price recorded, the charges will default as follows:

Material Type	Default Price
Inter-Library Loan material from other library systems	\$50.00
Books, DVD, CD	\$30.00
Periodicals	\$3.00
CDs, from multi-disc set (each) (audio books only)	\$10.00

Service Charges

- Collection agency fee: \$15.00
- NSF (Not Sufficient Funds) Cheques: the user will be charged the amount the Library is charged by the financial institution.

Consumable Supplies

Item	Unit	Price
Photocopying/Computer Printing: black & white	One page	\$0.25
Photocopying/Computer Printing: colour	One page	\$0.50
Lab Fees	3D Printing Base Fee	\$2.00
Lab Fees	3D Printing per 1 g of filament	\$0.10
Lab Fees	Per Button	\$0.25 to .50
Lab Fees	One magnet	\$0.25 to .50
Lab Fees	12 x 12 sheet of Sheet of Vinyl	\$2.00 to \$3.00
Lab Fees	8.5 x 11 Sheet of Cardstock	\$0.25 to .30

Lab Fees	Scrapbook Paper	\$1.00
Lab Fees	Sticker Sheet	\$1.00
Lab Fees	Iron-on Vinyl	\$1.30
Head Phones/Ear Phones	One unit	\$1.00
USB Flash Drives	One unit	\$6.00
London Room Research Service	30 minutes	\$25.00
Reproduction - Digitized image for publication/broadcast (one-time use)	One image	\$75.00
Exam Proctoring	Three hours (includes HST)	\$62.15
Long Distance Service (fax)	One fax	\$2.00

Meeting & Function Room Rates

Meeting/Function Rooms	Unit	Rate	Non-Profit Rate
Central/Branch Primary Function Rooms (includes AV, tables, chairs, etc.)	Per Hour	\$60	\$40
Adjoining Meeting Rooms (i.e. Meeting rooms A & B)	Per Hour	\$70	\$50
Central/ Branch Secondary Function Rooms	Per Hour	\$40	\$25
Central/Branch Study, Community or Music Practice Rooms*	First two hours (booked within seven days)	n/a	Complimentary

* Package available upon request.

Central Branch Spaces/ Rooms

Space	Unit	Rate	Non-Profit Rate
Wolf Performance Hall	Per Hour (Minimum four hours)	\$200	\$125
Reading Garden	Per Hour (minimum four hours)	\$150 to \$200.00	\$100 to \$125.00
Concession Room	Per booking	\$100	Free to \$50.00
Technology Lab	Per Hour	\$125	\$80

Third Floor	Per Hours (Minimum four hours)	\$300	\$200
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Equipment and Service Rental Rates

Item	Unit	Rate
Yamaha Grand Piano (Wolf PH only & includes tuning)	Per Booking	\$350
Steinway Grand Piano (subject to availability & includes tuning)	Per Booking	\$600
Audio Visual Technician	Per Hour (Four hour minimum)	\$45
Audio Visual Technician Overtime rate	Per Hour	\$67.50
Security	Per Hour/ Per Guard (Four hour minimum)	\$40
Security: Statutory Holiday	Per Hour/Per Guard (Four hour minimum)	\$75.00
Box Office Support	Per Hour/Per Person	\$50.00
Box Office Support: Statutory Holiday	Per Hour/Per Person	\$80.00
SOCAN (Society of Composers, Authors and Music Publishers of Canada)	Subject to established rates	Subject to established rates
City of London Insurance Fees	Subject to established rates	Subject to established rates
Cleaning (Meeting room)	Per room	\$200
Cleaning Cleaning fees may be applied in advance of the event (as a deposit) and refunded immediately following the event or retained through ticket sales remittance, subject to inspection.	Wolf Performance Hall, Dressing Rooms & Green Room	\$500
Stage Risers	Per riser	\$25
Stage Lighting ground package	n/a	\$200
Hazer	n/a	\$50
Portable Speaker (includes wireless mic)	Each	\$50

Livestreaming/Recording package (includes AV Operator)		\$200.00
Central Cruiser Tables	Per table	\$10
Pre-printed tickets	Per ticket	\$0.10

REPORT TO THE LIBRARY BOARD

DECEMBER 4, 2025

SUBJECT: Q3 2025 Statistics Report

PURPOSE: For Receipt

PREPARED BY: Senior Team and Alex Bradford

PRESENTED BY: Anne O'Sullivan; Manager, Customer Services & Branch Operations

RECOMMENDATION

It is recommended that the Library Board receive the Q3 2025 Statistics Report.

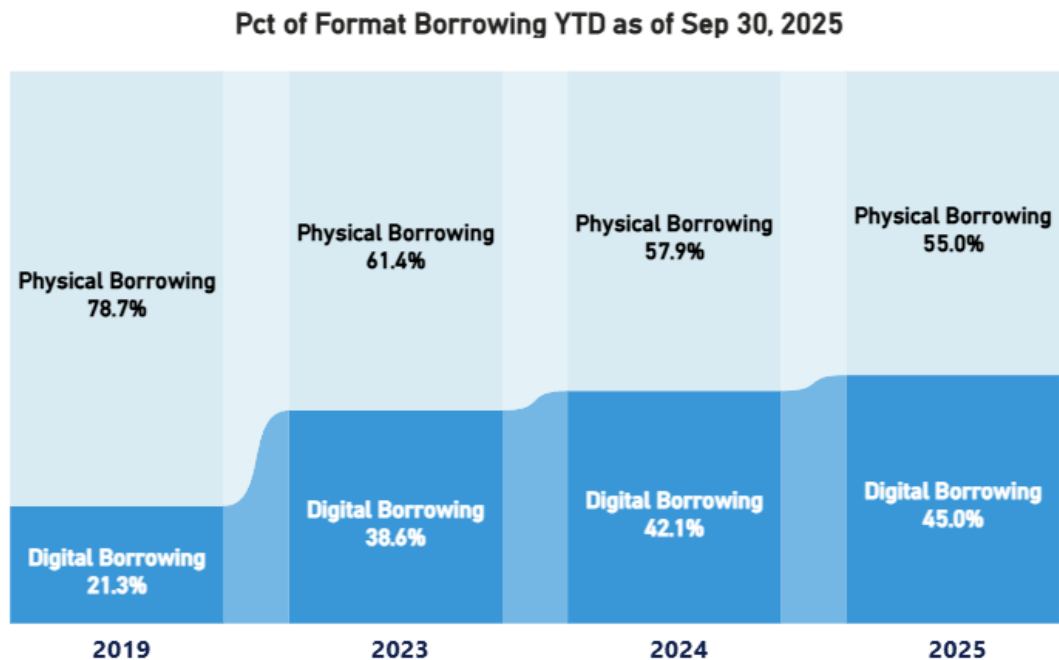
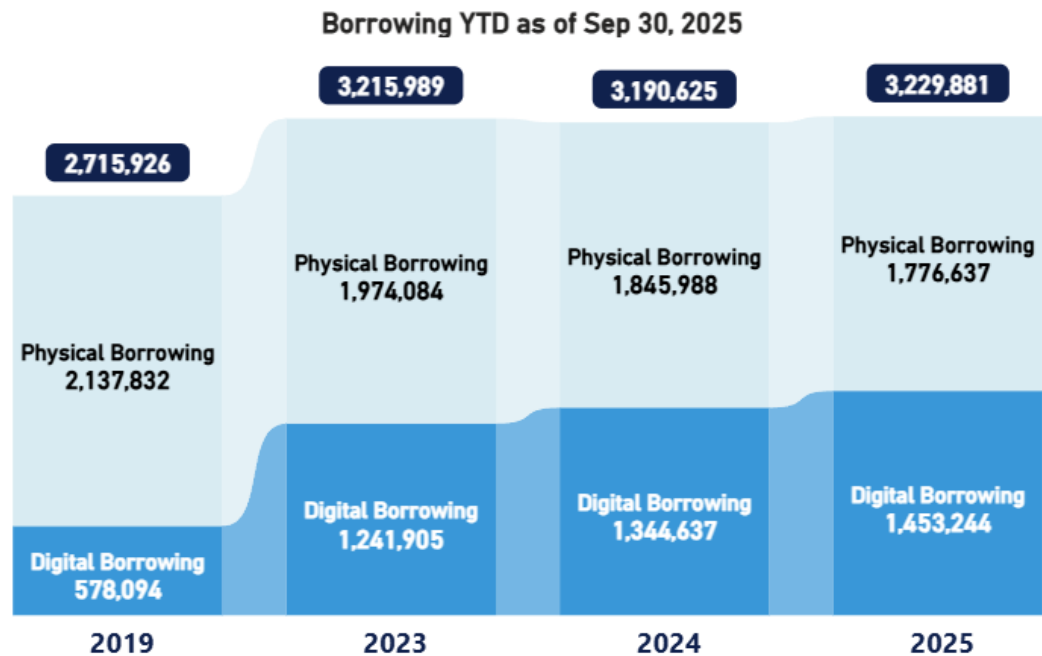
BACKGROUND

Q3 2025 library usage statistics, which provide data up to and including September of 2025 and compare YTD data in 2023 and 2024, are appended.

TABLE OF CONTENTS

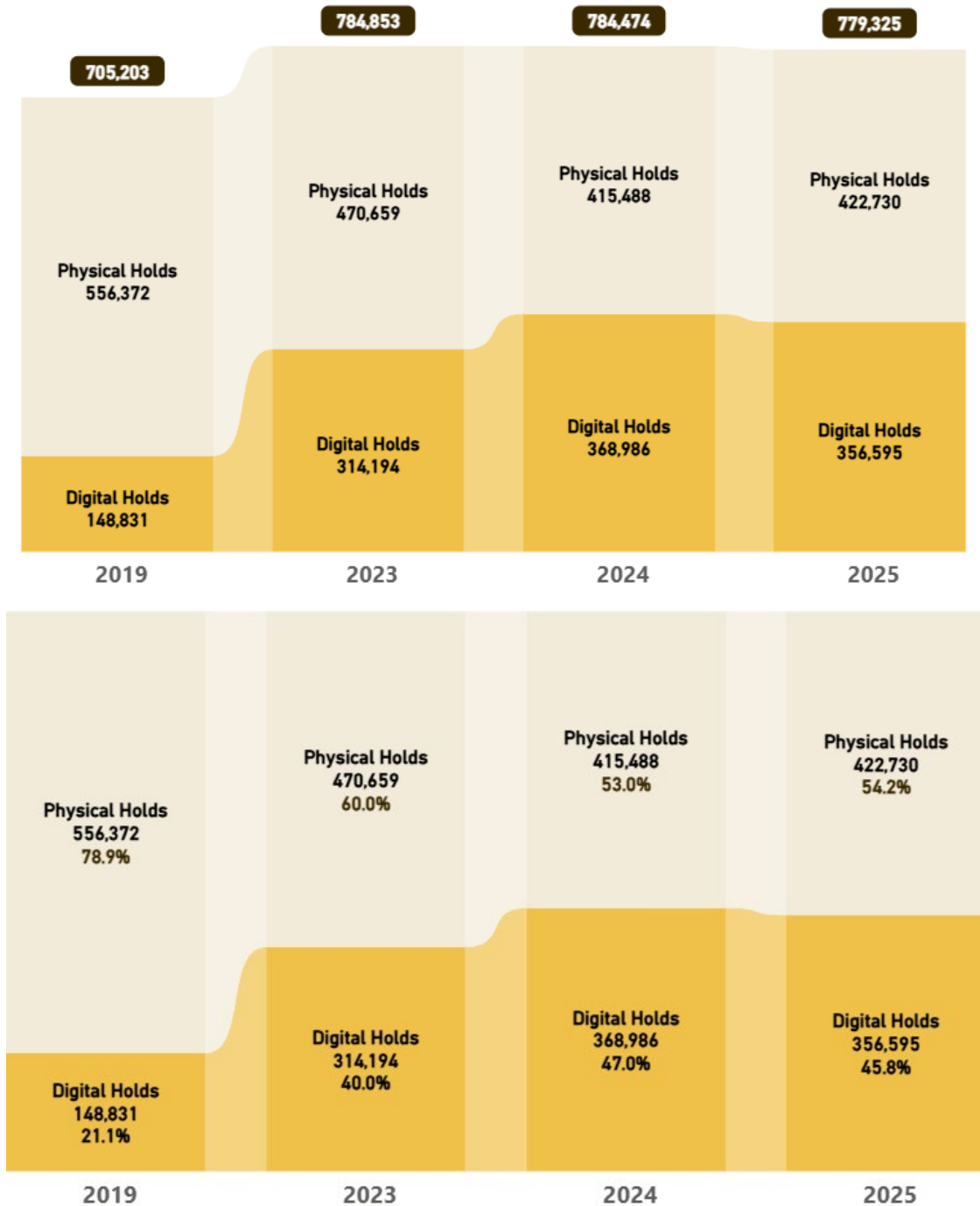
Borrowing YTD as of sep 30	3
Holds YTD as of sep 30	4
In Person Visits YTD as of sep 30.....	5
New Registrations YTD as of sep 30.....	6
INQUIRIES YTD as of sep 30	7
programming Attendance YTD as of sep 30	9

BORROWING YTD AS OF SEP 30



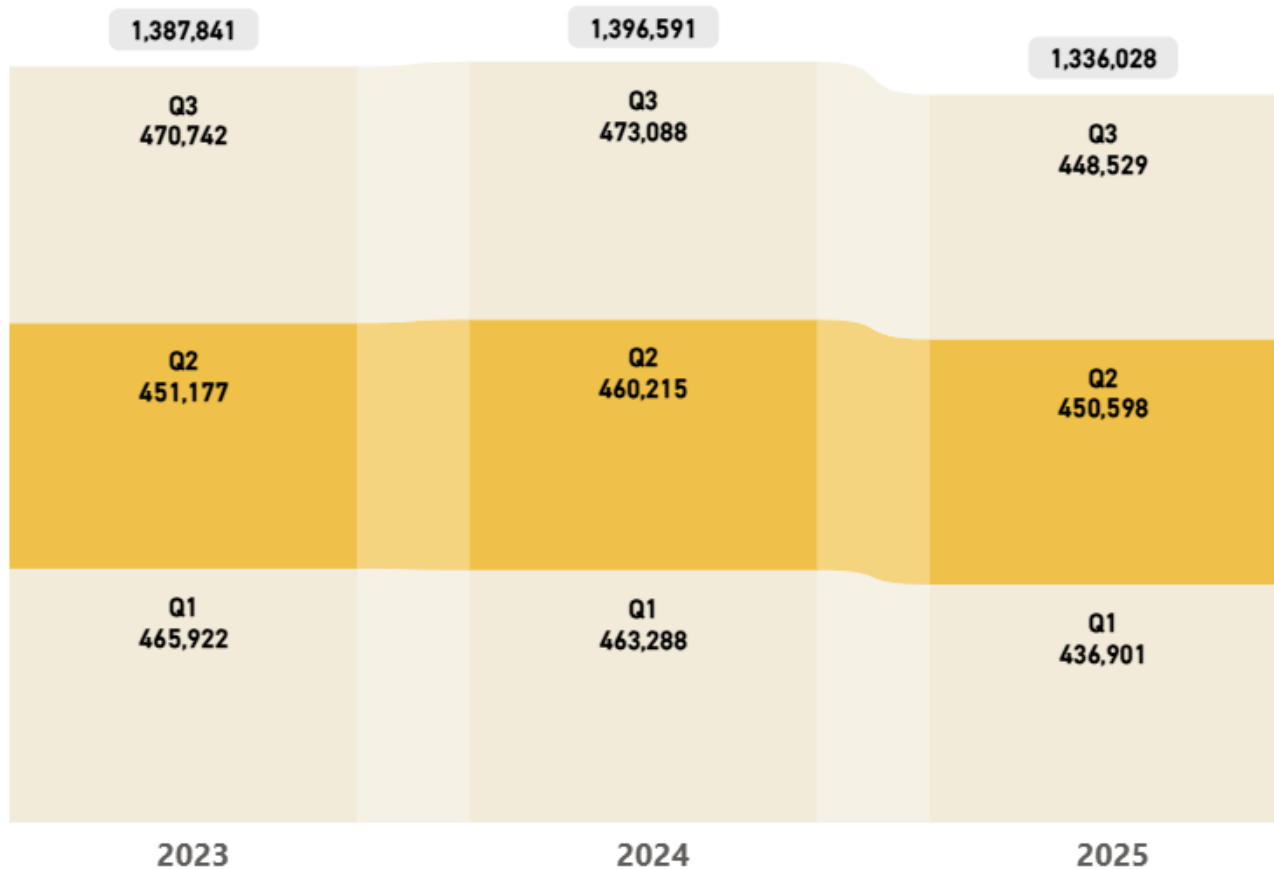
Overall borrowing continues to rise, bolstered by growing interest in our digital collections. I included 2019 to showcase a 19% increase in overall borrowing. While physical borrowing is decreasing, it is still strong, decreasing only 13% in the last six years. Many Londoners still want books.

HOLDS YTD AS OF SEP 30



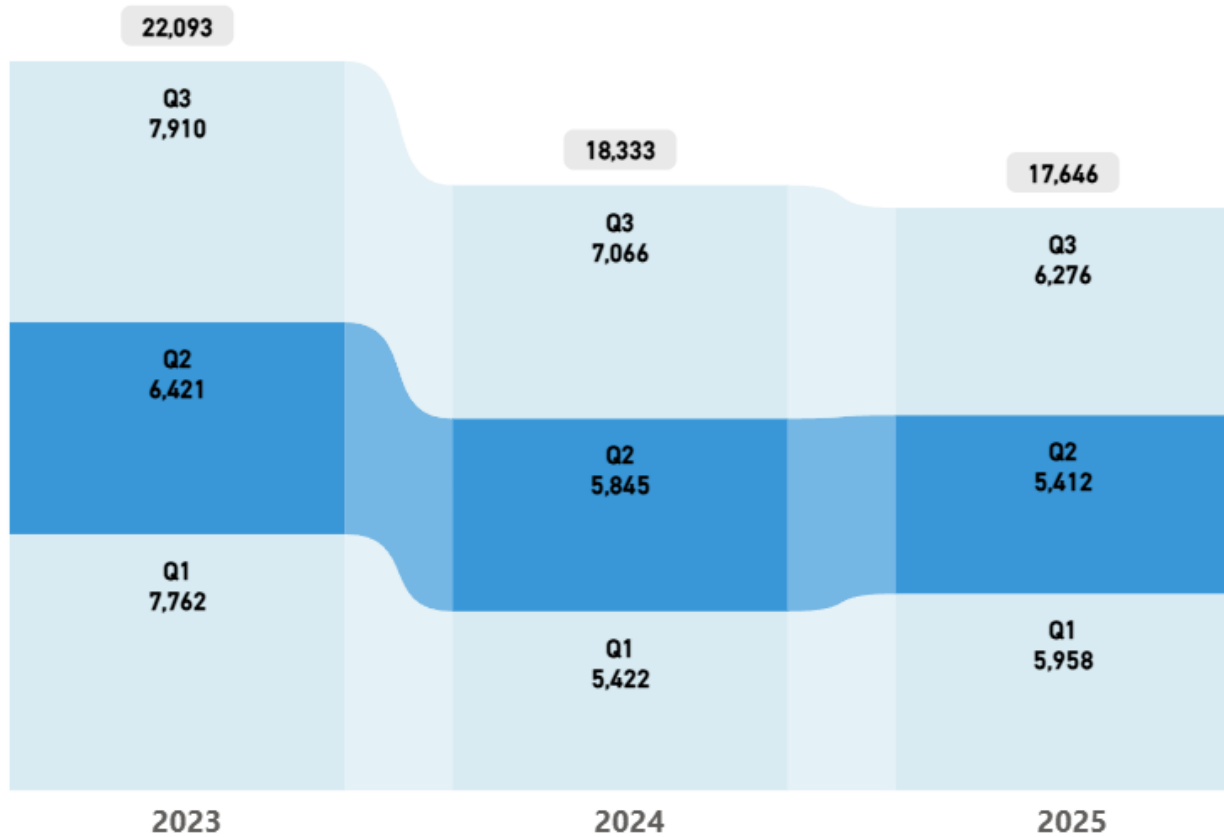
A slight reduction in digital holds placed reflects new holds limits instituted by LPL on Overdrive items to improve purchasing efficiency and availability of in-demand items within the digital collection. Otherwise, the number of holds is almost equal to 2024, and have increased 10.5% since 2019.

IN PERSON VISITS YTD AS OF SEP 30



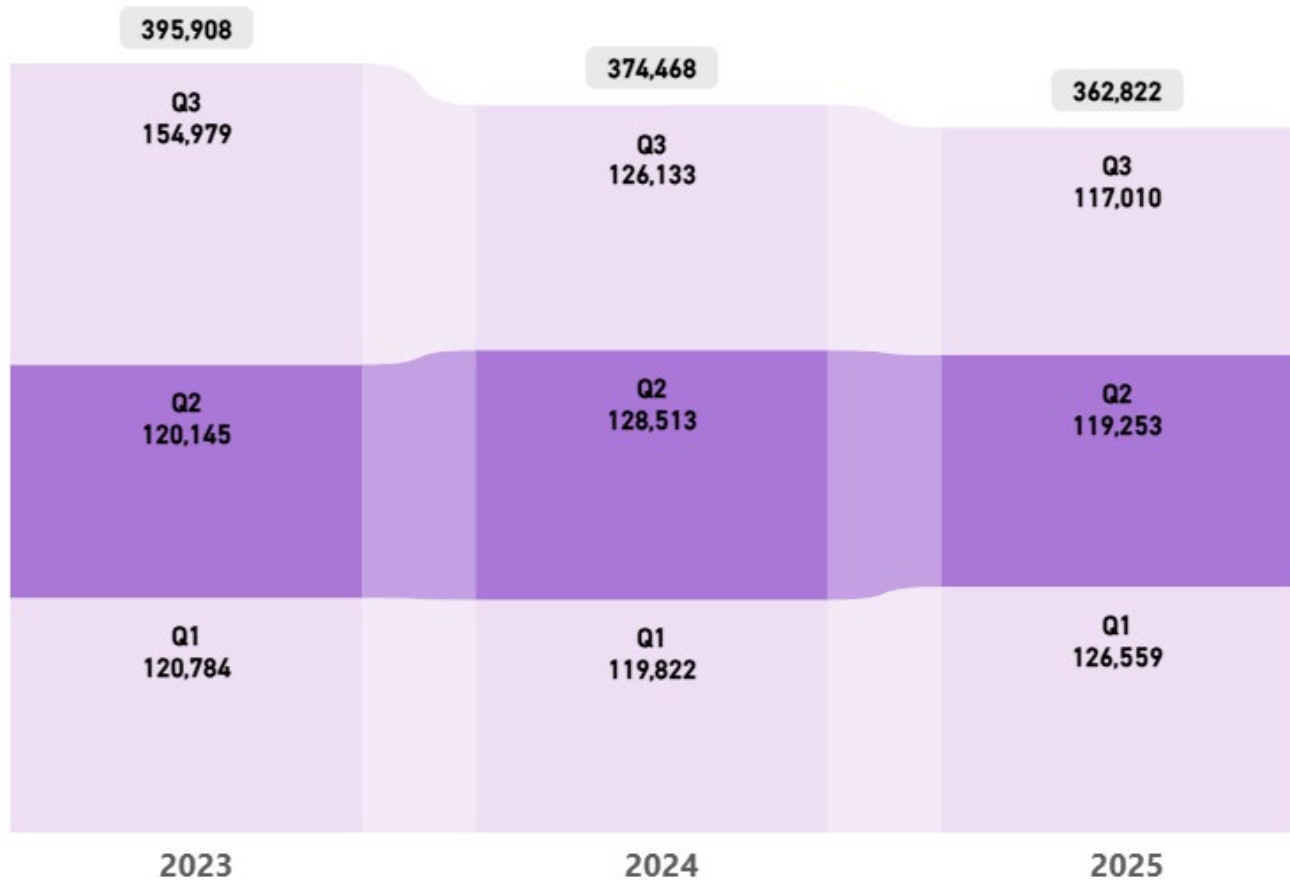
Visits have been steady since 2023. It is worth noting that Sherwood's numbers were limited due to the temp spaces and closure. It is also worth noting that Sherwood stands as a great example of what can be accomplished by transforming our spaces and modernizing our facilities, as we have witnessed an increase in branch attendance of over 30% compared to 2023 since opening in September.

NEW REGISTRATIONS YTD AS OF SEP 30



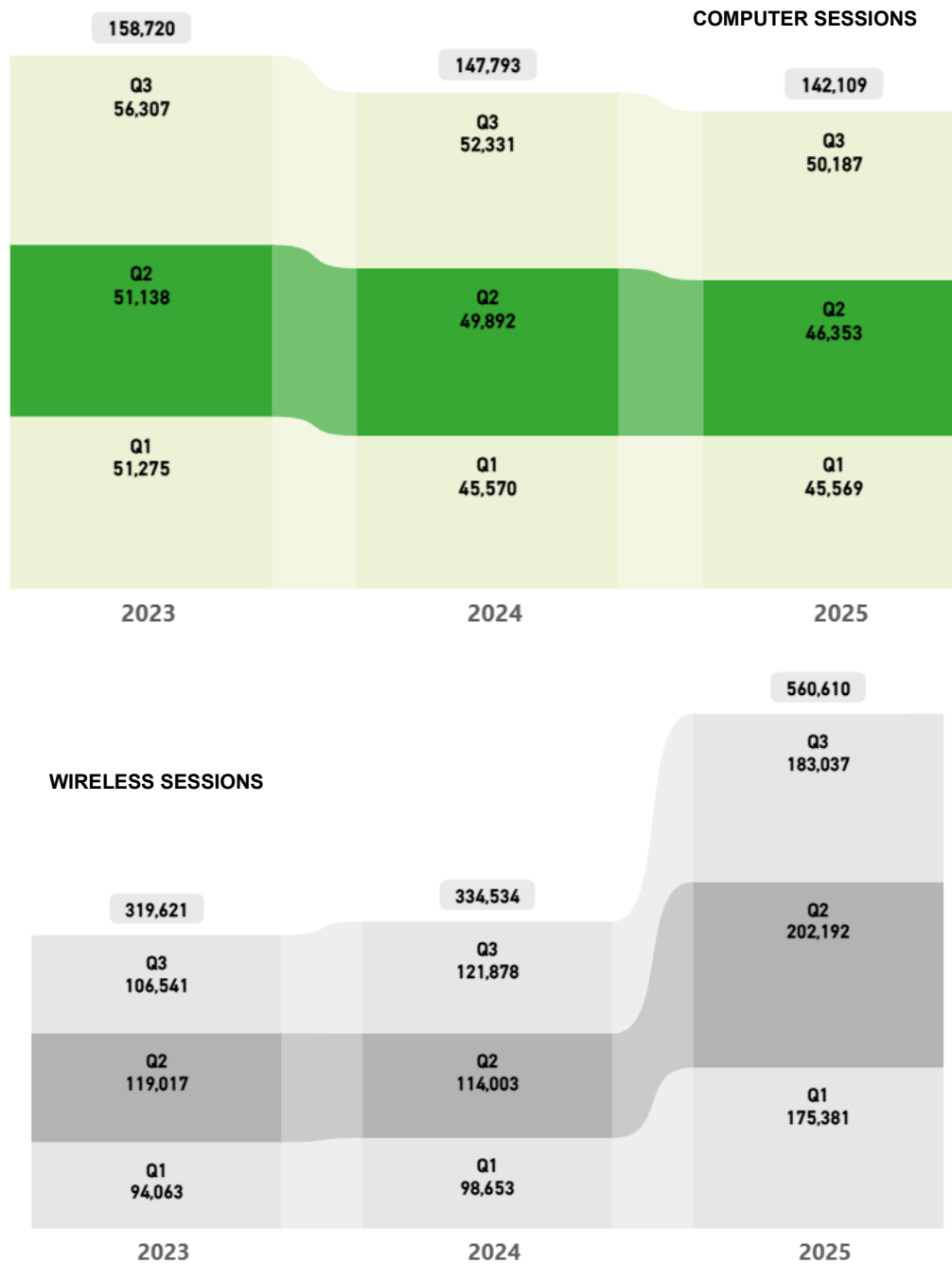
New Registrations continue to compare well to pre-pandemic levels. We had a bump in 2023 coming out of the Pandemic and the numbers have been steady since.

INQUIRIES YTD AS OF SEP 30



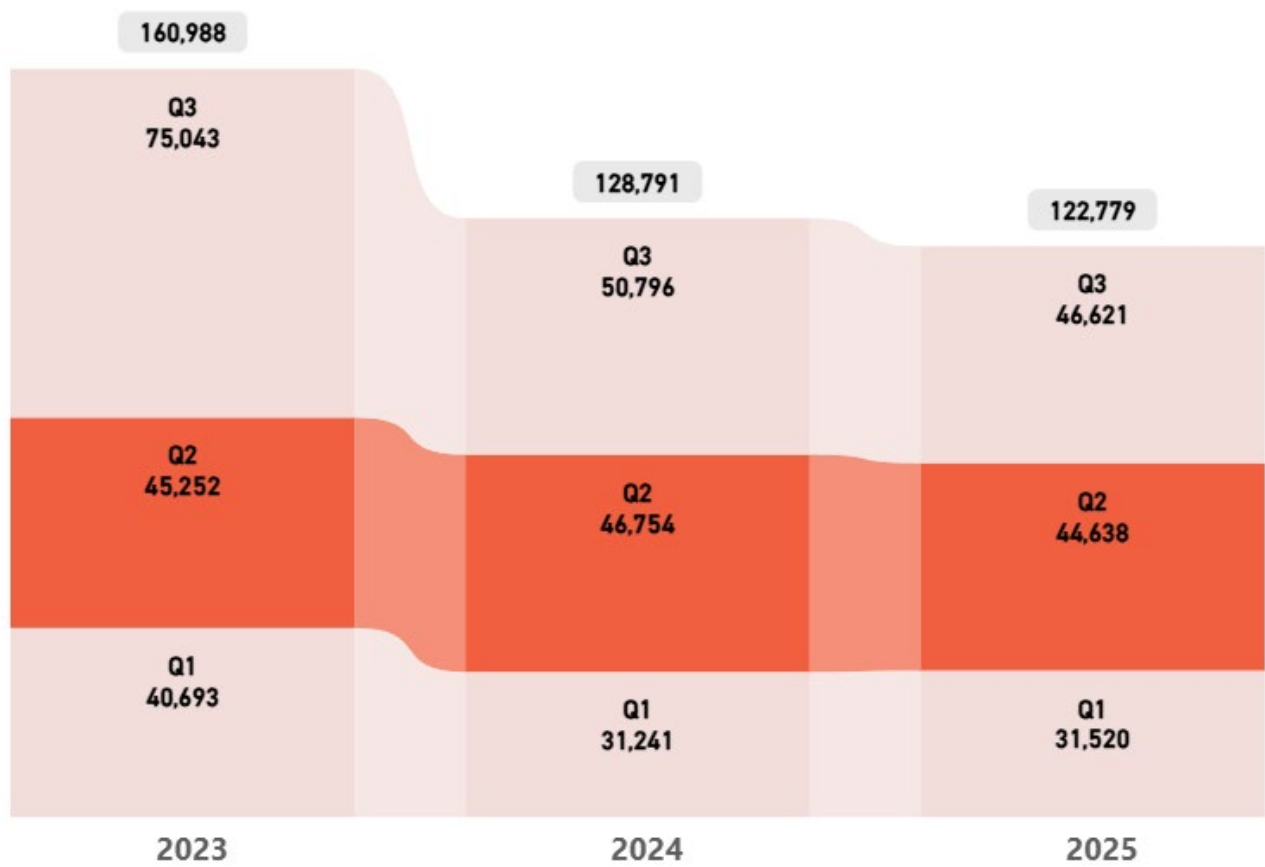
Inquiries by the public have decreased, due significantly to the decrease in reference questions resulting from the availability of information on the internet and the recent explosion in generative AI use. However, we are still averaging over 1,300 inquiries system-wide per day from Londoners seeking help in finding pertinent information by those who have more trust in a librarian than the internet or AI or who don't have access to this technology and rely upon the Library to answer their queries

COMPUTER AND WIRELESS USE YTD AS OF SEP 30



Although use of our computers has decreased, mostly due to the proliferation of smart devices and wireless connections available, it is still an essential service in bridging the digital divide, which continues to be an equity issue. Wireless usage numbers increased significantly in 2025, due to a tabulation difference in our monitoring software. Comparing 2026 data to 2025 next year will provide better analysis.

PROGRAMMING ATTENDANCE YTD AS OF SEP 30



Program attendance remained high in Q3 2025, with school-age children participating in the TD Summer Reading Club and educational programs and activities. Appx 500 Londoners attend Library programs per day.

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

REPORT TO THE LIBRARY BOARD

DECEMBER 4, 2025

SUBJECT: Procurement Policy – Administratively Awarded Contracts
PURPOSE: For Receipt
PREPARED BY: Lakshay Gaur – Director Finance & Facility Services
PRESENTED BY: Lakshay Gaur

RECOMMENDATION

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

BACKGROUND

As per LPL's [*Procurement of Goods and Services Policy*](#) ("Policy"), section 8.11(b):

"The Director, Financial Services shall coordinate data collection and prepare an annual report for submission to Library Board including the awards made under section 8.5(b) and 8.5(c), no later than October 31. The report will only include awards that were not processed through Financial Services, unless otherwise directed by the Library Board. Financial Services shall certify that the awards are in compliance with this Policy and where non-conformances are identified, corrective action will be taken."

Also, as per section 8.11(c):

"Where a supplier has invoiced the Library a cumulative total value of \$65,000 or more in a calendar year, total payments relative to the supplier shall be included in an annual information report to the Library Board."

FINANCIAL SUMMARY

Financial Services is very pleased to report that there were no concerns regarding non-compliance with the Policy for the period of October 2024 to September 2025.

As shown in Table #1 below, there were eleven (11) suppliers who invoiced the Library a cumulative total value of \$65,000 or more, in the period of October 1, 2024 to September 30, 2025. All the items listed in Table #1 were made in compliance with the Policy and it does not include items listed as exempt in Schedule "B".

Table #1 – Suppliers Who Have Invoiced the Library Over \$65,000

Vendor		Total Value (\$)
ACCURATUS DESIGN & BUILD INC	Construction	\$1,422,455
ATLAS APEX ROOFING (LONDON) INC	Construction	\$626,256
CDW CANADA INC.	Technology	\$253,171
CHEEMA CLEANING SERVICES LTD.	Cleaning	\$580,707
CRAWFORD ROOFING CORPORATION	Construction	\$255,424
DOUG'S SNOWPLOWING & SANDING LTD.	Maintenance	\$121,208
FRANK VAN BUSSEL & SONS LTD.	Construction	\$262,362
H & N ROOFING & SHEET METAL LTD	Construction	\$529,712
INNOVATIVE INTERFACES, INC	Technology	\$227,056
PALADIN SECURITY GROUP LTD.	Security	\$743,631
<u>Total</u>		<u>\$5,021,982</u>

NEXT STEPS

Financial Services will continue to work with Library staff to ensure ongoing compliance with the Library's [Procurement of Goods and Services Policy](#).