





#####	Class visit	19	4/30/2018	Class Instruction at the Library or School	I.E. Shore Memorial Library	
#####	Yoga for Kids	10	4/30/2018	Other Children's Program	I.E. Shore Memorial Library	
#####	Book Club	10	5/1/2018	Other Children's Program	I.E. Shore Memorial Library	
#####	Class Visit	28	5/1/2018	Class Instruction at the Library or School	I.E. Shore Memorial Library	
#####	Seniors exercise class	19	5/2/2018	Seniors Programming	I.E. Shore Memorial Library	
#####	Class visit	19	5/2/2018	Class Instruction at the Library or School	I.E. Shore Memorial Library	
#####	Class Visit	14	5/2/2018	Class Instruction at the Library or School	I.E. Shore Memorial Library	
#####	Yoga for Kids	10	5/2/2018	Other Children's Program	I.E. Shore Memorial Library	
#####	Class Visit	28	5/2/2018	Class Instruction at the Library or School	I.E. Shore Memorial Library	
#####	Book Club	10	5/2/2018	Culture Days, Poetry and Story Readings, Art Shows	I.E. Shore Memorial Library	
#####	Class visit	20	5/2/2018	Class Instruction at the Library or School	I.E. Shore Memorial Library	
#####	Class visit	19	5/3/2018	Class Instruction at the Library or School	I.E. Shore Memorial Library	
#####	Book Club	8	5/3/2018	Other Children's Program	I.E. Shore Memorial Library	
#####	Story Time	8	5/4/2018	Early Literacy and Early Learning	I.E. Shore Memorial Library	
#####	Kindergarten Story Time	11	5/4/2018	Early Literacy and Early Learning	I.E. Shore Memorial Library	
#####	Class Visit	11	5/4/2018	Class Instruction at the Library or School	I.E. Shore Memorial Library	
#####	Seed Starting	13	5/5/2018	Adult Learning (not covered elsewhere)	I.E. Shore Memorial Library	
#####	Seed Starting	4	5/5/2018	Adult Learning (not covered elsewhere)	I.E. Shore Memorial Library	
#####	Seniors exercise	17	5/7/2018	Seniors Programming	I.E. Shore Memorial Library	
#####	School Visit	20	5/7/2018	Class Instruction at the Library or School	I.E. Shore Memorial Library	
#####	Class instruction	27	5/8/2018	Class Instruction at the Library or School	I.E. Shore Memorial Library	
#####	Scavenger Hunt Week 1	48	5/8/2018	Other Children's Program	I.E. Shore Memorial Library	
#####	Class Visit	25	5/8/2018	Class Instruction at the Library or School	I.E. Shore Memorial Library	
#####	Book Club	9	5/8/2018	Other Children's Program	I.E. Shore Memorial Library	
#####	Book Club	10	5/8/2018	Book Clubs	I.E. Shore Memorial Library	
#####	Seniors exercise	17	5/8/2018	Seniors Programming	I.E. Shore Memorial Library	
#####	Yoga for Kids	7	5/7/2018	Other Children's Program	I.E. Shore Memorial Library	
#####	Yoga for Kids	12	5/8/2018	Other Children's Program	I.E. Shore Memorial Library	
#####	Story Time	18	5/11/2018	Early Literacy and Early Learning	I.E. Shore Memorial Library	
#####	Quilt a Card	6	5/9/2018	Other	Cranleigh Heritage Depot	
#####	Kindergarten Story Time	20	5/11/2018	Early Literacy and Early Learning	I.E. Shore Memorial Library	
#####	An Openers/Robin Cadoux	30	5/12/2018	Culture Days, Poetry and Story Readings, Art Shows	I.E. Shore Memorial Library	
#####	Seniors exercise	16	5/14/2018	Seniors Programming	I.E. Shore Memorial Library	
#####	Yoga for Kids	6	5/14/2018	Other Children's Program	I.E. Shore Memorial Library	
#####	Art Delivery Tour	25	5/15/2018	Culture Days, Poetry and Story Readings, Art Shows	I.E. Shore Memorial Library	
#####	Class Visit	19	5/15/2018	Class Instruction at the Library or School	I.E. Shore Memorial Library	
#####	Class Visit	19	5/14/2018	Class Instruction at the Library or School	I.E. Shore Memorial Library	
#####	After School Kids	6	5/15/2018	Other Children's Program	I.E. Shore Memorial Library	
#####	Events for Life	5	5/16/2018	Adult Learning (not covered elsewhere)	I.E. Shore Memorial Library	
#####	Seniors exercise	14	5/16/2018	Seniors Programming	I.E. Shore Memorial Library	
#####	Class visit	19	5/16/2018	Class Instruction at the Library or School	I.E. Shore Memorial Library	
#####	Class Visit	17	5/16/2018	Class Instruction at the Library or School	I.E. Shore Memorial Library	
#####	Kids' Club	10	5/16/2018	Other Children's Program	I.E. Shore Memorial Library	
#####	Scavenger Hunt	22	5/17/2018	Other Children's Program	I.E. Shore Memorial Library	
#####	Story Time	18	5/17/2018	Class Instruction at the Library or School	I.E. Shore Memorial Library	
#####	Mediation Group	4	5/17/2018	Adult Learning (not covered elsewhere)	Cranleigh Heritage Depot	
#####	Story Time	18	5/18/2018	Early Literacy and Early Learning	I.E. Shore Memorial Library	
#####	Kindergarten Story Time	19	5/18/2018	Early Literacy and Early Learning	I.E. Shore Memorial Library	
#####	Open Screen Experience	2	5/18/2018	Other	Cranleigh Heritage Depot	
#####	Book Club	12	5/17/2018	Other Children's Program	I.E. Shore Memorial Library	
#####	Widows Day Open Screen Experience	2	5/18/2018	Culture Days, Poetry and Story Readings, Art Shows	Cranleigh Heritage Depot	
#####	Seniors exercise	14	5/20/2018	Seniors Programming	I.E. Shore Memorial Library	
#####	Events for Life	7	5/23/2018	Adult Learning (not covered elsewhere)	I.E. Shore Memorial Library	
#####	Yoga for Kids	10	5/23/2018	Other Children's Program	I.E. Shore Memorial Library	
#####	Workshop	10	5/23/2018	Technology, Social Media and Computer Literacy	I.E. Shore Memorial Library	
#####	Class Visit	20	5/24/2018	Class Instruction at the Library or School	I.E. Shore Memorial Library	
#####	Class Instruction	12	5/22/2018	Other	I.E. Shore Memorial Library	
#####	Class Art/Children's Visit	20	5/24/2018	Culture Days, Poetry and Story Readings, Art Shows	I.E. Shore Memorial Library	
#####	Class Visit	21	5/24/2018	Class Instruction at the Library or School	I.E. Shore Memorial Library	
#####	New Lectures	15	5/24/2018	Seniors Programming	I.E. Shore Memorial Library	
#####	Story Time	16	5/25/2018	Early Literacy and Early Learning	I.E. Shore Memorial Library	
#####	Read Books 2	8	5/25/2018	Technology, Social Media and Computer Literacy	I.E. Shore Memorial Library	
#####	page machine	13	5/26/2018	Culture Days, Poetry and Story Readings, Art Shows	I.E. Shore Memorial Library	
#####	scavenger hunt	28	5/28/2018	Other Children's Program	I.E. Shore Memorial Library	
#####	seniors exercise	14	5/28/2018	Seniors Programming	I.E. Shore Memorial Library	
#####	Class Visit	18	5/28/2018	Class Instruction at the Library or School	I.E. Shore Memorial Library	
#####	Yoga for Kids	6	5/28/2018	Other Children's Program	I.E. Shore Memorial Library	
#####	Seed Mail	3	5/25/2018	Technology, Social Media and Computer Literacy	I.E. Shore Memorial Library	
#####	Class visit	20	5/29/2018	Class Instruction at the Library or School	I.E. Shore Memorial Library	
#####	Seniors exercise	16	5/30/2018	Seniors Programming	I.E. Shore Memorial Library	
#####	Yoga for Kids	7	5/30/2018	Other Children's Program	I.E. Shore Memorial Library	
#####	Class Visit	24	5/31/2018	Class Instruction at the Library or School	I.E. Shore Memorial Library	
#####	Book Club	9	5/29/2018	Other Children's Program	I.E. Shore Memorial Library	
#####	Travel with Kids	23	5/31/2018	Adult Learning (not covered elsewhere)	I.E. Shore Memorial Library	
#####	Book of Colors	30	6/1/2018	Adult Learning (not covered elsewhere)	I.E. Shore Memorial Library	
#####	Story Time	14	6/1/2018	Early Literacy and Early Learning	I.E. Shore Memorial Library	
#####	Kindergarten	6	6/1/2018	Other Children's Program	I.E. Shore Memorial Library	
#####	Seed Starting	7	6/1/2018	Technology, Social Media and Computer Literacy	I.E. Shore Memorial Library	
#####	The Masters Family art opening	66	6/2/2018	Culture Days, Poetry and Story Readings, Art Shows	I.E. Shore Memorial Library	
#####	Local Fund	19	6/3/2018	Other	Cranleigh Heritage Depot	
#####	Seniors exercise	22	6/4/2018	Seniors Programming	I.E. Shore Memorial Library	
#####	Class visit	14	6/4/2018	Class Instruction at the Library or School	I.E. Shore Memorial Library	
#####	Class visit	27	6/5/2018	Class Instruction at the Library or School	I.E. Shore Memorial Library	
#####	Class Visit	21	6/5/2018	Class Instruction at the Library or School	I.E. Shore Memorial Library	
#####	Book Club	9	6/5/2018	Other Children's Program	I.E. Shore Memorial Library	
#####	Events for Life	14	6/5/2018	Adult Learning (not covered elsewhere)	I.E. Shore Memorial Library	
#####	Class Visit	18	6/5/2018	Class Instruction at the Library or School	I.E. Shore Memorial Library	
#####	Community Consultation Session 1	30	6/14/2018	Community Development	I.E. Shore Memorial Library	
#####	Community Consultation Session 1 v 2	30	6/14/2018	Community Development	I.E. Shore Memorial Library	
#####	Community Consultation Session 2	35	6/14/2018	Community Development	I.E. Shore Memorial Library	
#####	Story Time	16	6/15/2018	Early Literacy and Early Learning	I.E. Shore Memorial Library	
#####	DVD New Territory for Seniors Fraud	16	6/15/2018	Seniors Programming	I.E. Shore Memorial Library	
#####	Kindergarten Story Time	24	6/15/2018	Early Literacy and Early Learning	I.E. Shore Memorial Library	
#####	Library Day Like	11	6/17/2018	Other	Cranleigh Heritage Depot	
#####	Seniors Exercise	20	6/18/2018	Seniors Programming	I.E. Shore Memorial Library	
#####	Class Visit	20	6/18/2018	Class Instruction at the Library or School	I.E. Shore Memorial Library	
#####	Class visit	28	6/19/2018	Other Children's Program	I.E. Shore Memorial Library	
#####	Class Visit	24	6/19/2018	Class Instruction at the Library or School	I.E. Shore Memorial Library	
#####	Book Club	7	6/19/2018	Other Children's Program	I.E. Shore Memorial Library	
#####	seniors exercise	16	6/20/2018	Seniors Programming	I.E. Shore Memorial Library	
#####	Seniors exercise	16	6/20/2018	Adult Learning (not covered elsewhere)	I.E. Shore Memorial Library	
#####	events change	66	6/21/2018	Adult Learning (not covered elsewhere)	I.E. Shore Memorial Library	
#####	Story Time	16	6/22/2018	Early Literacy and Early Learning	I.E. Shore Memorial Library	
#####	Kindergarten	15	6/22/2018	Early Literacy and Early Learning	I.E. Shore Memorial Library	
#####	Class visit	24	6/22/2018	Class Instruction at the Library or School	I.E. Shore Memorial Library	
#####	seed security	4	6/22/2018	Technology, Social Media and Computer Literacy	I.E. Shore Memorial Library	
#####	Speakers of Wildlife	110	6/23/2018	Other Children's Program	I.E. Shore Memorial Library	
#####	Speakers of Wildlife	10	6/23/2018	Other Children's Program	I.E. Shore Memorial Library	
#####	Children's Children's Festival	85	6/23/2018	Community Development	I.E. Shore Memorial Library	Claughton
#####	Events	18	6/25/2018	Community Development	I.E. Shore Memorial Library	
#####	Seniors Exercise	21	6/25/2018	Seniors Programming	I.E. Shore Memorial Library	
#####	Class visit	26	6/26/2018	Class Instruction at the Library or School	I.E. Shore Memorial Library	
#####	Community Lunch	61	6/26/2018	Adult Learning (not covered elsewhere)	I.E. Shore Memorial Library	
#####	seniors exercise	12	6/27/2018	Seniors Programming	I.E. Shore Memorial Library	
#####	Book Club	16	6/27/2018	Book Clubs	Cranleigh Heritage Depot	
#####	After School Kids Club	16	6/28/2018	Other Children's Program	I.E. Shore Memorial Library	
#####	Story Time	4	6/29/2018	Early Literacy and Early Learning	I.E. Shore Memorial Library	
#####	Seniors exercise	7	7/2/2018	Seniors Programming	I.E. Shore Memorial Library	
#####	Writers Group	6	6/29/2018	Culture Days, Poetry and Story Readings, Art Shows	Cranleigh Heritage Depot	
#####	Writers Group	6	6/29/2018	Culture Days, Poetry and Story Readings, Art Shows	Cranleigh Heritage Depot	
#####	Lets Move Seniors group	10	7/4/2018	Seniors Programming	I.E. Shore Memorial Library	
#####	Events for Life	66	7/5/2018	Community Development	I.E. Shore Memorial Library	
#####	Read Beyond Workshop	75	7/5/2018	Other Children's Program	I.E. Shore Memorial Library	
#####	Canada Day Eve Party	89	6/30/2018	Community Development	I.E. Shore Memorial Library	Boavay Valley Community Centre
#####	Read Beyond	76	7/6/2018	Early Literacy and Early Learning	I.E. Shore Memorial Library	Little River Beach Park
#####	Summer Intentional Art Show reception	93	7/7/2018	Culture Days, Poetry and Story Readings, Art Shows	I.E. Shore Memorial Library	
#####	Kindergarten	7	7/8/2018	Other Children's Program	I.E. Shore Memorial Library	
#####	Seniors Exercise	16	7/9/2018	Seniors Programming	I.E. Shore Memorial Library	
#####	Low Range	86	7/7/2018	Other	Cranleigh Heritage Depot	
#####	DVD Day Care	19	7/10/2018	Other Children's Program	I.E. Shore Memorial Library	
#####	Seniors Exercise	13	7/11/2018	Seniors Programming	I.E. Shore Memorial Library	





Cell: E131  
Comment: Responder updated this value.

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#N/A

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02/01/2018	Knitters	11	2/1/2018	Adult Learning (not covered
#####	Superfood Smoot	20	2/9/2018	Adult Learning (not covered
#####	Film Club	3	2/10/2018	Adult Learning (not covered
#####	Meditation Circle	4	2/15/2018	Adult Learning (not covered
#####	Essential Oils	15	2/23/2018	Adult Learning (not covered
#####	Community Living	11	2/27/2018	Adult Learning (not covered
#####	Knitting Group	40	2/28/2018	Adult Learning (not covered
#####	Superfood Smoot	20	2/9/2018	Adult Learning (not covered
#####	Film Club	3	2/10/2018	Adult Learning (not covered
#####	Meditation Circle	4	2/15/2018	Adult Learning (not covered
#####	Essential Oils	15	2/23/2018	Adult Learning (not covered
#####	Community Living	11	2/27/2018	Adult Learning (not covered
#####	Knitting Group	40	2/28/2018	Adult Learning (not covered
#####	Book Club	13	2/14/2018	Book Clubs
#####	Book Club	13	2/14/2018	Book Clubs
#####	Class Visit	17	2/1/2018	Class Instruction at the Libr:
#####	Class Visit	15	2/1/2018	Class Instruction at the Libr:
#####	class visit	26	2/2/2018	Class Instruction at the Libr:
#####	Class Visit	13	2/5/2018	Class Instruction at the Libr:
#####	Class Visit	24	2/5/2018	Class Instruction at the Libr:
#####	Class Visit	26	2/6/2018	Class Instruction at the Libr:
#####	Class Visit	4	2/8/2018	Class Instruction at the Libr:
#####	class visit	17	2/8/2018	Class Instruction at the Libr:
#####	Class visit	29	2/8/2018	Class Instruction at the Libr:
#####	class visit	22	2/12/2018	Class Instruction at the Libr:
#####	Class Visits	28	2/13/2018	Class Instruction at the Libr:
#####	Class Visit	16	2/15/2018	Class Instruction at the Libr:
#####	Class Visit	16	2/15/2018	Class Instruction at the Libr:
#####	class visit	18	2/16/2018	Class Instruction at the Libr:
#####	Class Visit	16	2/20/2018	Class Instruction at the Libr:
#####	Class Visit	18	2/22/2018	Class Instruction at the Libr:
#####	class visit	28	2/22/2018	Class Instruction at the Libr:
#####	Class Visit	18	2/26/2018	Class Instruction at the Libr:
#####	Class visit	24	2/27/2018	Class Instruction at the Libr:
#####	Class visit	26	2/27/2018	Class Instruction at the Libr:
#####	Class visit	24	2/28/2018	Class Instruction at the Libr:
#####	Class Visit	20	2/28/2018	Class Instruction at the Libr:
#####	Class Visit	24	2/5/2018	Class Instruction at the Libr:
#####	Class Visit	26	2/6/2018	Class Instruction at the Libr:
#####	Class Visit	4	2/8/2018	Class Instruction at the Libr:
#####	class visit	17	2/8/2018	Class Instruction at the Libr:
#####	Class visit	29	2/8/2018	Class Instruction at the Libr:
#####	class visit	22	2/12/2018	Class Instruction at the Libr:
#####	Class Visits	28	2/13/2018	Class Instruction at the Libr:
#####	Class Visit	16	2/15/2018	Class Instruction at the Libr:
#####	Class Visit	16	2/15/2018	Class Instruction at the Libr:
#####	class visit	18	2/16/2018	Class Instruction at the Libr:
#####	Class Visit	16	2/20/2018	Class Instruction at the Libr:
#####	Class Visit	18	2/22/2018	Class Instruction at the Libr:
#####	class visit	28	2/22/2018	Class Instruction at the Libr:



##### Class Visit	18	2/26/2018 Class Instruction at the Libr
##### Class visit	24	2/27/2018 Class Instruction at the Libr
##### Class visit	26	2/27/2018 Class Instruction at the Libr
##### Class visit	24	2/28/2018 Class Instruction at the Libr
##### Class Visit	20	2/28/2018 Class Instruction at the Libr
##### Flag Day with Eve	8	2/15/2018 Community Development
##### Flag Day with Eve	8	2/15/2018 Community Development
##### February Blues O	75	2/3/2018 Culture Days, Poetry and St
##### Writers Group	4	2/13/2018 Culture Days, Poetry and St
##### Writer's Group	7	2/27/2018 Culture Days, Poetry and St
##### Writers Group	4	2/13/2018 Culture Days, Poetry and St
##### Writer's Group	7	2/27/2018 Culture Days, Poetry and St
##### Story Time	18	2/2/2018 Early Literacy and Early Lea
##### Story Time	16	2/9/2018 Early Literacy and Early Lea
##### BVCS Storytime	25	2/9/2018 Early Literacy and Early Lea
##### Kindergarten Stor	24	2/16/2018 Early Literacy and Early Lea
##### Family Literacy C	15	2/18/2018 Early Literacy and Early Lea
##### Story Time	9	2/23/2018 Early Literacy and Early Lea
##### Class Visit	22	2/23/2018 Early Literacy and Early Lea
##### Story Time	16	2/9/2018 Early Literacy and Early Lea
##### BVCS Storytime	25	2/9/2018 Early Literacy and Early Lea
##### Kindergarten Stor	24	2/16/2018 Early Literacy and Early Lea
##### Family Literacy C	15	2/18/2018 Early Literacy and Early Lea
##### Story Time	9	2/23/2018 Early Literacy and Early Lea
##### Class Visit	22	2/23/2018 Early Literacy and Early Lea
##### Kids Club	13	2/1/2018 Other Children's Program
##### DJ Lessons	13	2/2/2018 Other Children's Program
##### Kids Club	16	2/6/2018 Other Children's Program
##### Yoga for Kids!	18	2/7/2018 Other Children's Program
##### Kids Club	12	2/8/2018 Other Children's Program
##### Yoga for Kids!	14	2/14/2018 Other Children's Program
##### Yoga for Babies a	36	2/16/2018 Other Children's Program
##### Yoga for Kids!	16	2/21/2018 Other Children's Program
##### Kids Club	16	2/22/2018 Other Children's Program
##### Scavenger Hunt	14	2/22/2018 Other Children's Program
##### Kids Club	14	2/27/2018 Other Children's Program
##### Yoga for Kids!	18	2/28/2018 Other Children's Program
##### Kids Club	14	2/27/2018 Other Children's Program
##### Kids Club	16	2/6/2018 Other Children's Program
##### Yoga for Kids!	18	2/7/2018 Other Children's Program
##### Kids Club	12	2/8/2018 Other Children's Program
##### Yoga for Kids!	14	2/14/2018 Other Children's Program
##### Yoga for Babies a	36	2/16/2018 Other Children's Program
##### Yoga for Kids!	16	2/21/2018 Other Children's Program
##### Kids Club	16	2/22/2018 Other Children's Program
##### Scavenger Hunt	14	2/22/2018 Other Children's Program
##### Kids Club	14	2/27/2018 Other Children's Program
##### Yoga for Kids!	18	2/28/2018 Other Children's Program
##### senior fitness	15	2/5/2018 Seniors Programming
##### seniors exercise	14	2/7/2018 Seniors Programming
##### seniors exercise	19	2/14/2018 Seniors Programming
##### Senior Exercise	16	2/16/2018 Seniors Programming
##### Senior's Exercise	12	2/21/2018 Seniors Programming
##### New Territories fo	31	2/21/2018 Seniors Programming
##### Seniors Exercise	21	2/26/2018 Seniors Programming

##### Seniors Exercise	17	2/28/2018 Seniors Programming
##### seniors exercise	14	2/7/2018 Seniors Programming
##### seniors exercise	19	2/14/2018 Seniors Programming
##### Senior Exercise	16	2/16/2018 Seniors Programming
##### Senior's Exercise	12	2/21/2018 Seniors Programming
##### New Territories fo	31	2/21/2018 Seniors Programming
##### Seniors Exercise	21	2/26/2018 Seniors Programming
##### Seniors Exercise	17	2/28/2018 Seniors Programming
##### ipad security	5	2/6/2018 Technology, Social Media a
##### icloud for ipad	4	2/13/2018 Technology, Social Media a
##### ipad security and	6	2/23/2018 Technology, Social Media a
##### Facebook Securit	6	2/28/2018 Technology, Social Media a
##### ipad security	5	2/6/2018 Technology, Social Media a
##### icloud for ipad	4	2/13/2018 Technology, Social Media a
##### ipad security and	6	2/23/2018 Technology, Social Media a
##### Facebook Securit	6	2/28/2018 Technology, Social Media a





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Seniors  
Seniors  
Seniors

Technology  
Technology

Technology  
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# Action Plan for 2018

## The Blue Mountains Public Library Board

The Strategic Planning Committee and Board felt that the work being completed in 2018 is significant, and that an Action Plan for the 2018 year would provide the Committee with clear direction and a mandate to move forward in achieving the many goals addressed within the 2017 and 2018 Action Lists. This document is the Action Plan that identifies the goals, the description of those goals and the measurable and achievable outcomes to be completed in 2018.

Goals	Outcomes	Responsible Party	Expected Timing	Status	
<b>1</b>	<b>Communication</b>				
The Library Board, together with our CEO, Staff and Community Members, will work collaboratively to strengthen, build and maintain positive, respectful relationships and communications					
	1.1	Provide opportunities for public input at Board meetings	Board	May 2018	<b>COMPLETE 4-19-18</b>
	1.2	Develop a Communication Plan	CEO & Board	Sept 2018	
	1.3	Increase the e-newsletter subscription from 2.3% to 25% of active card holders	CEO	Dec 2018	
	1.4	Provide information on the Library Board's legal mandate and limitations	Board & CEO	Ongoing	

<b>2 Recruit &amp; Retain Employees</b>					
Recruit & Retain a CEO and Staff to provide service excellence in the Gallery, Library, Archives, and Museum (“GLAM”) experiences					
	2.1	Recruit, appoint, and provide orientation for CEO through completion of the probation period	Board & Committee	Feb 2018	<b>COMPLETE 2-15-18</b>
	2.2	Provide Staff and CEO with ongoing professional development opportunities which support library and museum goals	CEO with Board	Ongoing	<b>Ongoing</b>
	2.3	BMPL will become an employer of choice in regional library services (e.g job satisfaction, personnel policies, pay equity, benefits, training, succession planning, Health & Safety)	CEO & Board	Dec 2018	<b>Tasks Completed 7-19-18 Ongoing</b>
<b>3 Policy Review &amp; Approval</b>					
Ensure that all by-laws, policies and procedures reflect current legislation and best practices					
	3.1	Create and approve new By-Laws & Board Governance policies which reflect current legislation and best practice	By-Laws & Governance Cmt with Board	March 2018	<b>COMPLETE 3-22-18</b>
	3.2	Create and approve new Human Resources and Health & Safety policies which reflect current legislation and best practice	CEO with Board	April 2018	<b>COMPLETE 4-19-18</b>

<b>UPDATE TO RESPONSIBLE PARTY—</b>	3.3	Create and approve new User Services policies which reflect current legislation and best practice	<del>CEO</del> <b>CEO with Board</b>	May 2018	<b>COMPLETE</b> <b>5-17-18</b>
	3.4	Create and approve new Operational policies which reflect current legislation and best practice	CEO	May 2018	<b>COMPLETE</b> <b>5-17-18</b>
<b>4</b>	<b>MOU Development &amp; Approval</b>				
	<i>Create and approve a Memorandum of Understanding (“MOU”) between the Library Board and Town Council which outlines the supports and services provided by the Town to the Library, and by the Library to the Town</i>				<b>COMPLETE</b> <b>5-17-18</b>
	4.1	Define roles and responsibilities in Human Resources	CEO & CAO By-Laws & Governance Cmt Board & Council	May 2018	---
	4.2	Define roles and responsibilities in Financial Services	Same as 4.1	May 2018	---
	4.3	Define roles and responsibilities in Information Technology	Same as 4.1	May 2018	---
	4.4	Define roles and responsibilities in Facility Maintenance	Same as 4.1	May 2018	---
	4.5	Define Insurance and Risk Management Support	Same as 4.1	May 2018	---
	4.6	Define roles and responsibilities in Shared Town Services	Same as 4.1	May 2018	---
	4.7	Define Marketing and Communication Access	Same as 4.1	May 2018	---
<b>UPDATE TO EXPECTED DATE—</b>	4.8	Define Lease Agreements	Same as 4.1	<del>May 2018</del>	



<b>PULLED AS SEPARATE DOCUMENT</b>				Sept 2018
4.9	Define roles in Corporate Training of the Board and Advisory Bodies (AAC/MAC)	Same as 4.1	May 2018	
4.10	Define Legal Services available to Board	Same as 4.1	May 2018	
<b>5</b>	<b>Board Development</b>			
Board members will participate in orientation in legislative and sector specific best practices of Not for Profit Organizations in the culture sector.				
5.1	Orientation to Public Libraries Act	Strategic Planning Committee with SOLS	Jan 2018	<b>COMPLETE 1-9-18</b>
5.2	Orientation to Board/CEO Relationships with “Cut to the Chase” OLBA document	Strategic Planning Committee with SOLS	Jan 2018	<b>COMPLETE 1-9-18</b>
5.3	Orientation to Ontario Standards for Community Museums	Strategic Planning Committee with CEO	Jan 2018	<b>COMPLETE 1-9-18</b>
5.4	Orientation to AODA policy development	Strategic Planning Committee with CEO	Mar 2018	<b>COMPLETE 2-15-18</b>
5.5	Orientation to MFIPPA	Strategic Planning Committee with Legal Consultant	Mar 2018	<b>COMPLETE 3-19-18</b>

	<b>UPDATED NUMBERING FOR CLARITY</b> —5 .6	Orientation to Capital and Operational Budgets, Reserves Accounts, Development Charges Reserves, and Salary Grid	CEO	May 2018	--
	5.6a	Orientation to Capital and Operational Budgets	CEO	May 2018	<b>COMPLETE 7-19-18</b>
	5.6b	Orientation to Reserves Accounts	CEO	May 2018	<b>COMPLETE 7-19-18</b>
	5.6c	Orientation to Development Charges Reserves	CEO	May 2018	<b>COMPLETE 7-19-18</b>
	5.6d	Orientation to Salary Grid	CEO	May 2018	<b>COMPLETE 6-21-18</b>
<b>6 Board Transition Plan</b>					
Develop a transition plan based on best practices in Library Board succession					
	6.1	Develop an advisory document to Council on provincial best practices of Board selection and appointment	Board with CEO	Oct 2018	<b>COMPLETE 6-21-18</b>
	<b>UPDATE TO EXPECTED DATE</b> —6.2	Provide a community information session regarding the role of Library Board members and AAC/MAC members and the application processes	Board & CEO	<del>Oct 2018</del> Nov 15, 2018 at 6:00 pm The Gallery	
	6.3	Provide orientation to new Board members following appointment by Council	CEO with possible consultants	Dec 2018	

## 7 Meet Gallery, Library, Archive & Museum “GLAM” Standards for Ontario

### Achieve Library Accreditation

7.1	Renew Accreditation under the 7 <sup>th</sup> edition of the Ontario Public Library Guidelines for L.E. Shore Memorial Library branch	CEO	Nov 2018	
7.2	Investigate Accreditation options for the Craigleith Heritage Depot	CEO	Nov 2018	<b>COMPLETE 6-21-18</b>

### Meet the Ontario Standards for Community Museums

<b>UPDATE TO EXPECTED DATE</b> —7.3	Achieve all Standards as set out by the Ministry	CEO	<del>Aug 2018</del> Nov 2018	
<b>UPDATE TO EXPECTED DATE</b> —7.4	Complete application to the Ministry for community museum “Qualified Status”	CEO	<del>Aug 2018</del> Nov 2018	
<b>UPDATE TO EXPECTED DATE</b> —7.5	Make a case for the Community Museum Operating Grant (CMOG) application to be reopened for qualified but unfunded community museums in Ontario	CEO	<del>Aug 2018</del> Nov 2018	

## 8 Research & Data Collection

Consult with key stakeholders to identify the GLAM program and service needs of the community. This research will inform the Feasibility Study and Space Plan [Goal 9], and Strategic Plan [Goal 10].

8.1	Consult Staff	Strat Plan Cmt CEO	May 2018	<b>COMPLETE 5-31-2018</b>
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	8.2	Consult Arts Advisory Council	Strat Plan Cmt CEO	May 2018	<b>COMPLETE</b> <b>3-31-18</b>
	8.3	Consult Museum Advisory Council	Strat Plan Cmt CEO	May 2018	<b>COMPLETE</b> <b>3-31-18</b>
	8.4	Consult Chamber of Commerce	Strat Plan Cmt CEO	May 2018	<b>COMPLETE</b> <b>4-16-18</b>
	8.5	Identify and consult Key stakeholders (e.g. children, teens, seniors, health professionals, educators, non-users, etc).	Strat Plan Cmt CEO	June 2018	<b>COMPLETE</b> <b>6-30-18</b>
	8.6	Complete Community Input Survey(s)	Strat Plan Cmt CEO	June 2018	<b>COMPLETE</b> <b>6-14-18</b>
	8.7	Consult Experts in the GLAM fields	Strat Plan Cmt CEO	June 2018	<b>COMPLETE</b> <b>7-9-18</b>
<b>9 Feasibility Study and Space Plan</b>					
Conduct a Feasibility Study and Space Plan					
	9.1	Tender Feasibility Study and Space Plan [on GLAM and 173/177 Bruce St and 113 Lakeshore Rd properties]. This includes signage and branding which respect the individual identities of the two locations	Strat Plan Cmt CEO with Town	May 2018	<b>COMPLETE</b> <b>6-21-18</b>
	<b>UPDATE TO EXPECTED DATE</b> —9.2	Complete and present Feasibility Study and Space Plan	Consultant	<del>August 2018</del> Nov 29, 2018	
	9.3	Update the Capital Plan 2019-2021 based on the Feasibility Study	Board & CEO	Sept 2018	
<b>10 Strategic Plan 2018-2022</b>					
Complete the four-year Strategic Plan informed by Goal 8 and 9					

	<b>NUMBERING UPDATED FOR CLARITY—</b> 10.1a	Update Mission, Vision & Values	Board with Staff & Community feedback	May 2018	--
	10.1a	Update Mission	Board with Staff & Community feedback	May 2018	<b>COMPLETE 5-17-18</b>
	10.1b	Update Values	Board with Staff	May 2018	<b>COMPLETE 5-17-18</b>
	10.1c	Update Vision	Board with CEO	May 2018	<b>On Agenda</b>
	10.2	Draft Strategic Plan 2018-2022	Strat Plan Cmt CEO	August 2018	<b>On Agenda</b>
	<b>UPDATED FOR DATE—</b> 10.3	Receive Community Feedback on draft Plan	Board	<del>August 2018</del> Sept 13, 2018	<b>On Agenda</b>
	<b>UPDATED FOR DATE—</b> 10.4	Approval of Strategic Plan	Board	<del>Sept 2018</del> Oct 2018	<b>On Agenda</b>
	10.5	Align the Operational Budget 2019-2021 based on the Strategic Plan	Board & CEO	Sept 2018	<b>On Agenda</b>
<b>11 Annual Report</b>					
Produce Annual Report to the community					
	11.1	Publish an Annual Report including the 2017 audit	CEO with Board	June 2018	<b>COMPLETE 6-21-18</b>
	11.2	Distribute an Executive Summary of the Annual Report to the Community	CEO	June 2018	<b>COMPLETE 6-21-18</b>
	11.3	Present the Annual Report & audit to the community	Board & CEO	July 2018	<b>AVAILABLE ONLINE 6-21-18</b>