



# Planning and Facilities

## Annual Timeline/Workplan

	Activity	Last Reviewed	February/March	May/June	October
1	Planning Committee Mandate	Feb-15	<b>Review</b>		
2	Timeline	Feb-15	<b>Review</b>		
3	Annual Report	Feb-15	<b>Review</b>		
4	<b>Policies: Board Governance</b>				
5	Belief Statement	Jun-13		<b>Review</b>	
6	Board Meetings	Sep-14	Due for review 2017		
7	Committees & Committee Mandates	Sep-14	<b>Review</b>		
8	Executive Officers	Jun-13	<b>Review</b>		
9	Mission Statement	2014	Due for Review 2017		
10	Vision Statement	2014	Due for Review 2017		
11	Organizational Meeting	Jun-13		<b>Review</b>	
12	Rules of Order	Feb-15			
13	<b>Policies: Services</b>				
14	By-Laws	Sep-14	Due for review 2017		
15	Confidentiality	Jun-15			
16	Direct Loans	Jun-15			
17	Information Technology Services	Sep-14	Due for review 2017		
18	Library Outlets	Sep-14	Due for review 2017		
19	Materials Selection and Acquisition	Sep-14	Due for review 2017		
20	Multilingual Materials	Jun-13			<b>Review</b>
21	Library Service to a System member with no Board	Dec-15			
22	Resource Sharing	Dec-15			
23	Services for the Print Impaired	Aug-15			
24	<b>Other Activities</b>				
25	Evaluate Services	Ongoing		<b>Discuss</b>	<b>Discuss</b>
26	Facility Planning	Ongoing	<b>Discuss</b>	<b>Discuss</b>	<b>Discuss</b>
27	Needs Assessment	Apr-14		<b>Discuss</b>	
28	Plan of Service	Apr-14			<b>Discuss</b>
29	Resource Sharing Contract	Sep-14			<b>Discuss</b>

<b>Last Reviewed:</b>	<b>7 April 2016</b>
<b>Last Revised:</b>	<b>7 April 2016</b>