

## REPORT TO THE LIBRARY BOARD

DECEMBER 5, 2024

**SUBJECT:** Travel Policy – 2024 Expense Report  
**PURPOSE:** For Information  
**PREPARED BY:** Laskhay Gaur – Director, Finance and Facility Services  
**PRESENTED BY:** Lakshay Gaur

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### 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 \$1,399 in 2024.

### NEXT STEPS

In January, Administration will submit the “Statement of Expenses – Senior Administration” report for all of 2024 to the City of London, as per the yearend deadlines.

## APPENDIX 1 – TRAVEL AND BUSINESS EXPENSES FOR CEO & DIRECTORS

### *Michael Ciccone, CEO & Chief Librarian*

<b>Date of Event</b>	<b>Description</b>	<b>Location</b>	<b>Amount</b>
January 25-27, 2024	Ontario Library Association (OLA) Superconference	Toronto	\$551
April 2-5, 2024	Public Library Association (PLA)	Columbus, OH, USA	\$848
		<b>Total</b>	<b>\$1,399</b>