## Oakville Public Library

## OPL BOARD KEY AGENDA ITEMS 2022

Governance: Legislative, Regulatory, Policy Accountability	Jan 27	Feb 24	Mar 24	Apr 28	May 26	Jun 23	July 28	Aug (no mtg)	Sept 22	Oct 27	Nov 24
Annual Agenda/Periodic/Outstanding report timelines											
Strategic Plan Process – progress on action plans – included in CEO update and other presentations	Т	Т	Т	Т	Т	Т	Т		Т	Т	Т
CEO Annual, Strategic Goals	R	А				R			R		
CEO Evaluation			Т				А				
Comprehensive Financial Report (quarterly) – Y/E Projections to Budget Operating & Capital, Fundraising, Reserve funds		R- 2021			R- 2022				R 2022		R 2022
Comprehensive Financial Year-End Report: Pre Audit, Budget to Actual, Fundraising, Reserve Funds, Endowments		R/A									
Annual Financial Statements and Audit Findings – External Auditors in Attendance				R/A							
HIP Updates – Strategic Progress			R							R	
Annual Budget Town Guidelines /Submission Approval							Т		R	Α	
Fundraising Strategy Updates–Development Funds & Endowment ( Development Strategy Update)		R				R					
Audit Plan for 2022– Appointment of Auditors											R
Regular Agenda Items	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov
CEO Update report	R	R	R	R	R	R	R		R	R	R
Monthly Health & Safety Report	R	R	R	R	R	R	R		R	R	R
Quarterly Employee and Turnover Metrics report		R			R				R		
Monthly Update on Capital/Technology Projects (CEO Update)	R	R	R	R	R	R	R		R	R	R
Data & Usage Statistics/Trends Report		R - 2021			R					R	
Monthly Financial Variance Reports – Operating and Capital		R 2022	R 2022	R 2022	R 2022	R 2022	R 2022		R 2022		R 2022
<b>Legend:</b> A = Approve R = Receive T = Task(updates as required)											