## Oakville Public Library

## OPL BOARD KEY AGENDA ITEMS 2022

| Governance: Legislative, Regulatory, Policy Accountability   | Jan<br>27 | Feb<br>24   | Mar<br>24 | Apr<br>28 | May<br>26  | Jun<br>23 | July<br>28 | Aug<br>(no mtg) | Sept<br>22 | Oct<br>27 | Nov<br>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         | Α           |           |           | R          |           |            |                 | R          |           |           |
| CEO Evaluation   |           |             | Т         |           |            | R         | Α          |                 |            |           |           |
| Comprehensive Financial Report (quarterly) – Y/E Projections to Budget Operating & Capital, Fundraising, Reserve funds |           | R-<br>2021  |           |           | R-<br>2022 |           | R<br>2022  |                 | R<br>2022  |           | R<br>2022 |
| Comprehensive Financial Year-End Report: Pre Audit,<br>Budget to Actual, Fundraising, Reserve Funds,<br>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 -<br>2021 |           |           | R          |           |            |                 |            | R         |           |
| Monthly Financial Variance Reports – Operating and Capital   |           | R<br>2022   | R<br>2022 | R<br>2022 | R<br>2022  | R<br>2022 | R<br>2022  |                 | R<br>2022  |           | R<br>2022 |
| <b>Legend:</b> A = Approve R = Receive T = Task(updates as required)   |           |             |           |           |            |           |            |                 |            |           |           |