## Oakville Public Library

## OPL BOARD KEY AGENDA ITEMS 2025

Governance: Legislative, Regulatory, Policy Accountability	Jan 16	Feb 20	Mar 20	Apr 17	May 15	Jun 19	July 17	Aug 21 (if need)	Sept 18	Oct 16	Nov 20
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 Q1			R Q2			R Q3 2025 R 2026	A 2026
Capital Projects Updates	Т	Т	Т	Т	T	Т	Т		Т	Т	Т
CEO Evaluation				Т	R	Α					
Comprehensive Financial Report (quarterly) – Y/E Projections to Budget Operating & Capital, Fundraising, Reserve funds		R Q4 2024			R Q1 2025				R Q2 2025		R Q3 2025
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	А	
Fundraising Strategy Updates–Development Funds & Endowment (Development Strategy Update)			R							R	
Audit and Financial Review (Including OCF funds)				R							
Audit Plan for 2026 – Appointment of Auditors											R/A
Annual Board Evaluation											Т
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- 2024	R	R	R	R	R	R		R	R	R
Quarterly Employee and Turnover Metrics report		R Q4 2024		R Q1 2025			R Q2 2025			R Q3 2025	
Performance and Measures Report		R Q4 2024			R Q1 2025				R Q2 2025		R Q3 2025
Financial Variance Reports – Operating and Capital				R		R				R	
Legend: A = Approve R = Receive T = Task(updates as required)											