

COMMUNICATION & COUNSEL

Subject: 2012 Calendar of Reports, Outstanding Inquiries, Motions and
Unscheduled Reports

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Prepared for: Ottawa Public Library Board

Meeting of: May 14, 2012

Date of preparation: April 30, 2012

The 2012 Q1 Calendar of Reports, Outstanding Inquiries, Motions and Unscheduled Reports is attached for information. New items are denoted with an asterisk.

The 2012 schedule will be further defined once the strategic work plans for Board and staff have been finalized.

Outstanding Inquiries

There are no outstanding inquiries.

Attachment

2012 Calendar of Reports, Outstanding Inquiries, Motion and Unscheduled Reports (May 14, 2012).

2012 Ottawa Public Library Board

MAY 2012				
MAY	REPORT	REQUIREMENT	REFERENCE	STATUS
	Adoption of 2012 Strategic Work Program – High Level Version			
	Q1 Report on Major Capital Projects			
	Q1 Financial Report	Board Policy A.4		
	Q1 Performance Measurement Report	Board Motion – Mar. 5/07	Motion # 023-07	
	Monitoring Report: A.3 Financial Planning & Budgeting	Board Motion – Sept. 8/08	Motion # 052-08	
	Monitoring Report: A.4 Financial Condition	Board Motion – Sept. 8/08	Motion # 052-08	
	Monitoring Report: A.6 Asset Protection	Board Motion – Sept. 8/08	Motion # 052-08	
JUNE 2012				
JUNE	REPORT	REQUIREMENT	REFERENCE	STATUS
	2013 Budget Schedule and Process			
	A.1 General Executive Constraint	Board Motion – Sept. 8/08	Motion # 052-08	
	A.5 Emergency CEO Succession	Board Motion – Sept. 8/08	Motion # 052-08	
A.30 Protection of Branches	Board Motion – Sept. 8/08	Motion # 052-08		
SEPTEMBER 2012				
SEPTEMBER	REPORT	REQUIREMENT	REFERENCE	STATUS
	CLA Conference Report	Board Policy B.23		
	Board Work Plan Mid-Year Review			
	2012 Strategic Work Program Mid-Year Review			
	2011 Audited Financial Statements	<i>Public Libraries Act, S.24(6); Board Bylaw, S.13.1</i>		
	Q2 Report on Major Capital Projects			
	Q2 Financial Report	Board Policy A.4		
	Q2 Performance Measurement Report	Board Motion – Mar. 5/07	Motion # 023-07	
	Monitoring Report: A.19.1 Fundraising: Acceptance of Donations	Board Motion – Sept. 8/08	Motion # 052-08	
	Monitoring Report: A.19.2 Fundraising: Acceptance of Sponsorships	Board Motion – Sept. 8/08	Motion # 052-08	
	Monitoring Report: A.19.5 Fundraising: Issuance of Receipts	Board Motion – Sept. 8/08	Motion # 052-08	
Monitoring Report: A.19.6 Fundraising: Library Naming	Board Motion – Sept. 8/08	Motion # 052-08		
OCTOBER 2012				
OCTOBER	REPORT	REQUIREMENT	REFERENCE	STATUS
	Trustee Attendance at OLA	Board Policy B.23		
	Order of Friendship Recommendation (In Camera)	Board Policy B.25		
	Monitoring Report: A.8 Communication & Counsel to the Board	Board Motion – Sept. 8/08	Motion # 052-08	
Monitoring Report: A.27 MFIPPA	Board Motion – Sept. 8/08	Motion # 052-08		

NOVEMBER 2012				
NOVEMBER	REPORT	REQUIREMENT	REFERENCE	STATUS
	2013 Meeting Schedule	<i>Public Libraries Act, S.16(1)</i>		
	SOLS Report			
	Q3 Report on Major Capital Projects			
	Q3 Financial Report	Board Policy A.4		
	Q3 Performance Measurement Report	Board Motion – Mar. 5/07	Motion # 023-07	
	Monitoring Report: A.16 Use of Technology	Board Motion – Sept. 8/08	Motion # 052-08	
	Monitoring Report: A.17 Records Management	Board Motion – Sept. 8/08	Motion # 052-08	
	Monitoring Report: A.31 Strategic Planning	Board Motion – Sept. 8/08	Motion # 052-08	
DECEMBER 2012				
DECEMBER	REPORT	REQUIREMENT	REFERENCE	STATUS
	Appointment of Nomination Committee			
	Monitoring Report: A.14 Environmental Sustainability	Board Motion – Sept. 8/08	Motion # 052-08	
	Monitoring Report: A.29 Library Facilities	Board Motion – Sept. 8/08	Motion # 052-08	