

**COMMUNICATION & COUNSEL**

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

**Prepared by:** Danielle McDonald, Chief Executive Officer

**Prepared for:** Ottawa Public Library Board

**Meeting of:** June 11, 2012

**Date of preparation:** May 29, 2012

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

**Outstanding Inquiries**

There are no outstanding inquiries.

**Attachment**

2012 Calendar of Reports, Outstanding Inquiries, Motion and Unscheduled Reports (June 11, 2012).

## 2012 Ottawa Public Library Board

\*New items are denoted with an asterisk.

<b>JUNE 2012</b>					
<b>JUNE</b>	<b>REPORT</b>	<b>REQUIREMENT</b>	<b>REFERENCE</b>	<b>STATUS</b>	
		2013 Budget Schedule Process			
		E-books Update*			
		Engagement and Advocacy Update*	Library Engagement and Advocacy Strategy Report – October 17, 2011	Motion # 062-11	
		RFID Update*			
		Work in Progress Statement Closure*			
		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	
	<b>SEPTEMBER 2012</b>				
<b>SEPTEMBER</b>	<b>REPORT</b>	<b>REQUIREMENT</b>	<b>REFERENCE</b>	<b>STATUS</b>	
		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		
<b>OCTOBER 2012</b>					
<b>OCTOBER</b>	<b>REPORT</b>	<b>REQUIREMENT</b>	<b>REFERENCE</b>	<b>STATUS</b>	
		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	

<b>NOVEMBER 2012</b>				
<b>NOVEMBER</b>	<b>REPORT</b>	<b>REQUIREMENT</b>	<b>REFERENCE</b>	<b>STATUS</b>
	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	
<b>DECEMBER 2012</b>				
<b>DECEMBER</b>	<b>REPORT</b>	<b>REQUIREMENT</b>	<b>REFERENCE</b>	<b>STATUS</b>
	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	