

Report to/Rapport au :

**OTTAWA PUBLIC LIBRARY BOARD
CONSEIL D'ADMINISTRATION DE LA BIBLIOTHÈQUE PUBLIQUE D'OTTAWA**

**January 13, 2014
Le 13 janvier 2014**

**Submitted by/Soumis par : Anna Basile
Manager, Planning and Board Support /
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Ref N°: OPLB-2013-0008

**SUBJECT: 2014 Calendar of Reports, Outstanding Inquiries, Motions, and
Unscheduled Reports**

**OBJET : Calendrier de 2014 des rapports, des demandes de renseignements
non traitées, des motions et des rapports non prévus**

REPORT RECOMMENDATION

That the Ottawa Public Library Board receive this report for information.

RECOMMANDATION DU RAPPORT

**Que le Conseil de la Bibliothèque publique d'Ottawa prenne connaissance de ce
rapport à titre d'information.**

The 2014 Calendar of Reports, Outstanding Inquiries, Motions, and Unscheduled Reports is attached for information in Appendix 1 (Table 1).

OUTSTANDING INQUIRIES

There are no outstanding inquiries.

SUPPORTING DOCUMENTATION

2014 Calendar of Reports, Outstanding Inquiries, Motions, and Unscheduled Reports (January 13, 2014 – Appendix 1).

APPENDIX 1

2014 Ottawa Public Library Board (Calendar of Reports)

Table 1 provides a listing of upcoming Board reports scheduled for review.

FEBRUARY 2014			
FEBRUARY	REPORT	REQUIREMENT	REFERENCE
	CEO Annual Report on Delegation of Authority	Board Delegation of Authority Report dated July 8, 2013	Reference #OPLB-2013-0075
	Q4 Financial Report	Board Policy A.4	
	Monitoring Report: A.10 Treatment of Library Users	Board Motion – Sept. 8/08	Motion # 052-08
	Monitoring Report: A.13 Bilingual Services	Board Motion – Sept. 8/08	Motion # 052-08
	Monitoring Report: A.21 Confidentiality of Information	Board Motion – Sept. 8/08	Motion # 052-08
MARCH 2014			
MARCH	REPORT	REQUIREMENT	REFERENCE
	Revision of Board Procedural By-law (Notice of Motion)	Board Governance Review Report dated November 19, 2013	Reference #OPLB-2012-0088
	Ontario Library Association Conference Trustee Reports	Board Policy B.23	Section 2
	Federation of Ontario Public Libraries Annual General Meeting		
	Monitoring Report: A.15 Administrative Practices	Board Motion – Sept. 8/08	Motion # 052-08
	Monitoring Report: A.20 Directors' Insurance	Board Motion – Sept. 8/08	Motion # 052-08
APRIL 2014			
APRIL	REPORT	REQUIREMENT	REFERENCE
	Revision of Board Procedural By-law	Board Governance Review Report dated November 19, 2013	Reference #OPLB-2012-0088
	Semi-Annual Performance Measurement Framework Report	Board Approval OPLB Meeting March 18, 2013	Reference #OPLB-2013-0040
	Monitoring Report: A.2 Staffing and Staff Relations	Board Motion – Sept. 8/08	Motion # 052-08
	Monitoring Report: A.7 Compensation and Benefits	Board Motion – Sept. 8/08	Motion # 052-08
	Monitoring Report: A.22 Safety and Security Practices	Board Motion – Sept. 8/08	Motion # 052-08

MAY 2014			
MAY	REPORT	REQUIREMENT	REFERENCE
	Q4 Financial Report	Board Policy A.4	
	Monitoring Report: A.3 Financial Planning and 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 2014			
JUNE	REPORT	REQUIREMENT	REFERENCE
	Monitoring Report: A.1 General Executive Constraint	Board Motion – Sept. 8/08	Motion # 052-08
	Monitoring Report: A.5 Emergency CEO Succession	Board Motion – Sept. 8/08	Motion # 052-08
	Monitoring Report: A.30 Protection of Branches	Board Motion – Sept. 8/08	Motion # 052-08
SEPTEMBER 2014			
SEPTEMBER	REPORT	REQUIREMENT	REFERENCE
	Canadian Library Association (CLA) Conference Trustee Reports	Board Policy B.23	Section 2
	2013 Audited Financial Statements		
	Q2 Financial Report	Board Policy A.4	
	Monitoring Report: Fundraising Suite	Board Motion – Sept. 8/08	Motion # 052-08
OCTOBER 2014			
OCTOBER	REPORT	REQUIREMENT	REFERENCE
	Semi-Annual Performance Measurement Framework Report	Board Approval OPLB Meeting March 18, 2013	Reference #OPLB-2013-0040
	Monitoring Report: A.8 Communication and Counsel to the Board	Board Motion – Sept. 8/08	Motion # 052-08
	Monitoring Report: A.27 Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)	Board Motion – Sept. 8/08	Motion # 052-08
NOVEMBER 2014			
NOVEMBER	REPORT	REQUIREMENT	REFERENCE
	2015 Meeting Schedule	<i>Public Libraries Act</i> , S.16(1)	
	Q3 Financial Report	Board Policy A.4	
	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 2014			
DECEMBER	REPORT	REQUIREMENT	REFERENCE
	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