

Report to/Rapport au :

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

**February 10, 2014
Le 10 février 2014**

**Submitted by/Soumis par : Anna Basile
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Ref N°: OPLB-2014-0015

SUBJECT: Chief Executive Officer Delegation of Authority Annual Reporting

OBJET : Rapport annuel sur la délégation de pouvoir de la directrice générale

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.

BACKGROUND

On July 8, 2013, the Board approved a new *Delegation of Authority Policy* which clearly defines the decisions that are reserved by the Board and those that the CEO may make. On September 9, 2013, the Board approved a reporting framework (Appendix 1) for the *Delegation of Authority Policy*.

This annual report covers purchasing and finance decisions that fall outside the scope of the quarterly financial reports; and approvals/decisions that are reported by exception, excluding exceptions reported on through Public Service Announcements (PSAs).

DISCUSSION

Reporting for 2013 covers the period from July 8, 2013 to December 31, 2013.

1. REPORTING ON PURCHASING AND FINANCE DECISIONS

Section 6. Applications for Grants and Other Funding

Table 1 - Applications for Grants and Other Funding

AGENCY	DESCRIPTION
Friends of the Ottawa Public Library Association	Annual grant application for non-operational funds
City of Ottawa Older Adult Plan	Funding for additional staffing and devices to extend the OAP curriculum to train seniors on use of technology
Employment and Social Development Canada	Funding for additional staffing and devices to extend the OAP curriculum to train seniors on use of technology
Collaboration intergouvernementale en matière de services dans la langue de la minorité	OPL Partnership with City of Ottawa Parks, Recreation, and Culture. Funding for the creation of a French-language training program to train seniors on use of technology

AGENCY	DESCRIPTION
Canada Council Grant	Funding for Author series
United States Embassy of Ottawa	Funding for creation of Makerspace at Nepean CentrepoinTE branch
Baker & Taylor/ALSC	Funding for Summer Reading program supplies
Community Foundation of Ottawa	Program supplies for literacy outreach
City of Ottawa Public Health	Funding for OPL's Literacy Programs
Club Optimiste de Vanier	Funding to support educational programming for youth in the Vanier community
A.P.E Bingo Horizon Jeunesse	Funding to support educational programming for youth in the Vanier community
Bells Corners Legion	Funding to support Teen Advisory Group (TAG) programming at Centennial
Ministry of Tourism, Culture and Sport – Capacity Building Grant	Funding to help build collections, upgrade technology, provide training and fund other programs that strengthen the library as community hubs

Section 7. Agreements with the Federal and Provincial Governments

There were no exceptions during the period July 8, 2013 – December 31, 2013.

Section 8. Service agreements, contribution agreements and grant agreements

Table 2 - Service agreements, contribution agreements and grant agreements

DESCRIPTION	STATUS
City of Ottawa Older Adult Plan	Grant received: \$45,800
Employment and Social Development Canada	Grant submitted: \$92,474
Canada Council Grant	Grant received: \$3,900
United States Embassy of Ottawa	Grant received: \$58,000
Community Foundation of Ottawa	Grant Application submitted: \$15,000
City Collaboration intergouvernementale en matière de services dans la langue de la minorité	Joint Grant submitted: \$15,000
City of Ottawa Public Health	Support received: \$45,000
Baker & Taylor/ALSC	Grant Application submitted: \$3,000
Club Optimiste de Vanier	Grant received: \$600
A.P.E Bingo Horizon Jeunesse	Grant received: \$1000
Bells Corners Legion	Contribution received: \$600
Ministry of Tourism, Culture, and Sport – Capacity Building Grant	Grant received: \$37,000

2. EXCEPTION REPORTING

Section 9. Expenditure amendments (<10%) for previously approved projects

There were no exceptions during the period July 8, 2013 – December 31, 2013.

Section 18. Implementation of strategic frameworks for key services, advocacy and fundraising

There were no exceptions during the period July 8, 2013 – December 31, 2013.

Section 19. Administrative and operational policies

During the time period July 8, 2013 – December 31, 2013, four (4) new administrative policies were issued, and five (5) were revised.

Section 22. Temporary closure of branches, modification of bookmobile routes or kiosk services

Exceptions were reported to the Board and members of the public through PSAs, social media, and email.

Section 24. Temporary locations for branches or bookmobile stops

Exceptions were reported to the Board and members of the public through PSAs, social media, and email.

Section 25. Architectural designs for new buildings

There were no exceptions during the period July 8, 2013 – December 31, 2013.

Section 26. Website designs and modifications

EXCEPTION	DATE REPORTED
OPL website re-designed for AODA compliance, improved responsiveness, new functionality, and cleaner look.	September 9, 2013

Section 29. Organizational structure

EXCEPTION	DATE REPORTED
New Senior Management structure announced, including creation of 4 th Division Manager position.	September 20, 2013

Section 30. Performance assessment and salary setting for individual staff

There were no exceptions during the period July 8, 2013 – December 31, 2013.

Section 31. Hire, appoint, promote, suspend, dismiss and manage the performance of individual staff

Exception	Date Reported
Hired the Division Manager, Branch Operations	December 12, 2013

Section 33. Negotiation of collective bargaining contracts

There were no exceptions during the period July 8, 2013 – December 31, 2013.

CONSULTATION

Library Program Managers and Senior Staff were consulted in the development of this report.

LEGAL IMPLICATIONS

There are no legal implications.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications.

ACCESSIBILITY IMPACTS

There are no accessibility impacts.

TECHNOLOGY IMPACTS

There are no technology impacts.

FINANCIAL IMPLICATIONS

There are no financial implications.

BOARD PRIORITIES

The subjects of this report are in alignment with Board-approved strategic direction
Excellence in Governance, Accountability and Financial Sustainability.

SUPPORTING DOCUMENTATION

- Appendix 1: Delegation of Authority Reporting Framework (approved September 9, 2013)

DISPOSITION

There are no dispositions associated with this report.