

Report to / Rapport au:

**Ottawa Public Library Board
Conseil d'administration de la Bibliothèque publique d'Ottawa**

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Submitted by / Soumis par:

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File Number: OPLB-2019-0503

**SUBJECT: 2018 Policy Compliance and Delegation of Authority Annual
Reporting**

**OBJET: Politique de conformité 2018 et rapport annuel sur la délégation de
pouvoir**

REPORT RECOMMENDATION

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

RECOMMANDATION DU RAPPORT

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

BACKGROUND

As per Board policy 001-OPLB Roles and Responsibilities of the Board and Trustees, the Board is accountable for the full range of decisions affecting Ottawa Public Library (OPL). The OPL Board approaches its role using a policy or strategy model of governance that focuses on setting strategic directions and objectives, making decisions on major projects, and monitoring library and CEO performance. The OPL

Board's attention primarily focuses on the long-term needs and goals for the library, not the administrative or operational details.

To achieve the above, the OPL Board established policy 002-OPLB Delegation of Authority (DOA), last amended December 2018. The DOA clearly defines the decisions that are reserved by the Board and those that the CEO or delegate may make.

As referenced in Board policy 010-OPLB CEO Reporting and Board Monitoring, staff report annually to confirm compliance with Board and OPL policies, as well as a report on the Delegation of Authority.

This report covers OPL and Board policy compliance, purchasing and finance decisions that fall outside the scope of the quarterly financial reports, and approvals / decisions that are reported by exception, excluding those already reported via email, social media, and Public Service Announcements (PSAs). The report documents do not include multi-year agreements if reported in a previous delegation of authority.

DISCUSSION

Reporting covers the period from January 1 to December 31, 2018.

1. BOARD AND LIBRARY ADMINISTRATIVE POLICY COMPLIANCE REPORTING

I hereby report compliance on all OPL Board and Library administrative policies, except as noted in the December 11, 2018 OPL Board Procedure By-law, Policy Framework, and Policies Report. (OPLB-2018-1201)

2. REPORTING ON PURCHASING AND FINANCE DECISIONS

Section 4: I hereby report compliance on all general competitive and non-competitive expenditures as per the City of Ottawa Purchasing By-law No. 50 2000 (as amended from time to time) with respect to contract expenditures in amounts of less than \$15,000, and not reported in the quarterly financial reports. Library management work with the City of Ottawa's Supply Management branch to ensure the City of Ottawa Purchasing By-law, and all City of Ottawa financial policies and procedures are rigorously followed for all contracts and items purchased through standing offers, Request for Proposal and Request for Tender processes, the automated payment system, payment without reference, purchasing cards, and petty cash.

Section 5: Expenditures for Library Collections

- Food Literacy Project - \$7,541.04 funds from Ontario Libraries Capacity Fund: Research & Innovation spent on digital content.

Section 8: Approve additional expenditures for amendments to previously approved projects based on the deviation from the originally approved amount.

- There were no exceptions during the period January 1 – December 31, 2018.

Section 9: Applications for Grants and Other Funding – see Table 1 below:

Table 1 - Applications for Grants and Other Funding

AGENCY	APPLICATION DESCRIPTION
City of Ottawa Public Health	Funding to support ongoing Early literacy initiatives (\$75,000)
Diefenbooker Race – Funding to supplement programs in west branches	Requested \$8,000
Joint application with Ottawa Public Health submitted to City of Ottawa Aging Well Together	(Grant managed by OPH)
TD Canada Trust – Funds for closing party and TD Parks People Grant	Funding for three events in local parks (\$2,040.00)

Section 10: Agreements with Federal, Provincial, and International Governments and Agencies – see Table 2 below:

Table 2 – Agreements with the Federal, Provincial, and International Governments and Agencies

DESCRIPTION	STATUS
Governance Agreement for the Ottawa Public Library and Library and Archives Canada Joint Facility	Agreement with Library and Archives Canada (LAC) and City of Ottawa, December 4, 2018
Ontario Library Capacities Fund: Research & Innovation Grant: Funding to support the Food Literacy Program	Contribution received: \$18,689
Ontario Ministry of Tourism, Culture and Sport: Public Library Operating, Pay Equity, and First Nations Salary Supplement Grant (PLOG) – Operating	Contribution received: \$1,210,000
Ontario Ministry of Tourism, Culture and Sport: Public Library Operating, Pay Equity, and First Nations Salary Supplement Grant (PLOG) – Pay Equity	Contribution received: \$170,328
Ontario Ministry of Tourism, Culture, and Sport: Improving Library Digital Services (ILDS) Fund	Grant received: \$578.72

Section 11 Service Agreements, contribution agreements, and grant agreements – see Table 3 below:

Table 3 – Service Agreements, Contribution Agreements, and Grant Agreements

DESCRIPTION	STATUS
Big Brothers / Big Sisters	Partner

	Services provided / rendered
Bookmobile Stops – As per the approved Alternative Services Framework, service agreements for existing and alternate bookmobile stops, and the kiosk location, were established.	Agreements established in 2018: <ul style="list-style-type: none"> • Pinecrest Queensway Community Health Centre (July 2019)
Caring and Sharing Exchange – School supplies program (NG)	Service provided / rendered
Centrepointe Theatres Partnership / in kind services for Tales & Tunes event Rental for Awesome Authors, Teen Tech Awards	Services provided / rendered
City of Ottawa Older Adult Plan to expand Technobuddies program	Grant received: \$7,500
City of Ottawa Public Health: Early Literacy Grant	Grant received: \$75,000
Council on Aging of Ottawa – Partnership agreement to provide the Planning for Retirement on a Low Income presentations	Service provided / rendered
Diefenbooker – Funding to supplement programs in west branches	Received: \$1,500
East Ottawa Resource Centre – Various services to the community (NG)	Service provided
Family Health Promotion – Ottawa Public Health – Baby drop in clinics Jan-Mar 2018 (CU)	Service provided / rendered *Service discontinued & relocated by

	OPH
Family Health Promotion – Ottawa Public Health – Prenatal classes (CU, NG)	Service provided / rendered
Friends of the Ottawa Public Library Association	Contribution received: \$375,000
Frontier College – Homework help and Conversation Group programs	Service provided / rendered
Gloucester Horticultural Society – Free gardening workshops	Partner Service provided / rendered
The Good Companions Seniors' Centre Without Walls – Partnership agreement to provide programming and outreach	Service provided / rendered
Good Shepherd Catholic School - Blackburn Hamlet branch temporary congregation point	Memorandum of Agreement Service provided / rendered
Homebound Services – Service agreements for existing homebound “mini library” locations were established	Agreements established in 2018: <ul style="list-style-type: none"> • Bridlewood Trails (December 2019) • Chartwell Retirement Residences (December 2019)
Orléans-Cumberland Community Resource Centre – School supplies program	Service provided / rendered
Ottawa Community Foundation – Management of Legacy Trust Funds and Donor Investments	Service provided
Parkdale Food Centre – Growing Futures	Service provided / rendered

program: Grow Tower agreement	
People, Words & Change – Adult literacy tutoring – small meeting room space (CU, NG, OR)	Service provided / rendered
Sharing in Student Success Program	Service provided / rendered
Smart Cybersecurity Network (SERENE-RISC) -Pilot program for interactive training for online security and safety	Service provided / rendered
Vision Jasmine – Jasmine Crescent Community NG)	Partner

3. EXCEPTION REPORTING

Section 12: Contracts for Board-approved projects

- There were no exceptions during the period January 1 – December 31, 2018.

Section 16: Approve fundraising activities performed by third parties for the library's purposes

- There were no exceptions during the period January 1 – December 31, 2018.

Section 17: Cash or near-cash prizes ≤\$300

- There were no exceptions during the period January 1 – December 31, 2018. Various items purchased for contests related to OPL programming events (all within the limit).

Section 21: Implement and manage Board position statements and strategic frameworks

- Technology Framework, used for planning new and lifecycle technology services and applications.
- Fundraising Strategy (Framework and Timelines)

Section 22: Administrative and operational policies

- During the period January 1 – December 31, 2018, seven (7) existing policies were removed, and 16 policies and procedures were reviewed / revised. (The policies that were removed were incorporated into other policy and procedures or OPL adopted a City of Ottawa policy for alignment purposes with respect to shared services.)

AMALGAMATED: Policy, Procedure, and Other Document Development
amalgamated to Policy, Procedure, and Other Document Development
Methodology

REMOVED:

- Tuition Assistance Form;
- Harassment in the Workplace Policy;
- Harassment in the Workplace Procedure;
- Violence in the Workplace Policy;
- Violence in the Workplace Procedure;
- Performance Development Program Manual;
- Performance Development Program Form;
- Performance Development Program Policy;
- Performance Development Program Procedure;
- Committees and Teams Guidelines;
- Committees and Teams Policy;
- Committees and Teams Procedure;
- Committees and Teams-Expression of Interest;
- Committees and Teams-Terms of Reference;
- Committees and Teams-Types;
- Identification – Employee Identifier FAQ
- Bilingualism policy

Section 25: Temporary closure or relocation of branches, and modification of
bookmobile routes or kiosk services

- Branches closed due to Radio Frequency Identification (RFID) implementation:
 - Blackburn Hamlet: February 27 – March 9, March 23, and April 24 – May 4;
 - Sunnyside: May 8 – 18 and June 19 – 28;
 - North Gloucester: October 2-12 and November 6-16; and,

- St-Laurent: November 13-23.
- Branches closed for renovations:
 - Fitzroy Harbour: May 10-17 (asbestos abatement ceiling repairs);
 - Hazeldean: August 20-29 (air handling unit installation); and,
 - Nepean Centrepointe: January 2 (boiler issues).
- A number of short-duration branch and department closures occurred due to unplanned facility issues (e.g. fire alarms/evacuations, power outages; staff shortages).
- 16 branches were closed, and bookmobile stops were cancelled, for up to 43 hours as a result of the city-wide weather-related emergency in September 2018.
- Exceptions for the bookmobile and kiosk services were reported to the Board and members of the public through social media and email.

Section 27: Architectural designs for new buildings

- There were no exceptions during the period January 1 – December 31, 2018

Section 30: General compensation policies and salary levels

- The Management and Professional Exempt level is under review.

Section 31: Organizational Structures

- Changes in staffing and reporting structures in Alternative Services and Content Services to accommodate operational requirements.

Section 32: Performance assessment and salary setting for individual staff

- There were no exceptions during the period January 1 – December 31, 2018

Section 33: Hire, appoint, promote, suspend, dismiss, and manage the performance of individual staff

- Appointment of Acting Division Manager, Central Library Project.

Section 35: Negotiation of Collective Agreements

- There were no exceptions during the period January 1 – December 31, 2018

CONSULTATION

Program/Portfolio Managers and Senior Management were consulted in the development of this report.

LEGAL IMPLICATIONS

There are no legal implications associated with this report.

RISK MANAGEMENT IMPLICATIONS

Non compliance with Board and Library Administrative policy may increase risk to the organization. Management continually reviews the policies and procedures including Board policies, with a view to strengthening, and adding more rigour.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

ACCESSIBILITY IMPACTS

There are no accessibility impacts associated with this report.

TECHNOLOGY IMPLICATIONS

There are no technology impacts associated with this report.

DISPOSITION

Staff will report on the 2019 Policy Compliance and Delegation of Authority Annual Reporting in Q2 2020.