

**Report to / Rapport au:**

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

**May 12, 2015 / 12 mai 2015**

**Submitted by / Soumis par:**

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**File Number: OPLB-2015-0043**

**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 the annual 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 2014 covers the period from January 1, 2014 to December 31, 2014.

### 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
City of Ottawa Older Adult Plan	Funding for additional staffing and devices to extend the OAP curriculum to train seniors on use of technology
Canada Council Grant	Funding for Author series (through Multicultural Arts for Schools and Communities – MASC)
Citizenship and Immigration Canada	Application for contribution agreement for settlement program.
City of Ottawa Public Health	Funding for OPL's Literacy Programs
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, and fund outreach programs that strengthen the library as a community hub
Ministry of Tourism, Culture, and Sport – Operating, Pay Equity and First Nations Salary Supplement Grant	Annual funding to assist with Public Library operating and Pay Equity costs

#### Section 7. Agreements with the Federal and Provincial Governments

There were no exceptions during the period January 1, 2014 – December 31, 2014.

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: \$40,800
Canada Council Grant	Grant received: \$1,250
Citizenship and Immigration Canada	Contribution received: \$153,026
City of Ottawa Public Health	Support received: \$50,000
Bells Corners Legion	Contribution received: \$1000
Ministry of Tourism, Culture and Sport – Capacity Building Grant	Contribution received <sup>1</sup> : \$125,780
Ministry of Tourism, Culture and Sport – Operating, Pay Equity, and First Nations Salary Supplement Grant	Grant received: \$1,380,328
Friends of the Ottawa Public Library Association	Contribution received: \$215,000

2. EXCEPTION REPORTING

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

There were no exceptions during the period January 1, 2014 – December 31, 2014.

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

There were no exceptions during the period January 1, 2014 – December 31, 2014. Implementation consisted of Board-approved frameworks only (e.g. collection management framework, digital content advocacy, bookmobile reviews).

Section 19. Administrative and operational policies

During the time period January 1, 2014 – December 31, 2014, four (4) new documents were issued, and ten (10) were revised.

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<sup>1</sup> Funding not received until 2015. Will be expended in this fiscal year.

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

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

Branches were closed due to RFID implementation as follows:

- Greenboro – May 15 – 16, 2014 and June 26 – July 7, 2014
- Cumberland – July 7-8, 2014, and August 11 – 19, 2014
- Rockcliffe Park – October 14 – 22, 2014
- Greely – November 6-10 and November 12, 2014
- Carlingwood – October 9 – 15, 2014 and November 10-19, 2014

Main and Rideau were closed October 22, 2014 due to a public incident.

Greely branch was partial closed August 6, 2014 due to insufficient staff.

All branches were closed the morning of December 12, 2014 for an OPL Employee Forum.

A number of short-duration branch closures occurred due to facility issues (e.g. power outages).

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 January 1, 2014 – December 31, 2014.

Section 26. Website designs and modifications

There were no exceptions during the period January 1, 2014 – December 31, 2014.

Section 29. Organizational structure

Creation of Division Manager, Central Library position and subsequent realignment of organizational functions.

Section 30. Performance assessment and salary setting for individual staff

There were no exceptions during the period January 1, 2014 – December 31, 2014.

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

There were no exceptions during the period January 1, 2014 – December 31, 2014.

Section 33. Negotiation of collective bargaining contracts

There were no exceptions during the period January 1, 2014 – December 31, 2014.

## **CONSULTATION**

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

## **LEGAL IMPLICATIONS**

There are no legal implications associated with this report.

## **RISK MANAGEMENT IMPLICATIONS**

There are no risk management implications associated with this report.

## **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**

There are no dispositions associated with this report.