

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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SUBJECT: 2015 Policy Compliance Report and Delegation of Authority Annual Reporting

OBJET: Politique de conformité 2015 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 the Ottawa Public Library. The 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 Board's attention is primarily focused on the long-term needs and goals for the library, not the administrative or operational details.

To achieve the above, the Board established policy 002-OPLB Delegation of Authority (DOA), last amended May 2015. 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 will report annually to confirm compliance with Board and Library 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).

DISCUSSION

Reporting covers the period from January 1, 2015 to December 31, 2015.

1. BOARD AND LIBRARY ADMINISTRATIVE POLICY COMPLIANCE REPORTING

I hereby report compliance on all provisions outlined in all OPL Board and Library administrative policies.

2. REPORTING ON PURCHASING AND FINANCIAL DECISIONS

Section 4: Approve general competitive and non-competitive expenditures, including but not limited to: operating expenses, lease agreements, tenders or contracts, and software license agreements.

Lease Agreement* – 199 Glen Park Drive, Blackburn Hamlet branch (2015 – 2020): \$794,334.32 (includes HST). Signed: March 2015

*N.B. - At the time of signing, the DOA did not include specifics regarding authority levels for leases. Clarification was made in May 2015 to reflect the CEO's authority over single and multi-year leases with total expenditure within financial authority. Future leases will be reported to the Board in accordance with the clarified DOA.

Section 5: Expenditures for Library Collections

There were no exceptions during the period January 1, 2015 – December 31, 2015.

Section 7: Applications for Grants and Other Funding – see table 1 below

AGENCY	APPLICATION DESCRIPTION
Bank of Montreal	Funding to support Financial Literacy programming
Business Development Bank of Canada	Funding to support Small Business Week programming
Canada Council for the Arts	Funding to support Teen author visits
Canada Council for the Arts / City of Ottawa	Funding to subsidize programs and author visits
Citizenship & Immigration Canada	Funding to support Settlement Programs
Ontario Library Capacities Fund: Research & Innovation Grant	Funding to support the Food Literacy Program
Ontario Ministry of Tourism, Culture, and Sport: Information Technology and Service Capacity (OLCF-ITS) Grant	Funding to build collections, upgrade technology, and support outreach
Ottawa Public Health	Funding to support Early literacy
City of Ottawa, Community and Social Services	Funding to expand the Techno-Buddies Program
TD Canada Trust and other sponsors	Funding to support the Canadian Children's Book Week programming
United States Embassy in Ottawa	Funding to support Speakers for the Maker Faire event

Section 8: Agreements with Federal, Provincial, and International Governments and Agencies – see table 2 below

DESCRIPTION	STATUS
Citizenship & Immigration Canada: Library Settlement Program	Contribution received: \$85,650
Elections Canada: Polling stations set up at Emerald Plaza, Tallwood, Stittsville, and Osgoode branch	Service provided
Ontario Ministry of Tourism, Culture, and Sport: Information Technology and Service Capacity (OLCF-ITS) Grant	Grant received: \$105,386
United States Embassy in Ottawa: Speakers for Maker Faire	Contribution received: \$6,948 (US)

Section 9: Service agreements, contribution agreements, and grant agreements – see table 3 below

DESCRIPTION	STATUS
Bank of Montreal: Money-smart Living program	Contribution received: \$1,400
Business Development Bank of Canada: Small Business Week Programs	Contribution received: \$500
City of Ottawa Older Adult Plan: Technology Programming Grant	Grant received: \$10,000
Diefenbucker Classic Steering Committee: Charitable donation receipting (ongoing)	Service provided
Friends of the Ottawa Public Library Association	Contribution received: \$193,561

DESCRIPTION	STATUS
Ottawa Public Health: Early Literacy Grant	Grant received: \$50,000
As per the approved Alternative Services Framework, service agreements for existing and alternate bookmobile stops are in the process of being established	Agreements are in place for: <ul style="list-style-type: none">– Rideau-Rockcliffe Community Resource Centre– Ottawa Community Housing Corporation– Police Youth Centre, Boys and Girls Club of Ottawa– Rideauview Community Centre (City of Ottawa)– Sarsfield Community Association
Right Bike: Bicycle Lending Program	Service provided / rendered
Sharing in Student Success Program	Service provided
Smart Library	Service provided / rendered

3. EXCEPTION REPORTING

Section 11: Contracts for Board approved projects

There were no exceptions during the period January 1, 2015 – December 31, 2015.

Section 15: Cash or near-cash prizes ≤\$300

There were no exceptions during the period January 1, 2015 – December 31, 2015.

Section 21: Implement and manage Strategic Frameworks for key services, advocacy, and fundraising

Implementation consisted of the following Board-approved frameworks on the Alternative Service Delivery Framework (September 2015) and the Ottawa Central Library Program Framework (June 2015).

Section 22: Administrative and operational policies

During the time period January 1, 2015 – December 31, 2015, five (5) new documents were issued, and 74 were reviewed / revised.

Section 25: Temporary closure or relocation of branches, and 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 social media and email.

Branches were closed due to RFID implementation as follows:

- Elmvale Acres: September 16 – 19, October 19 – 24, and November 30 – December 8, 2015
- Orléans: August 4 – 6, and September 16 – 24, 2015
- Rideau: June 8 – 10, and July 21 – 29, 2015
- Ruth E. Dickinson: June 8 – 10, and July 21 – 29, 2015

Branches were closed for renovations as follows:

- Alta Vista: May 22, 2015
- Carp: May 2 - 4, 2015
- Constance Bay: June 10 – 19, and August 26 – September 2, 2015
- Fitzroy Harbour: November 23 – 27, 2015
- Imagine Space: November 23, 2015 – January 29, 2016

A number of short-duration branch closures occurred due to unplanned facility issues (e.g. power outages; result of an incident in a community).

All branches were closed the morning of September 18, 2015 for an Employee Forum.

Section 27: Architectural designs for new buildings

There were no exceptions during the period January 1, 2015 – December 31, 2015.

Section 28: Website designs and modifications

Creation of the Central Ottawa Library Website in March 2015.

Modifications to the OPL website as follows:

- Events and programs pages redesigned to facilitate search and browsing functions;
- Integration of an online Library card renewal function;
- Language splashpage removed to align with current web standards;
- Online meeting room booking & payment function implemented; and,
- Implementation of site-wide encryption (https).

Section 31: Organizational structure

Organizational changes consisted of the creation of a Deputy Chief Executive Officer position, subsequent restructuring to align Divisions with the Deputy CEO, and changes as a result of a realignment of branch clusters.

Section 32: Performance assessment and salary setting for individual staff

Performance assessments and salary setting were completed for Senior Managers.

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

A Deputy Chief Executive Officer, and a Division Manager, Programs and Services were appointed.

Section 35: Negotiation of collective agreements

There were no exceptions during the period January 1, 2015 – December 31, 2015.

CONSULTATION

Library Managers and Senior Management provided input 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.