

Report to / Rapport au:

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

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File Number: OPLB-2016-0135

SUBJECT: 2016 Ottawa Public Library Board Work Plan

**OBJET: Plans de travail 2016 du Conseil d'administration de la Bibliothèque
publique d'Ottawa**

REPORT RECOMMENDATIONS

That the Ottawa Public Library Board:

- 1. Approve the 2016 Board Work Plan (Appendix 1);**
- 2. Approve the creation of an Ad-Hoc Committee to work with staff on the
Facilities / Growth Investment Planning; and,**
- 3. Receive the 2016 Corporate Work Plan (Appendix 2) for information.**

RECOMMANDATIONS DU RAPPORT

Que le Conseil d'administration (C.A.) de la Bibliothèque publique d'Ottawa :

- 1. Adopte le plan de travail 2016 du C.A. (Annexe 1); et,**
- 2. Adopte la création d'un Comité ad hoc pour travailler avec le personnel sur
les installations / croissance de planification des investissements; et,**

**3. Reçoit le plan de travail 2016 de la corporation pour information.
(Annexe 2)**

BACKGROUND

On April 6, 2015, the Ottawa Public Library Board approved the 2015 – 2018 Strategic Directions and Priorities, developed to ensure that OPL remains customer-focused and responsive to community needs:

SERVICES that are customer centric:

- Act as a catalyst for exploration and discovery
- Provide physical and digital collections that are responsive to customer demands and community needs
- Enhance the customer experience by leveraging best practices and technology.

SPACES for community, collections, and creation

- Develop an inclusive, dynamic Central Library enabling creation and learning
- Sustain collaborative and flexible physical spaces across the system
- Design virtual spaces for creation and sharing

SUCCESS through learning, literacy, and innovation

- Strengthen and promote the library's reach and value
- Foster community partnerships
- Align library services in support of community needs

The Priorities provide OPL with the strategic direction to inform the development of annual work plans for both the Board and staff.

DISCUSSION

The 2016 Board Work Plan (Appendix 1) includes seven key action items involving the Board's stewardship, strategic direction, and active participation. The items are both legacy and future-focused activities. Activities and initiatives for 2016 align with each of the approved Priorities. Considerations used to determine the key action items include activities initiated in 2015 with continued efforts in 2016, new activities pertaining to

strategically advancing the organization, and the Board's key priority, the Central Library Development Project.

As per Board Policy 001 – Roles and Responsibilities of the Board, the Board's "...attention shall primarily be on the long-term needs and goals for the library..." In recognition of this, staff recommend the creation of an Ad-Hoc Committee on Facilities Investment and Growth Planning Study, (comprising up to two trustees) to serve as advisors to staff in the development of the long-term plan.

The Corporate Work Plan (Appendix 2) recognizes that significant staff involvement will occur in implementing the aforementioned items of the Board Work Plan, as well as items that advance the organization in a number of key areas.

While strategic priorities exist for the term of the Board, the work plans are not exhaustive listings of the activities to be undertaken by the Board and staff, but focused on the key action items for 2016, given the time, scope, and effort required for some of the files. Approval of the work plan herein does not preclude the addition of items that may arise during the year for which the Board directs staff to complete, or other work carried out during the normal course of operations.

CONSULTATION

Input from numerous sources informed the planning discussions. The Ottawa Public Library Management Team was guided through a facilitated process to develop the annual Corporate Work Plan. The Corporate Work Plan was provided to Board Trustees (through a workshop) to gather input into the proposed Board Work Plan.

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

Funding for all activities within this report are covered by the approved 2016 OPL Capital and Operating budgets, or through external grants.

ACCESSIBILITY IMPACTS

There are no accessibility impacts associated with this report.

TECHNOLOGY IMPLICATIONS

There are no technology implications associated with this report.

BOARD PRIORITIES

If approved, this report confirms the Ottawa Public Library Board's 2016 Work Plan.

SUPPORTING DOCUMENTATION

Appendix 1 2016 Board Work Plan

Appendix 2 2016 Corporate Work Plan

DISPOSITION

If approved, staff will facilitate the creation of the ad hoc committee on Facilities Investment and Growth Planning.