

Report to/Rapport au :

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

**July 7, 2014
Le 7 juillet 2014**

**Submitted by/Soumis par : Danielle McDonald
Chief Executive Officer / Directrice générale**

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Ref N°: OPLB-2014-0069

SUBJECT: Monitoring Report: A.30 Protection of Branches

OBJET : Rapport de contrôle : A.30 Protection des succursales

REPORT RECOMMENDATION

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

RECOMMANDATION DU RAPPORT

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

Executive Limitations Policy A.30, Protection of Branches, formerly known as Protection of Services, was approved by the Board January 21, 2008 and last reviewed July 7, 2011. It states:

The Chief Executive Officer shall protect the branches of the Ottawa Public Library for the citizens of Ottawa.

Accordingly, the CEO shall:

1. Maintain the total hours of the Library system, with the exception of:

- a) Scheduling statutory holidays and holiday periods.*
- b) Renovations/repairs to facilities of ten (10) business days or less.*
- c) Emergencies.*
- d) Incidents that affect health and safety.*

The total hours of the Library system have been maintained with the following exceptions:

- a) System-wide closure for the 13 public holidays in accordance with the collective agreement.
- b) Local closure while small repairs and renovations are completed. This includes painting, carpet replacement and minor retrofits required to support RFID implementation. When closure of more than 10 business days is required, Board approval is sought, e.g. closing the Emerald Plaza branch to facilitate phased construction of the 2013 expansion and renovation.
- c) Local closure for short emergency purposes including loss of power and/or water.
- d) Local closure for incidents affecting health and safety of the staff and public.

I report compliance.

2. Not close, relocate or combine any branches of the system unless specifically directed by the Board.

There have been no closing, relocating or combining of library branches during the monitoring period. **City Council is the body responsible of overseeing permanent branch closures.**¹

¹ At its July 7, 2014 meeting, the Ottawa Public Library Board gave consensus to amend the report to clarify the Board's authority over branch closures. It was specified that City Council is the body responsible for branch closures.

I report compliance.

3. *Promote public awareness of the need to invest in community and district branches and to build a new central library to serve and support the system as a whole.*

Several key actions occurred in this area including:

- Advancement of facilities renewal priorities during the monitoring period including: completion of Emerald Plaza branch renewal and expansion; near completion of the planning phase for an expansion of the Constance Bay Branch; and, approval of funding to undertake detailed planning for the Rosemount Branch.
- The Beaverbrook Branch expansion is proceeding on schedule and within budget, opening in early August and the celebratory opening planned for August 23, 2014
- Development of a functional program and preliminary design concepts for modernization of the Main Library has been completed and will be presented to the Board in July 2014.

I report compliance.

4. *Be prepared to respond effectively to any future library building proposals that may come forward.*

Preliminary planning has been completed to identify requirements for renewal of the Centennial Branch. Preliminary planning has been completed to identify program requirements for the Rosemount Branch with detailed planning scheduled as the next step in the renewal process. The current Main branch planning studies will be used to support Board decisions on next steps in the planning process for renewal of the Main branch.

I report compliance.

5. *Preserve core services offered at each branch.*

Core services have remained intact across all locations and communities in the past year. The Library also seeks to deliver services in alternative ways. Branch renovations are planned to minimize impact on library services. Retrofit and renewal projects are phased to allow for brief closures during construction, rather than one long closure. Hoarding is used to contain construction areas and allow safe provision of library services during construction.

6. *Maintain the Board-approved structure for library fees and fines.*

Fines for the loan of Makerspace equipment are consistent with other technology-related fines within OPL's system.

I report compliance.

I hereby present my monitoring report on executive limitation policy A.30 Protection of Branches. I certify that the information contained in this report is true.

Signed: _____ Date: June 27, 2014

Danielle McDonald
Chief Executive Officer