

Report to/Rapport au :

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

**March 17, 2014
Le 17 mars 2014**

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

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Ref N°: OPLB-2014-0031

SUBJECT: Monitoring Report A.15 Administrative Practices

OBJET : Rapport de contrôle A.15 Pratiques administratives

REPORT RECOMMENDATION

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

RECOMMANDATION DU RAPPORT

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

Executive Limitations Policy A.15, Administrative Practices was approved by the Board December 5, 2002 and last revised April 12, 2010. It states:

- 1. The CEO shall ensure that the Library's administrative practices are consistent with those of the City of Ottawa, provided that such practices are appropriate for the Library's operations, enhance productivity or customer service, and conform with Library policies.*

As the 'parent' organization, the City of Ottawa provides a well-established and supported administrative framework in which the Ottawa Public Library operates.

This includes library access to powerful management tools such as SAP which is used to monitor and track human resources and financial systems. Recent examples include access to processes and tools for:

- Attendance Management
- Organization and position management transactions including submission and monitoring of time and leave (ongoing)

It should be noted that within SAP, the Library is considered a separate organizational unit, distinct from City departments.

Prior to implementing any City administrative practice, OPL evaluates the specific practice to ensure that it meets OPL's business requirements, and if modifications to reflect the Library's separate governance structure are required.

I report compliance.

I hereby present my monitoring report on executive limitation policy A.15 Administrative Practices. I certify that the information contained in this report is true.

Original signed by

D. McDonald, CEO

Signed: _____ Date: March 4, 2014