

Report to / Rapport au:

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

May 10, 2022 / 10 mai 2022

Submitted by / Soumis par:

Danielle McDonald, Chief Executive Officer / Directrice générale

Contact Person / Personne ressource:

*Sarah Macintyre, Program Manager, OPL Board & Strategic Services / Gestionnaire de programmes, Conseil d'administration de la BPO et services stratégiques
(613) 899-3539 Sarah.Macintyre@bibliooottawalibrary.ca*

File Number: OPLB-2022-0506

SUBJECT: 2021 Policy Compliance and Delegation of Authority Annual Reporting

OBJET: Politique de conformité 2021 et rapport annuel sur la délégation de pouvoir

REPORT RECOMMENDATION

That the Ottawa Public Library (OPL) Board receive this report for information.

RECOMMANDATION DU RAPPORT

Que le Conseil d'administration (C.A.) de la Bibliothèque publique (BPO) d'Ottawa prenne connaissance de ce rapport à titre d'information.

BACKGROUND

As per Ottawa Public Library (OPL) Board policy 001-Roles and Responsibilities of the Board and Trustees, the OPL Board ("the Board") is accountable for the full range of decisions affecting OPL. 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 primarily focuses on the long-term needs and goals for the library, not the administrative or operations details.

To achieve the above, the Board established policy 002-OPLB Delegation of Authority (DOA), last amended in November 2021. 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-CEO Reporting and Board Monitoring, staff report annually to confirm compliance with Board and OPL policies, as well as report on the DOA.

The purpose of this report is to confirm 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), for 2021. The report does not include multi-year agreements, if reported in a previous DOA annual report.

DISCUSSION

Reporting covers the period from January 1 to December 31, 2021.

1. EMERGENCY OR SPECIAL CIRCUMSTANCES

On July 22, 2021, the City of Ottawa ended the state of emergency due to COVID-19, which had been in place since March 25, 2020.

2. BOARD AND LIBRARY ADMINISTRATIVE POLICY COMPLIANCE REPORTING

I hereby report compliance on all OPLB and Library administrative policies.

3. REPORTING ON PURCHASING AND FINANCE DECISIONS

Section 4: I hereby report compliance on all general competitive and non-competitive expenditures as per the City of Ottawa Purchasing By-law No. 50 2000 (as amended from time to time) with respect to contract expenditures in amounts of less than \$15,000, and not reported in the quarterly financial reports. Library management work

with the City of Ottawa's Supply Management branch to ensure the City of Ottawa Purchasing By-law, and all City of Ottawa financial policies and procedures are rigorously followed for all contracts and items purchased through standing offers, Request for Proposal and Request for Tender processes, the automated payment system, payment without reference, purchasing cards, and petty cash.

Section 5: Exercise approved spending authority for all OPL collections up to the annual approved operating budgets.

- There were no exceptions during the period January 1 – December 31, 2021.

Section 7: Exercise approved spending authority for all capital projects up to the annual approved capital budget.

- There were no exceptions during the period January 1 – December 31, 2021.

Section 8: Approve additional expenditures for amendments to previously approved projects based on the deviation from the originally approved amount.

- Additional funding of \$25,000 required for the Metcalfe branch temporary location (Board approval was \$250,000 for the project budget; increase of equal to 10%).

Section 9: Applications for Grants and Other Funding – see Table 1 below:

Table 1 - Applications for Grants and Other Funding

Agency	Application description
City of Ottawa Older Adult Plan	Funds (\$26,000) for Aging Well Together Wellness Fridays programming, with accompanying program supply kits.

Section 10: Agreements with Federal, Provincial, and International Governments and Agencies – see Table 2 below:

Table 2 – Agreements with the Federal, Provincial, and International Governments and Agencies

Description	Status
Ontario Ministry of Heritage, Sport, Tourism and Culture Industries: Public Library Operating, Pay Equity, and First Nations Salary Supplement Grant (PLOG) – Operating	Contribution agreement, received: \$1,210, 328
Ontario Ministry of Heritage, Sport, Tourism and Culture Industries: Public Library Operating, Pay Equity, and First Nations Salary Supplement Grant (PLOG) – Pay Equity	Contribution agreement, received: \$170,000

Section 11 Service agreements, contribution agreements, and grant agreements – see Table 3 below:

Table 3 – Service Agreements, Contribution Agreements, and Grant Agreements

Description	Status
City of Ottawa Older Adult Plan for Aging Well Together Wellness Fridays programming, with accompanying program supply kits.	Grant agreement (\$26,000)
Bookmobile and Kiosk Bookmobile	Renewed Memorandum of Agreement
Frontier Collection, partnership and Memorandum Agreement to offer/support virtual Homework Help	Services provided / rendered

Sun Life Assurance Company of Canada	Sponsorship (\$70,000) \$35,000 x 2 (2021-2022) Support the Sun Life Musical Instrument Lending Library (MILL)
City of Ottawa Recreation, Cultural, and Facility Services Department agreement relating to the Ottawa Book Awards	Memorandum of agreement
U.S. Embassy Ottawa funds for Cardboard Kingdom Book Club programming	Memorandum of Agreement (\$3,500). Unspent balance (\$2,392) reimbursed.
Ottawa Public Health – use of Greenboro branch as a flu vaccination clinic	Services provided / rendered

4. EXCEPTION REPORTING

Section 12: Contracts for Board-approved capital projects

- There were no exceptions during the period January 1 – December 31, 2021.

Section 15: Set or change fees for merchandise

- There were no exceptions during the period January 1 – December 31, 2021.

Section 16: Approve charitable donations through fundraising to OPL, assuring due diligence in gift acceptance.

- OPL received donations of \$50,508.00 as part of Annual Fundraising.
- OPL received donations of \$1,156,950.00 as part of the Central Library Campaign.

Section 17: Cash or near-cash prizes ≤\$300

- There were no exceptions during the period January 1 – December 31, 2021.

Section 21: Implement and manage Board position statements and strategic frameworks.

- The following strategic framework has been extended until 2023:
 - Alternative Services Delivery Framework 2016-2020 (OPLB-2015-0071), approved by the Board on September 14, 2015

Section 22: Administrative and operational policies

- There were no exceptions during the period January 1 – December 31, 2021.

Section 25: Temporary closure or relocation of branches, and modification of bookmobile routes or kiosk services

- As per the DOA and the Branch Closure Policy, the following branches were closed for repairs and renovations in 2021:
 - Alta Vista: June 12-23 (entrance ramp repairs), July 26 to August 21 (repairs to vestibule), and October 12-15 (completion of vestibule repairs).
 - Main: January 29-30 (planned power shutdown).
 - Orléans: June 14-19 (maintenance and improvements).
 - Rosemount: February 16 (completion of outstanding construction work), August 23-29 (repair the mullions on the reading room / glass enclosure, which did not meet identified quality standards). September (correct a drainage issue caused by sloping at the front entrance).
 - Sunnyside: December 8-10 (replacement of heating unit).
- All branches were closed the morning of December 3 (Employee Forum).
- Closures to the Bookmobile and Kiosk due to Provincial COVID-19 restrictions within the Hunt Club Riverside Park Community Centre.
- Several short-duration branch and department closures occurred due to unplanned facility issues (e.g. fire alarms, evacuations, pipes bursting, power outages, staff shortages, testing of electrical system, water main repairs, and weather).
- Short-duration closures of the bookmobile and kiosk services were reported to the Board and members of the public through the OPL website, social media and email. (Bookmobile was scheduled to attend 1248 total stops, 25 stops/week for 52

weeks, minus statutory holidays. 95 of these stops were cancelled or significantly modified due to staff illness, mechanical issues or extreme weather events).

Section 27: Architectural designs for new buildings

- There were no exceptions during the period January 1 – December 31, 2021.

Section 31: Organizational Structures

- There were no exceptions during the period January 1 – December 31, 2021.

Section 32: Performance assessment and salary setting for individual staff

- There were no exceptions during the period January 1 – December 31, 2021.

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

- Appointment of Acting Program Manager, Board and Strategic Services.

Section 35: Negotiation of Collective Agreements

- There were no exceptions during the period January 1 – December 31, 2021.

CONSULTATION

OPL Managers and the Senior Management team were consulted in the development of this report.

ACCESSIBILITY IMPACTS

Ottawa Public Library supports and considers the *Accessibility for Ontarians with Disabilities Act, (2005)* in its operations. There are no accessibility impacts associated with this report.

BOARD PRIORITIES

The OPL Board established policy 002-OPLB Delegation of Authority (DOA) that defines the decisions that are reserved by the Board and those that the CEO or delegate may make.

BUSINESS ANALYSIS IMPLICATIONS

There are no business analysis implications associated with this report.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

LEGAL IMPLICATIONS

There are no legal implications associated with this report.

INDIGENOUS AND GENDER EQUITY IMPLICATIONS

There are no specific Indigenous, gender or race equity implications associated with the report recommendation.

RISK MANAGEMENT IMPLICATIONS

Non-compliance with Board and Library Administrative policy may increase risk to the organization. Management continually reviews the policies and procedures including Board policies, with a view to strengthening, clarifying, and adding more rigour where required.

TECHNOLOGY IMPLICATIONS

There are no technology impacts associated with this report.

DISPOSITION

Staff will report on the 2022 Policy Compliance and Delegation of Authority Annual Reporting in Q2 2023.