

**Report to / Rapport au:**

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

**March 7, 2017 / 7 mars 2017**

**Submitted by / Soumis par:**

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**File Number: OPLB-2017-0303**

**SUBJECT: 2016 Policy Compliance Report and Delegation of Authority Annual Reporting**

**OBJET: Politique de conformité 2016 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 (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 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 OPL 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, 2016 to December 31, 2016.

### **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 FINANCE DECISIONS**

#### **Section 5: Expenditures for Library Collections**

Food Literacy Project - \$6,153 funds from Ontario Libraries Capacity Fund: Research & Innovation spent on library materials for the bookmobiles.

**Section 7.** Applications for Grants and Other Funding – see Table 1 below:

**Table 1 - Applications for Grants and Other Funding**

AGENCY	APPLICATION DESCRIPTION
City of Ottawa Public Health	Funding to support ongoing Early literacy initiatives (\$75,000)
Community Foundation of Ottawa	Funding to support Aging by the Book Program (\$6,100), as well as a Letter of Intent to support the application for a multi-year grant towards the Food Literacy Program
Crime Prevention Ottawa –City of Ottawa	Applied for funding for mural projects to support graffiti prevention and youth empowerment
Grants Ontario: Ontario 150 Community Celebration Program	Funding to support Canada 150 programming
Ministry of Tourism, Culture, and Sport – Public Library Operating, Pay Equity and First Nations Salary Supplement Grant (PLOG) – Pay Equity	Annual funding for the operating grant provided by the Ministry
Young Canada Works at Building Careers in Heritage Program	Funding for an interim position of Librarian for the fiscal year 2016-2017 to assist with Canada 150 programming (\$10,000)

**Section 8:** 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
Citizenship & Immigration Canada: Library Settlement Program	Contribution received: \$75,556
Library and Archives Canada: Exploration of potential partnership for Ottawa Central Library Joint Facility	Letter of Intent signed

Ontario Library Capacities Fund: Research & Innovation Grant: Funding to support the Food Literacy Program	Contribution received: \$93,445
Ontario Ministry of Tourism, Culture, and Sport: Information Technology and Service Capacity (OLCF-ITS) Grant	Grant received: \$105,402
Ontario Ministry of Tourism, Culture and Sport: Public Library Operating, Pay Equity, and First Nations Salary Supplement Grant (PLOG) – Operating	Contribution received: \$1,210,328
Ontario Ministry of Tourism, Culture and Sport: Public Library Operating, Pay Equity, and First Nations Salary Supplement Grant (PLOG) – Pay Equity	Contribution received: \$170,000

**Section 9:** Service Agreements, contribution agreements, and grant agreements – see Table 3 below:

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

DESCRIPTION	STATUS
Airbrowz – provision of mobile application for promotion of OPL events, as part of the City's Innovation Pilot Program	Services provided / rendered
Bookmobile Stops – As per the approved Alternative Services Framework, service agreements for existing and alternate bookmobile stops were established	Agreements established in 2016: <ul style="list-style-type: none"> <li>• Carson Grove: Rideau-Rockcliffe Community Resources Centre</li> <li>• Eva James Community Centre</li> <li>• Minto Recreation Complex (Barrhaven)</li> <li>• Rideauview Community Centre</li> <li>• Sarsfield Community Association</li> </ul>
Business Development Bank of Canada: Small Business Week Programs	Contribution received: \$500
Centrepointe Theatre – agreements for 2017 events (Awesome Authors, Teen	Service Agreement

Tech Awards, and Alan Doyle concert – rental and in-kind services)	
City of Ottawa Parks, Recreation and Cultural Services relating to the Ottawa Book Award	Memorandum of Agreement
City of Ottawa Public Health: Early Literacy Grant	Grant received: \$50,000
Community Foundation of Ottawa for OPL's Aging by the Book Program	Grant received: \$6,100
Diefenbaker Classic Steering Committee: Charitable donation receipting (ongoing)	Service provided
Friends of the Ottawa Public Library Association	Contribution received: \$350,000
Media Smarts and the University of Ottawa Criminology Department	Service Agreement
Ottawa 2017 - Mayor's Poetry Contest Canada150	Service Agreement
Ottawa Community Foundation – Management of Legacy Trust Funds and Donor Investments	Contribution received: \$55,444.96
Pedagomar – use of OPL content (Jardin de la lecture) on website.	Service Agreement in place
Sharing in Student Success Program	Service provided
Smart Cybersecurity Network (SERENE-RISC) - pilot program for interactive training for online security and safety	Service Agreement
Smart Library	Service provided / rendered

### 3. EXCEPTION REPORTING

#### **Section 11:** Contracts for Board approved projects

There were no exceptions during the period January 1, 2016 – December 31, 2016.

**Section 14:** Approve funding activities performed by third parties

Annual Diefenbooker held May 2016.

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

There were no exceptions during the period January 1, 2016 – December 31, 2016.  
One \$50 gift card was purchased to Librarie du Soleil for an online contest.

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

Implementation of the Facilities Framework, used for planning re: Riverside South Branch, Rosemount Branch

**Section 22:** Administrative and operational policies

During the period January 1, 2016 – December 31, 2016, one (1) new policy was issued, and 38 were reviewed / revised.

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

Branches were closed due to RFID implementation as follows:

- Carp: February 29 – March 10
- Manotick: July 25 – 30 and September 19 – 29
- North Gower: July 11 – 24
- Rideau: December 5 – 15
- Stittsville: June 17 – July 14 (Depot provided June 18 – July 14)

Branches were closed for renovations as follows:

- Blackburn Hamlet: October 8
- Carp: November 18 – 19
- Main: June 11

A number of short-duration branch closures occurred due to unplanned facility issues (e.g. fire drills, fire alarms/evacuations, power outages; staff shortages):

All branches were closed the morning of October 21 for Employee Meetings.

Exceptions for the bookmobile and kiosk services were reported to the Board and members of the public through social media and email. Temporary modification of the stop at Bayview School (July 6, 2016 – September 14, 2016) - 3310 McCarthy Road.

**Section 27:** Architectural designs for new buildings

There were no exceptions during the period January 1, 2016 – December 31, 2016

**Section 28:** Website designs and modifications

- Creation of a Canada150 webpage;
- Ottawa Central Library website;
- Creation of the Economic Benefit Study online content;
- Numerous pages (including homepage) redesigned to facilitate search and browsing functions, and for improved accessibility;

**Section 31:** Organizational Structures

Ongoing review of vacancies in branches to increase core hours of existing positions, thereby reducing the number of positions to manage. Changes in staffing structure in Content Services to streamline leadership roles.

**Section 35:** Negotiation of Collective Agreements

Mandate was received by the Board to embark upon collective bargaining; ratification Q1 2017.

**CONSULTATION**

Library Program Managers and Senior Management were consulted 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.