

Report to / Rapport au:

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

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File Number: OPLB-2018-0302

SUBJECT: 2018 Ottawa Public Library Board Work Plan

**OBJET: Plan de travail 2018 du Conseil d'administration de la Bibliothèque
publique d'Ottawa**

REPORT RECOMMENDATIONS

That the Ottawa Public Library Board:

- 1. Approve the 2018 Board Work Plan (Appendix 1);**
- 2. Approve the creation of an Ad Hoc Committee composed of two trustees (2): Steven Begg and Pamela Sweet, to work with staff on the Intellectual Freedom Framework;**
- 3. Approve the creation of an Ad Hoc Committee composed of two trustees (2): Kathy Fisher and Allan Higdon, to work with staff on the Hours of Operation Optimization; and,**
- 4. Receive the 2018 Corporate Work Plan (Appendix 2) for information.**

RECOMMANDATIONS DU RAPPORT

Que le Conseil d'administration de la Bibliothèque publique d'Ottawa :

1. **Adopte le plan de travail 2018 du Conseil d'administration (Annexe 1);**
2. **Adopte la création d'un Comité spécial, composé de deux administrateurs(trices) (2): Steven Begg et Pamela Sweet, chargé de collaborer avec le personnel sur le cadre d'énoncé à la liberté intellectuelle;**
3. **Adopte la création d'un Comité spécial, composé de deux administrateurs(trices) (2): Kathy Fisher et Allan Higdon, chargé de collaborer avec le personnel sur l'étude de l'optimisation des heures d'ouverture;**
4. **Prenne connaissance du plan de travail 2018 de la corporation pour information (Annexe 2).**

BACKGROUND

On April 6, 2015, the Ottawa Public Library Board approved the following 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 needed to inform the development of annual work plans for both the Board and staff.

DISCUSSION

The 2018 Board Work Plan (Appendix 1) includes seven key action items involving the Board's stewardship, strategic direction, and active participation. The 2018 items are both legacy and future-focused activities, aligning with an approved strategic priority. Considerations used to determine the key action items include: activities initiated in 2017 with continued efforts in 2018; new activities pertaining to strategically advancing the organization; items identified as part of the 2018 budget process; and the Board's key priority, the Central Library Development Project (Ottawa Public Library - Library Archives Canada Joint Facility Project).

The 2018 Corporate Work Plan (Appendix 2) recognizes that significant staff involvement will occur in implementing Board Work Plan, as well as other key activities that advance the organization.

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 two Ad Hoc Committees to serve as advisors to staff in the development of two key long-term plans. The first Ad Hoc Committee will contribute to development of the Intellectual Freedom Framework, and the second will assist in reviewing OPL's Hours of Operation optimization. The existing Ad-Hoc Committees for Board Governance, CEO Performance, Technology Framework, Order of Friendship, and Alternative Services Long-Term Plan continue until such time that a recommendation to disband is approved.

While the work plans are not exhaustive listings of the activities to be undertaken by the Board and staff; rather they are focused on the key action items for 2018, given the time, scope, and effort required. Approval of the Board Work Plan 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 including OPL Management informed the planning discussions.

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 2018 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 2018 Work Plan.

SUPPORTING DOCUMENTATION

Appendix 1 2018 Board Work Plan

Appendix 2 2018 Corporate Work Plan

DISPOSITION

If approved, staff will facilitate the creation of the Ad Hoc Committee on Intellectual Freedom Framework and the Ad Hoc Committee on Hours of Operation Optimization.