

MONITORING REPORT

Subject: Board Policy A.6, Asset Protection

Prepared by: Danielle McDonald, Chief Executive Officer

Prepared for: Ottawa Public Library Board

Meeting of: May 14, 2012

Date of preparation: April 26, 2012

Executive Limitations Policy A.6 Asset Protection was approved by the Board on February 25, 2002 and was last revised on September 12, 2011. It states:

The Chief Executive Officer must allow for the adequate protection and maintenance of all assets while identifying and minimizing unnecessary risks to the same.

Accordingly, the CEO shall:

1. *Insure against theft and major casualty losses to replacement value and against liability assigned to staff or the organization itself in an amount consistent with the coverage of the City of Ottawa.*

OPL is fully insured under the City of Ottawa's liability insurance policy. Any issues regarding insurance liability or potential claims are handled directly by the City of Ottawa's Risk Management group as part of their risk management process.

I report compliance.

2. *Protect intellectual property, information and files from loss or significant damage.*

OPL follows all City of Ottawa established policies and procedures for records management. The City of Ottawa's records management division ensures all information and files are protected from loss or damage. The OPL

continues to convert its records over to the City of Ottawa's records system and is moving towards electronic records management.

I report compliance.

3. *Take all appropriate action in response to theft of or damage to Board assets.*

There have been minor incidents of theft to OPL Board assets in the last year. These incidents included theft of iPads and DVDs. Incident reports as well as police reports were completed and filed where appropriate. OPL monitors incident reports on a quarterly basis and shares statistical information with management.

The Library, in partnership with Corporate Security, completed a thorough system-wide threat and risk analysis in 2010 and in 2011 addressed all identified threats and risks for over one third of our branches. Additionally the OPL Safety Plan will continue to be monitored as approved by the Board in December of 2010. This further identifies processes by which assets are protected.

I report compliance.

4. *Agree to substantial disposition of assets only with Board consent.*

There was no substantial disposition of assets in the last year. Permission is requested of the Board when disposing of substantial assets.

I report compliance.

5. *Allow only bonded personnel access to material amounts of funds.*

All staff handling material amounts of cash at Library facilities are bonded. OPL follows City of Ottawa Cash Handling policies and procedures to ensure non-bonded personnel do not have access to library funds.

I report compliance.

6. *Ensure facilities and equipment are utilized within the intended scope of use and are sufficiently maintained.*

The City of Ottawa provides shared services specifically intended for the well-being and maintenance of OPL equipment and facilities on a continual basis. Parks, Buildings and Grounds (Public Works Development) provides planned lifecycle maintenance programs for all city and library facilities. The Fleet Services Division is responsible for the preventative and regular

maintenance of all Library vehicles. OPL has maintenance contracts in place on all major equipment (ILS, self-check units).

I report compliance.

7. *Avoid and minimize exposure of the organization or staff to claims of liability.*

There were no liability claims in 2011.

I report compliance.

8. *Receive, process or disburse funds under controls which meet the appointed auditor's standards.*

Library staff and the Financial Services unit diligently follow and enforce the financial policies and procedures of the Library and the City of Ottawa involving signing authority, purchasing policy and cards and PCI compliance and training. Audited financial statements for each fiscal year are presented to the Board in September of the following year ensuring that the OPL is meeting the city's appointed auditor's standards.

I report compliance.

I hereby present my monitoring report on Executive Limitations Policy A.6, Asset Protection. I certify that the information contained in this report is true.

Signed: _____
Danielle McDonald, CEO

Date: _____