

MONITORING REPORT

Subject: Board Policy A.30, Protection of Branches
Prepared by: Danielle McDonald, Chief Executive Officer
Prepared for: Ottawa Public Library Board
Meeting of: June 11, 2012
Date of preparation: May 22, 2012

Executive Limitations Policy A.30, Protection of Branches, formerly known as Protection of Services, was approved by the Board January 21, 2008 and last reviewed July 7, 2011. It states:

The Chief Executive Officer shall protect the branches of the Ottawa Public Library for the citizens of Ottawa.

Accordingly, the CEO shall:

1. *Maintain the total hours of the Library system, with the exception of:*
 - a) *Scheduling statutory holidays and holiday periods.*
 - b) *Renovations/repairs to facilities of ten (10) business days or less.*
 - c) *Emergencies.*
 - d) *Incidents that affect health and safety.*

The total hours of the Library system have been maintained with the following exceptions:

- a) System-wide closure for the 13 public holidays in accordance with the collective agreement.
- b) Local closure while small repairs and renovations are completed. This includes painting or carpet replacement. When closure of more than

10 business days is required, Board approval is sought, e.g. closing the Hazeldean Branch to complete a major renovation project.

- c) Local closure for short emergency purposes including loss of power and/or water.
- d) Local closure for incidents affecting health and safety of the staff and public, e.g. fumes resulting from carpet glue at Hazeldean necessitated brief closure of the on-site depot.

I report compliance.

2. *Not close, relocate or combine any branches of the system unless specifically directed by the Board.*

There have been no occurrences of closing, relocating or combining branches in the past twelve months.

I report compliance.

3. *Promote public awareness of the need to invest in community and district branches and to build a new central library to serve and support the system as a whole.*

Several key actions occurred in this area including:

- Board approval in September 2011 to undertake a full condition assessment of the Main Library.
- Board approval of a report in October 2011 on Library Engagement and Advocacy;
- Board approval in December 2011 of a *Strategic Plan for Ottawa Public Library 2012-2015* which includes strategic direction B. Places and Spaces that are Vital, Welcoming Community Hubs and strategic direction C. Engagement of Customers, Communities, Partners, Employees and Volunteers. To build public awareness, an advocacy and engagement implementation plan is scheduled for the Board in June 2012.
- Board approval of facilities renewal priorities which were identified through a facilities mapping tool. The list of branch priorities for incorporation into a nine-year capital forecast are: Main, Rosemount, Constance Bay, Centennial, Emerald Plaza, Elmvale Acres, North Gower, and Orléans.

I report compliance.

- 4. Be prepared to respond effectively to any future library building proposals that may come forward.*

In the past twelve months, two major planning studies have been completed and/or received by the Board: the Libraries Facilities Investment and Growth Planning Study, and the Facilities Renewal: Expenditure Prioritization Tool. Both studies are foundation pieces for a master facilities plan and serve as useful tools in responding to any future library building proposals. Also, the Main Library Building Condition Assessment that is in progress will provide critical information on identifying next steps in Main Library planning.

I report compliance.

- 5. Preserve core services offered at each branch.*

Core services have remained intact across all locations and communities in the past year. The Library also seeks to deliver services in alternative ways. For example, a library depot service is being offered in the Hazeldean Branch meeting room to provide continuity of library services to the catchment area during the closure for renovations.

- 6. Maintain the Board-approved structure for library fees and fines.*

There have been no changes to the library fines structure in the past year.

I report compliance.

I hereby present my monitoring report on executive limitation policy A.30 Protection of Branches. I certify that the information contained in this report is true.

Signed: _____ Date: _____

Danielle McDonald, Chief Executive Officer