

## COMMUNICATION AND COUNSEL

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**Subject:** 2012 OPL Board Work Plan – Mid-Year Review

**Prepared by:** Danielle McDonald, Chief Executive Officer

**Prepared for:** Ottawa Public Library Board

**Meeting of:** October 15, 2012

**Date of preparation:** September 28, 2012

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### RECOMMENDATION

**That the Ottawa Public Library Board receive the 2012 OPL Board Work Plan Mid-Year Review Update.**

### Background:

1. Each year the Board receives a Strategic Work Program (SWP) for the Ottawa Public Library as an organization. The Strategic Work Program operationalizes the Board-approved priorities in the strategic plan. The staff version of the 2012 SWP was approved by the Board on May 14, 2012. As the staff version does not include all the activities of the Board, a separate Board work plan is prepared.
2. The Board work plan identifies Board related activities to be accomplished in 2012, as referenced in each Board committee work plan, and key responsibilities of the Board. The Board 2012 Work Plan was approved on April 16, 2012.
3. The Board 2012 Work Plan has been updated to show the status of projects and initiatives as of September 30, 2012. There are a total of 47 projects and initiatives on the list. Each item has been assigned a status so that the Board can see how its progress is tracking in 2012.

Attachment – OPL Board 2012 Work Plan Mid-Year Review

# OPL Board of Trustees 2012 Work Plan

**Mid-Year Review**

**September 30, 2012**

Ottawa Public Library  
120 Metcalfe Street  
Ottawa, ON K1P 5M2  
Tel: 613-580-2943  
[www.BiblioOttawaLibrary.ca](http://www.BiblioOttawaLibrary.ca)

*The Board of the Ottawa Public Library has a Strategic Plan for the years 2012-2015. The Strategic Plan guides the development of the Library and its services. Implementation of this plan will ensure that the Library can support the emerging library and information needs in Ottawa and advance civic priorities.*

### **OPL Global Ends Statement**

The Ottawa Public Library exists so that the people of Ottawa enrich their personal, professional and civic lives through equal access to information, resources and ideas in a trusted bilingual, public, physical and virtual setting that serves as community gathering space, and in a sustainable, cost efficient and optimal manner.

### **OPL Mission Statement**

To build a strong Ottawa community by supporting life-long learning and 21<sup>st</sup> century literacies, fostering inspiration and enjoyment and connecting people to each other and the world.

### **Strategic Plan**

The Ottawa Public Library Strategic Plan 2012-2015 has two major pillars:

- Relevant and vital services and spaces;
- Enabled by a commitment to innovation, engagement and excellence.

Following are the Library's five strategic directions, with key priorities and strategies to address each direction in 2012.

- **Strategic Direction A. Services that are Relevant, Accessible and Customer Centric**
- **Strategic Direction B. Spaces that are Vital, Welcoming Community Hubs**
- **Strategic Direction C. Engagement of Customers, Communities, Partners, Employees and Volunteers**
- **Strategic Direction D. Innovation using Technology and Continuous Improvement**
- **Strategic Direction E. Excellence in Governance, Accountability and Financial Sustainability**

### **OPL Core Values**

The following values are the foundation for the Board's policies and actions: Access and Inclusion; Accountability; Bilingualism; Dynamic Workforce; Innovation; Intellectual Freedom; Love of Reading; Right to Privacy; Service Orientation; Informed Community

### **Governance Framework**

The Ottawa Public Library Board is established by the Council of the City of Ottawa under the authority of the Public Libraries Act of the Province of Ontario for a four-year term: 2011-2014. It has operating by-laws and uses the Policy Model of Board governance as the framework for conducting Board business. A status report on the Board Work Plan is prepared annually.

### **The 2012 OPL Board Workplan is divided into two major sections:**

1. Responsibilities of the Board
2. Responsibilities of Board Committees

Section 1. Responsibilities of the Board		
	Strategy	Status September 30, 2012
<b>A</b>	<b>Governance Accountability</b>	
	<ul style="list-style-type: none"> <li>• Approve Board governance model</li> </ul>	Implementation ongoing
	<ul style="list-style-type: none"> <li>• Receive Board self-evaluation</li> </ul>	Implementation ongoing
	<ul style="list-style-type: none"> <li>• Receive, review Board and/or approve Board policies</li> </ul>	Implementation ongoing
	<ul style="list-style-type: none"> <li>• Approve collective bargaining mandate</li> </ul>	Complete
	<ul style="list-style-type: none"> <li>• Approve recommended collective agreement</li> </ul>	Complete
	<ul style="list-style-type: none"> <li>• Hire Chief Executive Officer</li> </ul>	Complete
	<ul style="list-style-type: none"> <li>• Undertake performance setting and review for Chief Executive Officer</li> </ul>	Substantially complete
	<ul style="list-style-type: none"> <li>• Review and receive quarterly performance reports</li> </ul>	Implementation ongoing
<b>B</b>	<b>Board Development</b>	
	<ul style="list-style-type: none"> <li>• Ensure Board representation at key conferences and library programs</li> </ul>	Substantially complete
<b>C</b>	<b>Financial Accountability</b>	
	<ul style="list-style-type: none"> <li>• Engage in the City budget process for 2013</li> </ul>	Implementation ongoing
	<ul style="list-style-type: none"> <li>• Approve OPL draft operating and capital budgets for forwarding to Council for consideration</li> </ul>	Implementation ongoing
	<ul style="list-style-type: none"> <li>• Approve all expenditures greater than \$100,000</li> </ul>	Implementation ongoing
	<ul style="list-style-type: none"> <li>• Review and approve 2011 audited financial statements</li> </ul>	Complete
	<ul style="list-style-type: none"> <li>• Approve a nine-year capital forecast for forwarding to Council for information</li> </ul>	Implementation ongoing
	<ul style="list-style-type: none"> <li>• Review and receive quarterly financial reports</li> </ul>	Implementation ongoing
<b>D</b>	<b>Facilities Accountability</b>	
	<ul style="list-style-type: none"> <li>• Review and approve priority facility renewals/renovation projects</li> </ul>	Substantially complete
	<ul style="list-style-type: none"> <li>• Receive Main Library Building Condition Assessment final report</li> </ul>	Complete
<b>E</b>	<b>Key Partnerships and Outreach</b>	
	<ul style="list-style-type: none"> <li>• Work with the Ottawa Public Library Foundation and the Friends of the Ottawa Public Library to support OPL's mission</li> </ul>	Implementation ongoing
	<ul style="list-style-type: none"> <li>• Host the third annual tri-Board meeting (OPL-OPLF-FOPLA)</li> </ul>	Delayed to 2013
	<ul style="list-style-type: none"> <li>• Ensure OPL is represented on key library organizations including the Federation of Ontario Public Libraries, the Ontario Library Boards' Association and the Southern Ontario Library Services Trustee Council</li> </ul>	Implementation ongoing
	<ul style="list-style-type: none"> <li>• Ensure an OPL Board presence at key library and community events</li> </ul>	Implementation ongoing

Section 2. Responsibilities of Board Committees		
	Item	Status
<b>A.</b>	<b>Board Committees</b>	
<b>A.1</b>	<b>Governance and Audit Committee (2012 work plan approved on January 19, 2012 for recommendation to the Board)</b>	
	<ul style="list-style-type: none"> <li>Consult with each OPL Board committee chairs to gather input on current meeting procedural practices with respect to the role/openness of committee meetings</li> </ul>	Substantially complete
	<ul style="list-style-type: none"> <li>Proceed with second amendment of OPL Board By-Laws</li> </ul>	Implementation ongoing; subject to results of Board governance review
	<ul style="list-style-type: none"> <li>Ensure Board self-evaluation as per Board Governance Policy B.15</li> </ul>	Substantially complete
	<ul style="list-style-type: none"> <li>Ensure that the Board appoint a Nominating Committee to draft a slate of nominees for the position of Chair and Vice-Chair</li> </ul>	Pending; scheduled for December 2012
	<ul style="list-style-type: none"> <li>Review and streamline existing governance policies and recommend changes and/or new policies to the Board</li> </ul>	Implementation ongoing
	<ul style="list-style-type: none"> <li>Explore governance models and trends</li> </ul>	Implementation ongoing; scheduled for completion in Q4
	<ul style="list-style-type: none"> <li>Review, research and/or make recommendations on any items referred to the Governance Committee</li> </ul>	Implementation ongoing
<b>A.2</b>	<b>Finance and Budget Committee (2012 work plan approved on January 25, 2012 for recommendation to the Board)</b>	
	<ul style="list-style-type: none"> <li>Develop 2013 OPL Draft Operating and Capital Budget for recommendation to the Board</li> </ul>	Complete
	<ul style="list-style-type: none"> <li>Receive briefing on Long Range Financial Plan (9 year capital forecast) requirements and make recommendation to OPL Board</li> </ul>	Complete
	<ul style="list-style-type: none"> <li>Review and recommend audited financial statements to the Board</li> </ul>	Complete
	<ul style="list-style-type: none"> <li>Review and update Board financial policies as required</li> </ul>	Implementation ongoing
	<ul style="list-style-type: none"> <li>Receive and review quarterly financial reports (when time permits) for Board approval</li> </ul>	Implementation ongoing
	<ul style="list-style-type: none"> <li>Recommend the development and presentation of any educational sessions as needed</li> </ul>	Substantially complete
	<ul style="list-style-type: none"> <li>Respond to any Board requests or directives to the Finance and Budget Committee</li> </ul>	Implementation ongoing

Section 2. Responsibilities of Board Committees		
	Item	Status
<b>A.3</b>	<b>Facilities Planning Committee (2012 work plan approved on February 13, 2012 for recommendation to the Board)</b>	
	<ul style="list-style-type: none"> <li>Review and Update Facilities Planning Committee Terms of Reference to align with 2012-2015 Strategic Plan</li> </ul>	Complete
	<ul style="list-style-type: none"> <li>Facilities Roadmap Tool               <ul style="list-style-type: none"> <li>Receive presentation on tool</li> <li>Review listing and determine priorities for 2012-2014</li> </ul> </li> </ul>	Complete
	<ul style="list-style-type: none"> <li>Main Library Building Condition Assessment               <ul style="list-style-type: none"> <li>Receive updates on project status</li> <li>Review final report and respond to recommendations</li> </ul> </li> </ul>	Complete
	<ul style="list-style-type: none"> <li>Places and Spaces               <ul style="list-style-type: none"> <li>Receive regular updates on West District Library Project</li> <li>Receive regular updates on Hazeldean Branch renovation</li> <li>Receive updates on other major OPL capital projects</li> <li>Develop suggested topics and schedule for 2012 Facilities Planning Committee educationals</li> </ul> </li> </ul>	Implementation ongoing; on agenda for next meeting
	<ul style="list-style-type: none"> <li>Places and Spaces               <ul style="list-style-type: none"> <li>Receive regular updates on West District Library Project</li> <li>Receive regular updates on Hazeldean Branch renovation</li> <li>Receive updates on other major OPL capital projects</li> <li>Develop suggested topics and schedule for 2012 Facilities Planning Committee educationals</li> </ul> </li> </ul>	Ongoing
	<ul style="list-style-type: none"> <li>Places and Spaces               <ul style="list-style-type: none"> <li>Receive regular updates on West District Library Project</li> <li>Receive regular updates on Hazeldean Branch renovation</li> <li>Receive updates on other major OPL capital projects</li> <li>Develop suggested topics and schedule for 2012 Facilities Planning Committee educationals</li> </ul> </li> </ul>	Complete
	<ul style="list-style-type: none"> <li>Places and Spaces               <ul style="list-style-type: none"> <li>Receive regular updates on West District Library Project</li> <li>Receive regular updates on Hazeldean Branch renovation</li> <li>Receive updates on other major OPL capital projects</li> <li>Develop suggested topics and schedule for 2012 Facilities Planning Committee educationals</li> </ul> </li> </ul>	Ongoing
	<ul style="list-style-type: none"> <li>Places and Spaces               <ul style="list-style-type: none"> <li>Receive regular updates on West District Library Project</li> <li>Receive regular updates on Hazeldean Branch renovation</li> <li>Receive updates on other major OPL capital projects</li> <li>Develop suggested topics and schedule for 2012 Facilities Planning Committee educationals</li> </ul> </li> </ul>	Substantially complete
	<ul style="list-style-type: none"> <li>Capital Fundraising and Advocacy               <ul style="list-style-type: none"> <li>Respond to opportunities for advocacy related to infrastructure</li> <li>Receive and prioritize suggested naming opportunities as they arise</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>Capital Fundraising and Advocacy               <ul style="list-style-type: none"> <li>Respond to opportunities for advocacy related to infrastructure</li> <li>Receive and prioritize suggested naming opportunities as they arise</li> </ul> </li> </ul>	Pending; no opportunities to date
	<ul style="list-style-type: none"> <li>Capital Fundraising and Advocacy               <ul style="list-style-type: none"> <li>Respond to opportunities for advocacy related to infrastructure</li> <li>Receive and prioritize suggested naming opportunities as they arise</li> </ul> </li> </ul>	Pending; no opportunities to date
<b>A.4</b>	<b>Order of Friendship Ad-Hoc Committee</b>	
	<ul style="list-style-type: none"> <li>Prepare recommendations for Board approval of new inductees</li> </ul>	Substantially complete

## Appendix A: Acronyms

FOPLA	Friends of the Ottawa Public Library Association
OLA	Ontario Library Association
OLBA	Ontario Library Boards Association
OPL	Ottawa Public Library
OPLF	Ottawa Public Library Foundation
SOLS	Southern Ontario Library Services (Agency of the Ontario Ministry of Culture)

## Appendix B: Members of the Board

Jan Harder*	Chair
Jim Bennett	Vice Chair
Amelita Armit	
André Bergeron	
Keith Egli*	
Patrick Gauch	
David Gourlay	
Christine Langlois	
Danielle Lussier-Meek	
Shad Qadri*	
Doug Thompson*	
Tim Tierney*	
Marianne Wilkinson*	
Rose Zeidan	

\*= also elected member of City Council

## Appendix C: Library Board Committees

<b>Facilities Planning (FP) Committee</b>	Jim Bennett Christine Langlois Marianne Wilkinson	David Gourlay Doug Thompson Rose Zeidan
<b>Finance and Budget (FB) Committee</b>	André Bergeron Jan Harder Danielle Lussier-Meek	Patrick Gauch Christine Langlois
<b>Governance and Audit (GA) Committee</b>	Amelita Armit Patrick Gauch	Jim Bennett Rose Zeidan

## Appendix D: Library Board Linkages

<b>Canadian Library Trustees' Association</b>	Jan Harder, President
<b>Federation of Ontario Public Libraries</b>	Jim Bennett, Chair
<b>Liaison to the Ontario Library Boards Association</b>	Christine Langlois
<b>OPL Representative to SOLS Trustee Council #8</b>	Danielle Lussier-Meek
<b>OPL Representative to the OPL Foundation Board</b>	Amelita Armit