

## MONITORING REPORT

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**Subject:** Board Policy A.31, Strategic Planning

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

**Prepared for:** Ottawa Public Library Board

**Meeting of:** November 19, 2012

**Date of preparation:** November 8, 2012

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Executive Limitations Policy A.31, Strategic Planning was approved by the Board June 15, 2009 and last reviewed on November 30, 2011. It states:

*The CEO shall:*

1. *Work with each newly constituted Library Board to review and reaffirm the existing strategic plan during the first year of its term and, if required, develop a new strategic plan.*

The Board approved the 2012-2015 Strategic Plan in May of 2011. It can be found on the Ottawa Public Library website at

[http://bibliottawalibrary.ca/sites/bibliottawalibrary.ca/files/PDFs/Strat\\_Bro\\_Web\\_E1.pdf](http://bibliottawalibrary.ca/sites/bibliottawalibrary.ca/files/PDFs/Strat_Bro_Web_E1.pdf)

or in French at

[http://bibliottawalibrary.ca/sites/bibliottawalibrary.ca/files/PDFs/Strat\\_Bro\\_Web\\_F1.pdf](http://bibliottawalibrary.ca/sites/bibliottawalibrary.ca/files/PDFs/Strat_Bro_Web_F1.pdf)

I report compliance.

2. *Ensure that current data on the needs of residents and of library users is available to Board members prior to developing a strategic plan. Data may be collected through user surveys, needs assessment studies, focus groups and public consultations.*

As part of the 2012-2015 Strategic Plan process, a telephone survey was performed by Market Probe, an on-line survey was performed on the OPL website and a Francophone needs assessment was undertaken in late 2011. Each information source provided the Board with the necessary information to develop the Strategic Plan.

I report compliance.

3. *Ensure that the strategic planning process includes a period of not less than one month for public consultation prior to approval of a strategic plan by the Library Board.*

Public opinion was sought through an online survey available on the OPL website starting in early November prior to the plan being presented to OPL Board in December. Paper copies of the survey were made available at all branches and bookmobiles to ensure reaching as many members of the public as possible.

I report compliance.

4. *Report to the Board annually on progress made by staff in implementing the current strategic plan.*

Progress made by staff in implementing the plan is communicated through numerous reports including CEO Updates, Quarterly Performance Reports, the Mid-Year Strategic Work Plan update and the Annual report all available on the OPL website.

I report compliance.

I hereby present my monitoring report on executive limitation policy A.31, Strategic Planning. I certify that the information contained in this report is true.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Danielle McDonald  
Chief Executive Officer