

Strategic Plan: Working Group

Date:	March 21, 2016
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to respond to a motion referred from the February 22, 2016 Toronto Public Library Board meeting to the March 21, 2016 Board meeting *that the Toronto Public Library Board strikes a Board committee to work with the City Librarian on more specific terms for reporting on compliance with and progress on the Strategic Plan.*

In response to the motion, this report recommends Terms of Reference for a Strategic Plan Working Group of the Library Board. A working group is a less formal structure than a Board Committee, allowing Board members and staff to work collaboratively to develop reports outlining compliance and progress on the strategic plan.

At its February meeting, the Board approved a motion to request staff to report *semi-annually on the status of strategic plan initiatives, and report annually on outcomes and achievements in the context of the Library's broad performance measures.* To advance the Board's decision, drafts of a semi-annual status report and annual outcome measures are included as attachments and as a starting point for the working group for consideration.

RECOMMENDATIONS:

The City Librarian recommends that the Toronto Public Library Board:

1. approves the Terms of Reference for the Strategic Plan Working Group as outlined in Attachment 1; and
2. appoints members to the working group and refers the sample reports included in Attachments 2 and 3 to the working group.

FINANCIAL IMPACT

There is no financial impact beyond what has already been approved in the current year's budget.

The Director, Finance & Treasurer has reviewed this financial impact statement and is in agreement with it.

DECISION HISTORY

At its December 14, 2015 meeting, the Library Board approved *Expanding Access, Increasing Opportunity, Building Connections – Toronto Public Library’s Strategic Plan 2016-2019*:

<http://www.torontopubliclibrary.ca/content/about-the-library/pdfs/board/meetings/2015/dec14/10c-spsc-strategic-plan-2016-2019.pdf>

At its February 22, 2016 meeting, the Library Board approved the following report: *Strategic Planning Steering Committee: Strategic Plan 2016-2019: Key Messages and Communications Plan*, which recommended that the Board:

approves the public-facing key messages of the Strategic Plan 2016-2019; approves the communications plan for the Strategic Plan 2016-2019, and directs staff to implement the communications plan, report semi-annually on the status of strategic plan initiatives, and report annually on outcomes and achievements in the context of the Library’s broad performance measures.

<http://www.torontopubliclibrary.ca/content/about-the-library/pdfs/board/meetings/2016/feb22/14c-spsc-strategic-plan-2016-2019.pdf>

COMMENTS

The purpose of this report is to respond to a motion referred from the February 22, 2016 Board Meeting to the March 21, 2016 Board meeting, that *the Toronto Public Library Board strikes a Board committee to work with the City Librarian on more specific terms for reporting on compliance with and progress on the Strategic Plan*. At its February 2016 meeting, the Board directed library staff to report *semi-annually on the status of strategic plan initiatives, and report annually on outcomes and achievements in the context of the Library’s broad performance measures*.

The Terms of Reference for a Strategic Plan Working Group are included in Attachment 1 for the Board’s consideration. A working group is a less formal, and more flexible structure than a Board Committee. Since the majority of working group members are staff, and not Board members, the working group is not considered a committee under the Procedural By-law (both current and proposed versions) and the Public Libraries Act. As a result, the Open Meeting provisions of the Act would not apply to the working group. As proposed, the working group would elect a chair at its first meeting and provide input into the reporting templates for semi-annual and annual reports to the Board. It is anticipated that the working group would hold a meeting in April to provide input into the semi-annual and annual reporting on the strategic plan.

Two draft reports, Key 2016 Activities - Sample Status Report and Sample Annual Achievements and Outcomes Measures are included as attachments to this report for the reference of the working group.

CONTACT

Elizabeth Glass; Acting Director, Planning, Policy, & E-Service Delivery;
Tel: 416-395-5602; E-mail: eglass@torontopubliclibrary.ca

Linda Hazzan; Director, Communications, Programming and Customer Engagement;
Tel: 416-393-7214; E-mail: lhazzan@torontopubliclibrary.ca

SIGNATURE

Vickery Bowles
City Librarian

ATTACHMENTS

Attachment 1: Terms of Reference Strategic Plan Working Group

Attachment 2: Key 2016 Activities - Sample Status Report

Attachment 3: Sample Annual Achievements and Outcomes Measures