

**MEMO / NOTE DE SERVICE**

**To / Destinataire** Ottawa Public Library Board

**cc:** Sonia Bebbington – Chief Librarian and Executive Officer

**From / Expéditeur** Anna Basile – Division Manager, Corporate Services

**Subject / Objet** Proposed 2024 Budget Timelines and Directions

**Date:** August 28, 2023

The purpose of this memo is to advise the Ottawa Public Library (OPL) Board of the 2024 Budget direction, timelines, and consultation process, as established by City of Ottawa (City) staff and released to City's Finance and Corporate Services Committee last week as part of the upcoming agenda.

**Background**

The *Public Libraries Act* states that "...a public library board, ... shall submit to the appointing council, annually on or before the date and in the form specified by the council, estimates of all sums required during the year for the purposes of the board." Before each yearly budget cycle begins, the City Treasurer brings forward a report that details the City of Ottawa budget timetable and provides budget directions through the Finance and Corporate Services Committee and Council to various Boards, Committees, and City departments. On September 13, 2023, Council will be asked to approve the 2024 Budget Timelines and Directions report.

**Proposed Budget Directions**

The recommended budget direction, as submitted by the Finance and Corporate Services Acting General Manager and Chief Financial Officer, is based on an increase to the city-wide tax levy, which includes Library funding, of no more than 2.5 per cent for 2024. Additionally, the budget direction estimates taxation revenues generated from new properties at 1.5 per cent of current taxation for 2024. **As a result, the pro rata OPL share of these revenues for 2024 is estimated at \$2.37M.** Ottawa City Council requests that the Library and Board develop a draft budget within this envelope and will deliberate these directions on September 13, 2023.

**City of Ottawa Proposed Budget Timeline**

- Tabling of 2024 OPL Draft Budget with the OPL Board (**November 7**): The draft budget report is presented to the Board. This is the Board's opportunity to ask questions of clarification, in advance of deliberation (to follow).

- Tabling of 2024 OPL Draft Budget with Council (**November 8**): Following tabling at the Board, the draft OPL budget will be presented by both the Chair and the CEO at Council.
- Board Approval 2024 OPL Draft Operating and Capital Budgets (**December 5**): Public discussion and debate, including delegations to the Board, in order to consider the 2024 OPL draft budget. Approval by the Board includes recommendation that the budget be forwarded to Council for consideration.
- Council Consideration and Adoption – 2024 Draft Budget (**December 6**): Council will consider the final budget recommendations. Council would then adopt the 2024 budget.

### **Proposed Budget Consultation**

- Public Consultation Post-Budget Tabling: As in previous years, members of Council will have the opportunity to seek public input through Councillor-led in person or virtual public consultation sessions, or other means as determined by the individual Councillor. Staff will be available to attend these proceedings upon request.
- Additionally, the public can submit feedback through an OPL budget-specific email box, as well as through OPL's regular print and electronic feedback channels. All OPL-related comments received through these various channels will be forwarded to Library management for consideration.
- Board Budget Meetings and Committee Consultations: Once tabled at Council, reference copies of the OPL 2024 operating and capital budget will be available on-line and in OPL branches as part of the City's overall budget book. This feedback is compiled and reported to the Board as part of the deliberation process for consideration prior to final budget recommendation to Council.

Should any changes to the above be approved by Council on September 13<sup>th</sup>, I will advise the Board via additional correspondence.

Thank you,

Anna

Anna Basile, MPA, CHRP  
Division Manager, Corporate Services / Directrice, Services organisationnels  
Ottawa Public Library / Bibliothèque publique d'Ottawa

Inspiring learning, sparking curiosity, and connecting people. / Donner le goût d'apprendre, éveiller la curiosité et rapprocher les gens.