

MEMO / NOTE DE SERVICE

To / Destinataire Ottawa Public Library Board

cc: Sonia Bebbington – Chief Librarian and Executive Officer

From / Expéditeur Anna Basile – Deputy Chief Executive Officer

Subject / Objet Proposed 2025 Budget Timelines and Directions

Date: September 12, 2024

The purpose of this memo is to advise the Ottawa Public Library (OPL) Board of the 2025 Budget direction, timelines, and consultation process, as established by City of Ottawa (City) staff and released to the Finance and Corporate Services Committee 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 (FCSC) and Council to various Boards, Committees, and City departments. On September 18, 2024, Council will be asked to approve the 2025 Budget Timelines and Directions report as recommended by FCSC (to be presented to FCSC on September 17, 2024).

Proposed Budget Directions

The recommended budget direction, as submitted by staff to the Committee, is based on an increase to the city-wide tax levy, which includes Library funding, of no more than 2.9 per cent for 2025. Additionally, the budget direction estimates taxation revenues generated from new properties at 1.5 per cent of current taxation for 2025. **As a result, the pro rata OPL share of these revenues for 2025 is estimated at \$2.715M.** Ottawa City Council will deliberate these directions on September 18, 2024.

City of Ottawa Proposed Budget Timeline

- Tabling of 2025 OPL Draft Budget with the OPL Board (**November 5**): 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 2025 OPL Draft Budget with Council (**November 13**): Following tabling at the Board, the draft OPL budget will be presented by both the Chair and the CEO at Council.
- Board Approval 2025 OPL Draft Operating and Capital Budgets (**December 3**): Public discussion and debate, including delegations to the Board, in order to consider the 2025 OPL draft budget. Approval by the Board includes recommendation that the budget be forwarded to Council for consideration.
- Council Consideration and Adoption – 2025 Draft Budget (**December 11**): Council will consider the final budget recommendations. Council would then adopt the 2025 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. The CEO has confirmed with Councillors that staff are 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 2025 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 18th, I will advise the Board via additional correspondence.

Thank you,

Anna

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