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Report to / Rapport au:

**Ottawa Public Library Board
Conseil d'administration de la Bibliothèque publique d'Ottawa**

May 13, 2025 / 13 mai 2025

Submitted by / Soumis par:

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File Number/Numéro du dossier: OPLB-2025-0513-10.3

**SUBJECT: 2024 Policy Compliance and Delegation of Authority Annual
Reporting**

**OBJET: Politique de conformité 2024 et rapport annuel sur la délégation de
pouvoir**

REPORT RECOMMENDATION

That the Ottawa Public Library Board receive this report for information.

RECOMMANDATION DU RAPPORT

**Que le Conseil d'administration de la Bibliothèque publique d'Ottawa prenne
connaissance de ce rapport à titre d'information.**

BACKGROUND

As per Ottawa Public Library (“OPL” or “the Library”) Board Policy 001 - Roles and Responsibilities of the Board and Trustees, the OPL Board (“the Board” or “OPLB”) is accountable for the full range of decisions affecting OPL. The Board approaches its role using a strategic governance model that focuses on setting strategic directions and objectives, making decisions on major projects, and monitoring Library and Chief Executive Officer (CEO) performance. The attention of trustees is primarily focused on the long-term needs and goals for the library, rather than administrative or operational details.

To achieve the above, the Board established Policy 002 - OPLB Delegation of Authority (“the DOA Policy”), most recently amended in February and June 2024.¹ The DOA Policy clearly outlines the decisions that are under the authority of the Board and those that the CEO or their delegate may make. Furthermore, as per Board Policy 010 - CEO Reporting and Board Monitoring, staff report annually to confirm compliance with Board and OPL policies, as well as report on the uses of delegated authority.

The purpose of this report is to confirm annual OPL and Board policy compliance for 2024 regarding purchasing and finance decisions that fall outside the scope of the quarterly financial reports; and, report approvals and decisions, excluding those already reported via correspondence or public announcement.

DISCUSSION

This report covers the period from January 1 to December 31, 2024. During this time:

- There were no instances in which it was necessary for the CEO to act utilizing the “Emergency or Special Circumstances” provision i; and,
- Operations complied with all OPLB and Library administrative policies.

¹ In February 2024, the Board approved a revision to Item #4 of the DOA Policy, adding a footnote to indicate a spending authority of \$250,000 for the Deputy CEO (OPLB-2024-0213-10.1). In June 2024, the Board approved a clarification of the CEO’s authority in the financial payment system and the addition of an item (Item 13) regarding sponsorship agreements (OPLB-2024-0611-11.1). Most recent version of the DOA Policy: <https://pub-ottawa.escribemeetings.com/filestream.ashx?DocumentId=185676>

The following summarizes approvals and decisions made in 2024 and pertaining to specific items in the Delegation of Authority Framework outlined in Table 1: Delegation of Authority in the DOA Policy. Of note:

- Authority is delegated to the Board for some or all elements of Items 1-4, 6, 8, 9, 13, 15, 16, 19 - 22, 25, 26, 28, 30 - 32, and 36 in the DOA Policy.
 - There were no exceptions and OPL is in compliance with matters related to Items 1-3, 6, 8, 9, 13, 15, 16, 25, 28, 30 - 32, and 36 in 2024; as such these items are not noted below.
 - For other items, exceptions or elements requiring additional reporting are included below.
- Authority is delegated to the CEO for some or all elements of Items 4, 5, 7, 8 - 12, 17 - 19, 23, 24, 27, 29, 33 - 35, and 37 in the DOA Policy.
 - There were no exceptions and OPL is in compliance with matters related to Items 7-10, 17, 24, 27, 29, 33 - 35, and 37 in 2024; as such these items are not noted below.
 - For other items, exceptions or elements requiring additional reporting are included below.

Item #4: OPL reports compliance on all general competitive and non-competitive expenditures as per the City of Ottawa Purchasing By-law No. 50 2000 (as amended from time to time) with respect to contract expenditures not reported in the quarterly financial reports (expenditures of less than or equal to \$15,000). Unlike other commodities and services purchased by OPL, materials for library collections cannot be procured through the City's procurement processes, as they do not provide the flexibility and timeliness required for purchases of library collections. OPL's practices with respect to collections expenditures are documented by staff.

Item #5: OPL exercised approved spending authority for all OPL collections per to the annual approved operating budgets. Total expenditures for Content Services in 2024 were \$6,327,608; of which \$650,608 was planned budget over expenditure.

Item #11: There were no exceptions to delegated authority for agreements with governments and agencies in the previous year; Table 1 provides a summary of agreements entered into in 2024.

Table 1: Agreements with the Federal, Provincial, and International Governments and Agencies²

Government or Agency Name	Description	Amount
Library and Archives Canada	Amendments to the Ādisōke Governance Agreement	N/A
Ontario Ministry of Heritage, Sport, Tourism and Culture	Contribution agreement for Public Library Operating, Pay Equity, and First Nations Salary Supplement Grant – Operating	\$1,380,328.00

Item #12: There were no exceptions to delegated authority for service agreements, contribution agreements, and grant agreements in 2024. Table 2 provides a summary of agreements entered into during this year using delegated authority.

Table 2 – Service Agreements, Contribution Agreements, and Grant Agreements¹

Description	Amount
24 Memoranda of Agreement (MOAs) for programming, joint initiatives, or program supports	\$162,072.00
6 MOAs for services rendered	

Item #18: There were no exceptions to delegated authority to approve charitable donations through fund development activities. Donations were reported in the 2024 Fund Development Update report in February 2025 (OPLB-2025-0211-10.4).

Item #19: There were no exceptions to delegated authority to allocate cash or near-cash prizes. In 2024, staff exercised delegated authority as per Table 3.

Table 3: Cash or near-cash prizes

² Note that this does not include multi-year agreements, if reported in a previous DOA annual report.

Description	Amount
Prizes for participants in the “Me & My Library” public engagement focus groups	\$2,250.00
Prizes for participants in an e-Sports community development program	\$400.00
Prizes for Awesome Authors Pot-Pourri winners	\$2,200.00

Item #22: Implement and manage Board-approved position statements, strategic directions, priorities, and frameworks.

- As noted in the 2023 Policy Compliance and Delegation of Authority Annual Reporting (OPLB-2024-0502-10.6) the reviews of the following strategic frameworks have been extended until 2025 pending review:
 - The Mobile Framework (updating the Alternative Services Delivery Framework 2016-2020 (OPLB-2015-0071), approved by the Board on September 14, 2015); and,
 - The Content Services Framework 2020-2023, approved by the Board on March 10, 2020 (OPLB-2020-0304).

Item #23: Administrative and operational policies

- 22 administrative policies, including supporting documentation, were updated.

Item #26: Temporary closure or relocation of branches, and modification of bookmobile routes or kiosk services

- Three short-duration branch and department closures occurred due to unplanned facilities issues and were reported to the Board and members of the public through the OPL website, social media, or email:
 - Alta Vista closure June 3 to July 18: roof and rooftop unit replacement;
 - Main closure on April 14: duct repair and maintenance; and,
 - Orleans closure April 14-16: fire detector replacements.
- Short-duration closures of the bookmobile and kiosk services were reported to the Board and members of the public through the OPL website, social media, or email.

In 2024, approximately 3% of bookmobile stops were cancelled or significantly modified due to mechanical issues, staffing, or extreme weather events. Elements of Kiosk Services were unavailable for some periods as follows:

- The holds pick-up lockers (decommissioned in September 2023) were unavailable from January 1, 2024 - April 7, 2024. Modified services included weekly pop-up each Tuesday afternoon from 1-4 which continued until April 23, 2024 (inclusive); and,
- The library material dispensers were unavailable from March 27 - 10, 2024, and from August 15-19, 2024.

CONSULTATION

OPL staff were consulted in the development of this report.

ACCESSIBILITY IMPACTS

Ottawa Public Library supports and considers the *Accessibility for Ontarians with Disabilities Act, (2005)* in its operations. There are no accessibility impacts associated with the recommendation in this report.

BOARD PRIORITIES

This report aligns with the OPL value of integrity, as well as applicable Board policies as outlined in the background section of the report.

BUSINESS ANALYSIS IMPLICATIONS

There are no business analysis considerations associated with this report. In addition to ongoing monitoring of exceptions to the DOA, the primary data source for this report is an annual questionnaire of the management team.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the recommendation in this report.

LEGAL IMPLICATIONS

There are no legal impediments to implementing the recommendation in this report.

RISK MANAGEMENT IMPLICATIONS

Non-compliance with Board and Library Administrative policy may increase risk to the organization. Management continually reviews the policies and procedures including Board policies, with a view to strengthening, clarifying, and adding more rigor where required.

TECHNOLOGY IMPLICATIONS

There are no technology implications associated with the recommendation in this report.

DISPOSITION

Staff will report on the 2025 Policy Compliance and Delegation of Authority Annual Reporting in Q2 2026.