

# 10.1

**Report to / Rapport au:**

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

**June 10, 2025 / 10 juin 2025**

**Submitted by / Soumis par:**

**Sonia Bebbington, Chief Librarian and Chief Executive Officer / Bibliothécaire en  
chef et Directrice générale**

*Contact Person / Personne ressource:*

*Sarah Macintyre, Division Manager, Client Services / Directrice, Services à la clientèle  
(613) 899-3539 Sarah.Macintyre@bibliooottawalibrary.ca*

**File Number/Numéro du dossier: OPLB-2025-0610-10.1**

**SUBJECT: Collection Development Policy**

**OBJET: Politique de développement des collections**

## **REPORT RECOMMENDATIONS**

**That the Ottawa Public Library Board:**

- 1. Approve the conversion of the Content Services Framework from a Board-approved framework to an administrative policy; and,**
- 2. Receive the Collection Development Policy for information.**

## **RECOMMANDATIONS DU RAPPORT**

**Que le Conseil d'administration de la Bibliothèque publique d'Ottawa :**

- 1. Approuve la conversion du Cadre de gestion du contenu, actuellement un cadre décisionnel approuvé par le conseil, en politique administrative; et**
- 2. Prenne connaissance de la Politique de développement des collections à titre d'information.**

## BACKGROUND

In keeping with the *Public Libraries Act*, RSO 1990, c.P.44 (“the PLA”), other relevant statutes, laws, and good governance practices, the Ottawa Public Library (“OPL”) Board (“OPLB” or “the Board”) retains accountability for the full range of decisions affecting the organization. According to Section 15 of the PLA, the Chief Librarian/Chief Executive Officer (“CL/CEO”) shall have general supervision over, and direction of, the operations of the public library and its staff, and shall have the other powers and duties that the Board assigns to them from time to time.

The Board uses a policy or strategic model of governance that focuses most of the attention of trustees on setting strategic direction and objectives, making decisions on major projects, and monitoring performance. As such, the Board has a document framework (Document 1) that outlines the position statements, policies, and frameworks that are under the purview of the Board. Notably, this document framework includes Policy 002 – Delegation of Authority (“the DOA”), which outlines the Board’s authority to approve key strategic components of the OPL Service Delivery Framework (SDF) and other frameworks, and the delegation of implementation and management of strategic frameworks to the CEO.

Recent notable amendments to the Board’s document framework were made in January 2016, when four Board position statements were converted to administrative policies and three position statements were deleted (OPLB-2016-0121), as well as in 2021-2022, when the Financial, Service Delivery, and Facilities Frameworks were first developed (OPLB-2021-0202, OPLB-2022-0503, OPLB-2022-0603, respectively).

The Board approved OPLs Collection Management Framework 2014- 2016 at its April 2014 Board meeting (OPLB-2014-0042), replacing the 2009-2013 Collection Management Strategy, and serving as the framework by which staff invest the OPL’s annual materials budget. In February 2017, the Board reaffirmed its approval of the Collection Management Framework and approved a new review period (OPLB-2017-0201) of once per term of Board. Keeping to the previously approved review schedule, in March 2020, the Board approved the 2020-2023 Content Services Framework.

In May 2022, the Board approved a new Service Delivery Framework (Report #OPLB-2022-0503), which included Guiding Principles for library services. In that report, the Board directed staff to implement Phase 6, which included developing the five Service

Strategies (Collections, Expertise, Programs, Spaces, and Tools) and three Channel Frameworks (Facilities, Mobile, and Virtual) associated with the new Service Delivery Framework (SDF). At around the same time, in June 2022, the Board approved a revised Position Statement on Intellectual Freedom, which sets a strong strategic foundation for library services including collections.

Most recently, in April 2025, the Board approved the five Service Strategies, specifically the Collections Strategy (Report #OPLB-2025-0408-11.2). Staff have continued to Implement Phase 6, which includes reviewing existing Frameworks to align with the SDF, specifically, the 2020-2023 Content Services Framework.

The purpose of this report is to recommend the conversion of the Content Services Framework from a Board-approved framework to an administrative policy.

## **DISCUSSION**

In conducting the review of the 2020-2023 Content Services Framework, staff noted that the governance landscape of the OPL Board in 2025 differs significantly from the period when the Board initially began approving the collections policy documents in the early 2000's. In 2025, the OPL Board continues to affirm its strategic approach to governance, as described in OPL Board Policy 001 – Roles and Responsibilities of the Board and Trustees: “The Board approaches its role using a policy or strategy model of governance that focuses on setting strategic direction and objectives, making decisions on major projects, and monitoring OPL and Chief Executive Officer (CEO) performance. Its attention shall primarily be on the long-term needs and goals for OPL, not the administrative or operational details.” Moreover, OPL Board Policy 002 – Delegation of Authority, indicates in item 5 that the CEO may “exercise approved spending authority for all OPL collections up to the annual approved operating budgets.”

Because of the Board's established strategic role, its delegation of authority policy, its approval of the Service Delivery Framework (including Guiding Principles) and the approval of the Service Strategies, as well as the approval of the Board's Position Statement on Intellectual Freedom, staff recommend the Content Services Framework be converted to an administrative policy, specifically, a Collection Development Administrative Policy (Document 2).

## **Next Steps**

OPL staff will implement the Collection Development Administrative Policy and adjust the information on the OPL website to align accordingly.

## **CONSULTATION**

The development of this report included consultation with OPL employees, as well as OPL Board Trustees via the Governance Standing Committee (composed of Board Chair Luloff, Committee Chair Bradley, and Trustees Crawford and Slack).

## **ACCESSIBILITY IMPACTS**

OPL complies with the *Accessibility for Ontarians with Disabilities Act, (2005)* in its operations. OPL is committed to providing inclusive and barrier-free access to its collections, expertise, programs, spaces, and tools.

## **BOARD PRIORITIES**

This report is aligned with the Strategic Priority “Develop the Service Strategies,” and with Board Policies 001 and 002.

## **BUSINESS ANALYSIS IMPLICATIONS**

There are no business analysis implications.

## **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report.

## **LEGAL IMPLICATIONS**

There are no legal implications associated with this report.

## **RISK MANAGEMENT IMPLICATIONS**

There are no risk management implications associated with this report.

## **TECHNOLOGY IMPLICATIONS**

There are no technology implications associated with this report.

**SUPPORTING DOCUMENTATION**

Document 1 OPL Board Document Framework

Document 2 Collection Development Administrative Policy

**DISPOSITION**

If approved, staff will implement the Collection Development Administrative Policy.