



MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle

Date: June 22, 2016

Re: Library efficiencies review

As part of its ongoing review of service efficiency, the Town of Newmarket and Newmarket Public Library have previously explored aligning internal services in order to more efficiently serve residents. One success from this has been alignment on Library events being included in the Activity Guide, reaching more residents for less cost.

In order to help build the financial case to minimize tax impact of possible future library facility expansion, and in order to help the Library benefit from participating in the Town's Organizational Readiness 2020 initiative focusing on future organizational needs and opportunities, the Town CAO has suggested the Library CEO and the Commissioner of Community Services jointly engage a consultant to explore other possible efficiencies within Library internal functions. These may include:

- Human resources
- Communications and marketing
- Facilities management
- Financial services
- Information Technology

The study's scope would make the following assumptions:

- Library-specific services would be excluded, as would any work performed by unionized staff;
- Despite any contemplation of closer collaborative relationships with the municipality, the unique governance of the library as per Public Libraries Act would be respected;
- Any organizational change recommendations would be achieved through an appropriate change management strategy.

The Town is willing to share the costs of this study, with any resulting savings or cost avoidance to be used to offset future operational cost increases for the Library. At this point an upward limit of \$45,000 is being suggested, with the procurement of a study contractor to be handled by the Town. The Library's suggested maximum \$25,000 contribution to this could be taken from the Operating Reserve.

At this point the project requires Board approval but is likely within approved funding at the Town. If Board approval is secured, an information report will be sent to Council in short order.

The following motions are recommended:

That the Board authorize the C.E.O. to participate in the commissioning of a study conjointly with the Town of Newmarket as described in the report;

And that the Board authorize in principle the expenditure of up to \$25,000 as the Library's 50% share of the related costs, to be transferred from the Operating Reserve as needed at the end of the fiscal year.