



Staff Report for Council Meeting

Date of Meeting: January 22, 2020

Report Number: SRCFS.20.004

Department: Corporate and Financial Services

Division: Select Division

Subject: SRCFS.20.004 Memorandum of Understanding with the Richmond Hill Public Library

Purpose:

To authorize the City Manager to negotiate and execute a Memorandum of Understanding with the Richmond Hill Public Library Board to provide administrative services requested by the Library Board and for the commitment to ongoing collaboration with regard to programs and services, in order to minimize duplications and schedule conflicts, and to maximize opportunities.

Recommendation(s):

- a) That the City Manager be authorized to negotiate and execute a memorandum of understanding between the City and the Richmond Hill Public Library Board (RHPLB) for administrative support services to be provided by the City to the RHPLB.

Contact Person:

Mary-Anne Dempster, Commissioner of Corporate and Financial Services, ext. 2497

Report Approval:

Submitted by: Mary-Anne Dempster, Commissioner of Corporate and Financial Services

Approved by: Neil Garbe, City Manager

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), City Solicitor (as required), Commissioner, and City Manager. Details of the reports approval are attached.

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Background:

In August 2019, the Richmond Hill Public Library Board requested the City to complete a review of the administrative aspects of Library operations. Accordingly, the City undertook a review of the Richmond Hill Public Library's corporate functions including Human Resources, Finance, Information Technology and Communications Services.

In October 2019, the Commissioner of Corporate and Financial Services and the City Manager attended the Library's monthly Board meeting to present the report and discuss the information provided. The Board passed a motion to accept most of the recommendations provided. A transition team comprised of Library and City staff have been developing the service level requirements and transitioning responsibility to the City. The transition is expected to continue over the 2020 period.

The following is a high level overview of the partnership:

- The City will provide support services and take responsibility for Human Resources, Finance and Information Technology.
- The Library will transfer the staff and budget for Infrastructure, applications support and help desk services to the City to facilitate on their behalf.
- The City's Communications Department to provide support services to the Communications Manager at the Library.
- The parties will continue to explore opportunities to enhance the partnership.
- The Library Board has agreed to adopt the City's policies and procedures. The Chief Executive Officer (CEO) for the Richmond Hill Public Library is the Board's employee responsible and accountable to the Board for Library Operations. As part of the partnership, the CEO will have a dotted line relationship to the Commissioner of Corporate and Financial Services for the administrative aspects of the operation that the City was requested to assume responsibility for.
- The arrangement is at no extra cost to the City. The savings for the Library and indirectly the City was significant.

The Library has a long-standing service level agreement for facilities maintenance with the City that has been positive and meets the needs of both parties. It is expected the increase in collaboration between the parties will strengthen and provide future opportunities. Staff recommend a memorandum of understanding between the parties to ensure both parties have clear parameters outlining the relationship. After discussion with the Ministry and a review of how other municipalities formalize their relationship with their Library Board, a Memorandum of Understanding is the common approach.

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Financial/Staffing/Other Implications:

The request has no financial implications.

Relationship to the Strategic Plan:

The recommendation represent the City efforts to ensure wise management resources to reduce duplication and ensure service excellence.

Conclusion:

The partnership between the City and Richmond Hill Public Library will strengthen the City and Board's ability to deliver library services that the residents expect at the least cost.

Attachments:

None.

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Report Approval Details

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|----------------------|-------------------|
| Document Title: | SRCFS.20.004.docx |
| Attachments: | None |
| Final Approval Date: | Jan 13, 2020 |

This report and all of its attachments were approved and signed as outlined below:

Mary-Anne Dempster - Jan 13, 2020 - 10:27 AM

Neil Garbe - Jan 13, 2020 - 10:30 AM