

Date 15 July 2011



City Council Committee Report

To: Mayor Canfield & Members of Council
Fr: Councillor Rory McMillan and Karen Brown, CAO
Re: Kenora Public Library Operational Review Terms of Reference

Recommendation:

Whereas the Kenora Public Library Board requested Council to provide additional funding to the Library in 2011 to address an operating shortfall; and

Whereas the Library Board advised Council that they would be engaging in an operational review in 2011; and

Whereas Council approved an additional funding allocation to the Kenora Public Library in 2011 based on the Library Board's request, as well as additional funding to jointly eliminate the Library Board accumulated deficit at the end of 2010; and

Whereas this additional funding was conditional on a number of terms, including Council approval of a terms of reference for the operational review of the Library; and

Whereas the Library Board has now provided Council with a proposed terms of reference for the operational review, which encompasses the areas of: Governance / Internal Staff Structure; Service Delivery Model and Service Levels; and Financial Review;

Now therefore, let it be resolved that Council hereby approves the Terms of Reference addressing the Operational Review of the Kenora Public Library as submitted by the Library Board.

Background:

At the June 13th Committee of the Whole meeting, the Kenora Public Library Board (the Board) met with Council to request assistance with regards to their 2011 operating budget and related funding allocation. One of the key items addressed during the presentation to Council was the Board's intention on rectifying the deficit to prevent this issue from occurring in future years. To that end, the Board advised that they intend to undertake an external operational review in 2011 for the purpose of identifying a service delivery model that will address library services for our community in an efficient and effective manner. The Board further confirmed that they do not require City financial assistance to perform this review as sufficient funds are available internally to pursue this independently.

As a condition of the onetime funding, terms have been set by Council, which include providing direction on defining the scope of the operational review which is to be done through Council approval of the terms of reference before any request for proposals is sent out.

It is recognized that the Board members and staff are passionate about the Library services and Board members volunteer a lot of time and effort to ensure that these services are

provided in a meaningful and thoughtful manner within the City. The Board is intent on working towards a long term solution to provide our community with the best possible library service while avoiding any future operational deficits. The Board will carry out an operational review that will address the issues of: governance; finances; and service delivery models.

Budget:

The funding for the operational review will come from the internal Library reserve.

Communication Plan/Notice By-law Requirements:

The Library Board will be advised as to Council's decision in this matter.