



Proposed Conference Attendance – 2008

Date:	June 16, 2008
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

Toronto Public Library is one of the largest and busiest public libraries in the world. The Library provides a sophisticated range of traditional and electronic services. Staff attendance at international conferences is an important way of understanding developments in the library and technology sectors which have the potential to improve the quality of library service offered to residents of Toronto.

This report ensures compliance with the Board's Expense Claim Policy, approved in November 2004, which guides the approval and reimbursement of expenses incurred by employees while conducting business for the Library. The policy requires Board pre-approval for staff travel at events where the total cost is more than \$3,500 per individual.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board approve the following conference attendance:

1. one staff member attend the Gartner Symposium ITXPO 2008 in Orlando, Florida at a cost of \$6,555.

Implementation Points

Staff travel is subject to conditions set out in the Board Expense Claim Policy. Information gained through conference attendance will be shared, through a written report, with appropriate staff to enhance service delivery.

FINANCIAL IMPACT

Implementation of recommendations about conference attendance in this report will have no financial impact beyond what has already been approved in the current year's budget.

DECISION HISTORY

Proposed conference attendance in this report has been reviewed and recommended by the City Librarian and appropriate Director.

COMMENTS

Toronto Public Library is one of the largest and busiest public library systems in the world. The Library delivers a sophisticated range of traditional and electronic services to a diverse population. Staff attendance at conferences is an important part of service development and complements other staff development strategies including participation in professional organizations, continuing education, and internal staff training.

In 2008 there is one conference where the cost per individual exceeds \$3,500 as outlined below.

Gartner Symposium ITXPO 2008

It is recommended that one staff member attend this conference at a cost of \$6,555 of which \$3,800 is registration fees. The Gartner conference focus is on helping to develop and execute an information technology strategy. Strategic areas of interest in 2008 are: use of thin client technology for public and staff PCs, server and desktop virtualization, wireless and network bandwidth management. Information from the conference will enable the Library to benchmark itself against key IT performance metrics and plan effectively for future IT developments. In 2007 the Board approved attendance at the 2007 Gartner Symposium. However, due to cost containment measures, staff did not attend the Symposium.

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SIGNATURE

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