

**Publishing Business Expenses of the City Librarian on
Toronto Public Library Website**

Date:	May 28, 2012
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

This report recommends publishing the City Librarian’s business expenses on the Library’s website on a semi-annual basis.

RECOMMENDATION

The City Librarian recommends that the Toronto Public Library Board:

1. requests that expenses related to business travel, conference and training, hospitality and protocol for the City Librarian be published on Toronto Public Library’s website on a semi-annual basis.

FINANCIAL IMPACT

There is no financial impact resulting from the adoption of this report.

The Director, Finance & Treasurer has reviewed this financial impact statement and is in agreement with it.

DECISION HISTORY

In response to a request from the Audit Committee, the City Manager submitted a report on the *Feasibility of Publishing Expense Details of Senior City Staff on the City’s Website* to Government Management Committee on November 9, 2011.

City Council, at its meeting on November 29, 30 and December 1, 2011, adopted a recommendation to publish on a semi-annual basis, expenses related to business travel, conferences and training, hospitality and protocol for senior staff positions at the Division Head level and above. In a February 2012 letter to the City Librarian, Council also

requested that the City's major agencies and corporations be requested to adopt a similar policy.

ISSUE BACKGROUND

To enhance accountability and transparency in government, the City of Toronto, along with other orders of governments and municipalities, have adopted the policy and practice of posting online certain expenses for senior staff.

At the beginning of May, the City posted business expenses for certain senior staff members on its website (http://www.toronto.ca/finance/senior_staff_expenses.htm).

COMMENTS

The City Manager's report, *Feasibility of Publishing Expense Details of Senior City Staff on the City's Website*, recommends posting expenses for "senior staff" which is defined as Division Heads and above. Accordingly, the City Librarian's expenses will be published on the Library's website.

Expenses to be published are:

- Business Travel (including kilometrage reimbursement, accommodation, air and ground transportation, parking, per diem and other related expenses);
- Conferences and Training (including registration, tuition, accommodation, kilometrage, air and ground transportation, parking, per diem and other related expenses); and
- Hospitality & Protocol (hosting Library events for non-employees, including receptions, catering services, meeting and meal expenses).

The expenses for the City Librarian will be published in June 2012, with on-going postings thereafter to be done on a semi-annual basis.

CONTACT

Larry Hughsam; Director, Finance & Treasurer; Tel: 416-397-5946; Fax: 416-393-7115;
Email: lhughsam@torontopubliclibrary.ca

SIGNATURE

Jane Pyper
City Librarian