



To: Toronto Public Library Board – May 13, 2002

From: City Librarian

Subject: **Toronto Public Library – Review of Year-end Spending, Fleet Maintenance, Use of Consultants and Budgets for Maintenance and Repairs**

Purpose:

To report on the results of the City Auditor's review of Toronto Public Library's year-end spending, fleet maintenance, use of consultants and budgets for maintenance and repairs, as requested by the Budget Advisory Committee.

Funding Implications and Impact Statement:

There are no financial implications arising from the adoption of this report.

Recommendation:

It is recommended that the Toronto Public Library Board:

- (1) Receive the City Auditor's report *Toronto Public Library – Review of Year-end Spending, Fleet Maintenance, Use of Consultants and Budgets for Maintenance and Repairs*; and
- (2) Adopt the recommendations of the City Auditor's report.

Background:

The Budget Advisory Committee, during its review of the Toronto Public Library (TPL) 2001 Operating and Capital Budgets, requested:

*The City Auditor to report to the Budget Advisory Committee prior to the 2002 budget deliberations, providing a review of the Library:*

- (a) *end of year spending;*
- (b) *fleet maintenance and usage;*
- (c) *management structure;*
- (d) *use of consultants throughout the Library Programs; and*
- (e) *use in Capital and Operating budgets for maintenance and repair programs.*

Subsequent to this request, the Audit Committee approved the recommendations of the City Auditor's report entitled "Disposition of Additional Audit Projects and Impact on 2001 Work

Plan.” This report included the recommendation that items (a), (b), (d), and (e) be added to the Audit Work Plan and further, that the review of TPL’s management structure be referred to the Chief Administrative Officer.

The City Auditor’s report, dated April 9, 2002, is attached.

Comments:

The City Auditor’s report focused on a review of TPL’s 2001 operations, and acknowledged that a number of changes have been implemented during the year. In the second half of 2001, staff received additional training on TPL’s purchasing policies. Particular attention was paid to the City’s policy on the Selection and Hiring of Professional and Consulting Services, which was implemented by TPL in the fall of 2001 and adopted by the Board at its meeting on April 8, 2002.

Management’s responses to the City Auditor’s findings and recommendations are in Appendix 1 of the City Auditor’s report.

Conclusion:

It is recommended that the Toronto Public Library Board receive the City Auditor’s report - *Toronto Public Library – Review of Year-end Spending, Fleet Maintenance, Use of Consultants and Budgets for Maintenance and Repairs*, and adopt its recommendation.

Contact:

Larry Hughsam, Acting Director, Administration; Tel: 416-397-5946; Fax: 416-393-7115;  
E-mail: [lhughsam@tpl.toronto.on.ca](mailto:lhughsam@tpl.toronto.on.ca)

---

City Librarian

List of Attachments:

Attachment 1: Report to the Toronto Public Library Board from the City Auditor dated April 9, 2002