



To: Toronto Public Library Board – September 24, 2001

From: City Librarian

Subject: **2002 Capital and Operating Budgets – Timetable and Process**

Purpose:

To advise the Toronto Public Library Board of the timetable and process for the preparation and review of the Library's 2002 capital and operating budgets.

Funding Implications and Impact Statement:

Not applicable.

Recommendations:

It is recommended that the Toronto Public Library Board:

1. Receive the *2002 Capital and Operating Budgets – Timetable and Process* report for information; and
2. Strike a Sub-Committee of the Board, consisting of the Chair, Vice-Chair, and two other members, to provide direction and guidance to staff during the 2002 budget process.

Comments:

Attachment 1 is a copy of the timetable for the preparation, submission and approval process concerning both the capital and operating budgets for 2002. This process includes an administrative review that will be followed by a political review before eventual approval by Council.

During the week of September 17, 2001, Library staff will be forwarding the draft 2002—2006 capital budget program to Community and Neighbourhood Services for review and consolidation before being forwarded to the City's Finance Department. During the next few weeks the draft capital program will be reviewed at a staff level and the revised capital budget program will be presented to the Board at its October 29, 2001 meeting.

The draft operating budget will be submitted to Community and Neighbourhood Services during the middle of October 2001. Following an initial review by the Acting Commissioner, the budget will be forwarded to the City's Finance Department. It is expected that the political

review of the Library's submission will begin in January 2002. This preliminary draft operating budget will be presented to the Board at its November 19, 2001 meeting.

One new aspect of the City's 2002 budget process is the focus on positions required to deliver the Library's services and establishing a clear accountability for these positions. Detailed organization charts, showing approved positions, must accompany the operating budget submission. These organization charts will reflect all of the approved positions within the Library as of December 31, 2001 and December 31, 2002.

During the administrative and political review process, requests for information are made to the Library. These requests have included priority-setting and budget reduction scenarios. Due to the difficulty in organizing unscheduled Board meetings and getting quorum, it is recommended that the Board strike a Sub-committee of the Board consisting of the Board Chair and Vice-Chair as well as two other members, to provide direction and guidance during the 2002 budget process.

Contact:

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City Librarian

List of Attachments:

City of Toronto – 2002 Budget Process Timetable