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**STAFF REPORT  
INFORMATION ONLY**

**2008 Capital and Operating Budgets – Timetable and Process**

<b>Date:</b>	September 17, 2007
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	City Librarian

**SUMMARY**

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The purpose of this report is to advise the Toronto Public Library Board of the timetable and process for the preparation and review of the Library's 2008 capital and operating budgets.

**FINANCIAL IMPACT**

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There is no financial impact arising from this report.

**ISSUE BACKGROUND**

Section 24(1) of the Public Libraries Act requires the Library Board to submit to City Council annually, estimates of all amounts required during the year for the purposes of the Board. The capital and operating budget submissions represent the requested funding from the City.

**COMMENTS**

A summary of the timetable for the preparation, submission and approval process for the 2008 capital budget and the 2008 operating budget, which includes the service plan review, is outlined in Attachment 1.

**2008 Capital Budget**

This process includes an administrative review, a political review, Council approval and Library Board adoption.

## **Administrative Review**

The draft capital budget submission was submitted to the City's Finance Department in August. During the next few months, City staff will review the 2008 – 2012 Capital Budget submission, which is presented to the Board at the September 17 meeting under a separate report. The City Manager's recommended capital budget will be presented to the Board at its November 12, 2007 meeting.

## **Political Review**

The political review of the capital budget will start in October with a planned Council approval in December.

## **2008 Operating Budget**

This process includes a service plan review, an administrative review and a political review. Once Council approves the budget, it is adopted by the Library Board.

## **Service Plan Review**

During 2007, City departments have been doing extensive work in preparation for the service plan review. Recently, the Library, similar to other Agencies, Boards and Commissions, has been asked to prepare a service plan submission. For the Library, because of the late notice, it was agreed that the 2008 service plan submission would be based on existing structures, and that the process will be reviewed for future years. Service planning is a process which is intended to inform decisions about: services and service levels; best use of available resources to achieve corporate goals; and cost effective delivery approaches. The service plan is due to the City in September with Executive Committee review in November. The service plan submission is presented under a separate report at the September 17 Board meeting.

## **Public Consultation**

At its meeting on July 25, 2007, the Board approved 2007 cost containment measures totaling \$1.2 million, in response to a request from the City Manager. In approving the 2007 cost containment measures - which included a hiring freeze, Sunday service reduction, a cut in the library materials budget and a curtailment of discretionary spending – the Library Board directed staff to conduct public consultations around possible budget reductions for 2008; these consultations are scheduled for September 26 and 27 and October 2 and 4.

## **Administrative Review**

The operating budget is due to the City on September 21, 2007. During the next few months, City staff will review the draft operating budget submission. The operating budget submission will be presented to the Board at its October 15, 2007 meeting. The City Manager's recommended operating budget will be presented to the Board at its November 12, 2007 meetings.

## **Political Review**

The political review of the operating budget will begin in January 2008 with Council approval in March.

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, meetings with the Budget Working Group of the Board will be scheduled for consultation as required. Regular updates will be provided at Board meetings.

## **CONTACT**

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## **SIGNATURE**

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Josephine Bryant  
City Librarian

## **ATTACHMENTS**

Attachment 1: Toronto Public Library – 2008 Budget Process Timetable