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CHAIRMAN'S REPORT

Activities at the Metropolitan Toronto Library Board during the past year were inevitably interwoven with continued implementation of the corporate reorganization approved by the Board in July, 1986. While increased efficiency and improved service to our users provided the main motivation for our efforts, the problem of the preservation of materials became an increasingly high priority.

In common with other libraries, we are now seeing the decay of library materials resulting from the high acid content of the wood pulp-derived paper in use since the 19th century. In many instances it is too late to halt the process of destruction, but where there is still time, libraries must join together and act quickly to preserve the written record of our cultural heritage.

Here at the Metropolitan Toronto Reference Library, preservation efforts were spearheaded by the ongoing work on our double-elephant folio edition of John James Audubon's Birds of America. This endeavour was made possible by the continued generosity of staff and other individuals, corporations and cultural groups. My personal highlight of 1987 was the unveiling of the first four completely restored prints from the folio. In addition to the Audubon plates, preservation staff worked on hundreds of other items in an effort to combat the effects of time, pollution, acidic paper, vandalism, and the other dangers that beset library materials.

We celebrated two outstanding MTRL anniversaries during 1987. First, in March we marked the 20th anniversary of the establishment of this Board under the Municipality of Metropolitan Toronto Act which formalized our separation from the Toronto Public Library Board.

Later in the year, Metropolitan Corporation Chairman Dennis Flynn declared October 23 - 30 as Metropolitan Toronto Reference Library Week, in recognition of our 10th anniversary at 789 Yonge Street. I had the pleasure of acting as master of ceremonies at the celebration marking this occasion, which provided a fitting opportunity to show

off our beautiful building once again. The Honourable Pauline McGibbon, who opened our building in 1977 as Lieutenant-Governor of Ontario, unveiled the four restored Audubon prints.

During the year Chairman Flynn visited the Library, touring our preservation laboratory and other points of special interest. The Chairman continues to take a keen interest in the Library and we thank him for his support over the years.

We were extremely sorry to see Mayor David Johnson and Mrs. Maureen Lippert leave the Board. However, we were fortunate to have Alderman Brian Ashton and Councillor Joe Pantalone appointed to replace them. Otherwise, Board membership remained stable during the year.

Our co-operative endeavours with other libraries and with all levels of government continued. At the local level, as an addition to regular activities, we hosted a tour of the Library for the Chairmen and Vice-Chairmen of the Metro Toronto area library boards to promote understanding of our services and collections. We believe that through mutual effort we can ensure provision of the best possible library service to all our citizens.

In concert with the 10th anniversary celebrations, the interior of the Library began to reflect the amalgamation of departments and services as part of our reorganization. With the help of everyone involved, we went a fair distance toward realizing the purpose of our mission statement and achieving the goals and objectives which will enable us to provide improved service to users. Traditionally, this Library has offered superior reference and research collections and service. The work continues to improve on existing standards, and go forward as a leader in the information age.

I have been honoured to serve as Chairman of the Metropolitan Toronto Library Board for a third year. It has been a privilege and a pleasure to work with Board members, staff, and the many officials and politicians from all levels of government who share my enthusiasm for libraries generally and the Metro Toronto Reference Library in particular.

Irvin H. Sherman, Q.C.
Chairman, 1987

METROPOLITAN TORONTO REFERENCE LIBRARY ANNUAL REPORT '87

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As everyone who works in the world of libraries knows very well, continual advances in information technology bring in their wake fundamental changes in library image, organization, and service delivery systems. The constant unfolding of technical innovations demands a complementary shift in the library's ways of sharing knowledge with its users. In turn, rearrangement of building space and ongoing staff development are needed in order to provide the mechanical and human links between the information source and the library user. As with libraries around the world, MTRL continued to be caught up in technical change and ramifications during 1987.

Along with these advances in library science, we are all faced with the problem of fiscal restraint coupled with rapidly increasing materials costs. Such a dilemma requires co-operative planning, reorganization and rethinking of service delivery methods so that our resources are used to the best advantage. MTRL was involved in these endeavours on all fronts during 1987. Nationally, we acted as host to a series of resource-sharing meetings convened by the National Library. During these discussions participants examined ways and means of using co-operative methods to make the best use of available resources and funding. One of the overall goals was to share what we have equally among all Canadians, regardless of whether they live in the city or the country. Provincially, as MTRL's Director I was involved in initiatives to develop a strategic planning process to take the Ontario public library system to the year 2000. Here again, the primary goal will be to capitalize on the current technology, and to use our common resources to the best possible advantage. In tandem with the Ontario Ministry of Culture and Communications, we hosted a group of senior librarians from Holland during a week-long series of workshops, information exchanges, and exhibits.

MTRL's Products Department designed and developed a provincially funded database of over 500 literacy programmes offered in Ontario. This

was used to produce a directory and a wide range of booklists. We became part of the Ontario Provincial Libraries Interloan Network, and undertook the co-ordinating role for Metro area library systems. In the fall, we began a study of all aspects of MTRL's Metro-wide multilanguage services with the objective of bringing in recommendations for change or adaptation, where necessary, by the spring of 1988.

At the Metropolitan Toronto Reference Library, this outward orientation toward change was mirrored inwardly by the ongoing implementation of the Board's 1986 mandate to reorganize and improve service delivery. In particular, 1987 was filled with activity and change for our Public Service Division. By the end of the first quarter, most departmental managers, assistant managers and senior collections librarians had been appointed. The amalgamation of twelve subject departments into six, with its related melding of staff, collections and service delivery points, began early in the year and continued unabated until the Christmas break. In order to centralize retrieval, reshelving and other materials-related activities, a totally new section known as Collection Maintenance and Access Department was created. Staffing and functions for this new department were determined in tandem with the coalescing of the subject departments. All levels of staff served on task groups which addressed the many issues arising from the reorganization. Their achievements were central to the continued realization of our objectives. They reflect the high quality of our staff and their commitment to the goal of increased and improved service to the public.

The Systems and Technical Support Division also underwent departmental amalgamations and made many innovative moves during 1987. Most notable was the selection and installation of a serials control system coupled with the first-ever development of an interface between this system and our on-line catalogue. After the WLN catalogue management system became operational,

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staff conducted a post-implementation review of the Cataloguing Department. It was renamed the Bibliographic Services Department to reflect the expanded range of services now provided. The 100-year old manual shelflist was closed and incorporated into the computerized cataloguing support operations. Division staff took over application software support for the WLN automation system and continued to refine the system to meet our particular requirements. A review of the 197 manual indexes kept in the subject departments led to proposals for computer-based alternatives which would eventually bring the majority of these indexes on-line. In order to standardize procedures, a data processing policy was developed for the entire organization. In co-operation with S&TS Division staff, the Financial Services Department selected and installed a financial software system which will eventually be used for all departmental functions. Preservation Services, another arm of this Division, continued its labour of love on the Audubon double-elephant folio, bringing new life to the plates without compromising their artistic integrity.

In November, we began work on the redesign of the first floor at 789 Yonge Street. The work will take place over the next two years and will accommodate the newly-formed General Information Services Department, give extra space to the shipping and receiving area, provide improved gallery facilities, and generally make better use of the available space.

During the year our Personnel Department designed and implemented a staff orientation program and also began an in-house supervision course for all managers and supervisors. Staff training associated with the re-organization was continuous throughout the year across all departments.

A staff competition for a design for a MTRL Logo led to several interesting and original entries. Sub-

missions were judged by a committee of Board members and staff, and the winning entry was approved for further development and use as the library's identifying symbol.

In October, we marked our 10th anniversary at 789 Yonge Street with celebrations for users, staff and Board. It is interesting to observe at this point that time and use have not diminished the visual impact of this remarkable building. To those of us who see it every day, it still gives pleasure, and to visitors it is a major landmark in a beautiful city.

Other outstanding events included our first Summer Poetry Night, when Writer-in-Residence Mary di Michele presented readings by several prominent Toronto poets, both in their native language and in translation. Notable among the many exhibits mounted in our gallery was "Crime after Crime", an exceptional display which marked the centenary of the first publication of a Sherlock Holmes story. Fans of the peerless sleuth gathered in force to honour the anniversary and join in the celebrations.

All in all, we have had another productive year at the Metro Toronto Reference Library. It has been a busy time, with much stress placed on us all by the need to accommodate change in our own internal organization. In addition, we know that realignments resulting from external developments will be ongoing. Fortunately, human nature seems to have a great capacity to respond to challenge by meeting it head-on and proving more than equal to its demands. That has certainly been true at MTRL during the last year, and I would like to thank everyone who helped us to move forward during an active and demanding time.

In closing, my thanks are also due to the members of our Board for their interest in the many issues that have come before them, and the support which they have provided administratively. Their efforts as representatives of and advocates for this library are highly valued and much appreciated.

Frances Schwenger
Director

STATISTICS

COLLECTIONS

	1987
Books	
Arts Department	143,936
Audio Visual Department	119
Bus., Soc. Sciences & Mun. Ref. Dept.	388,891
General Information Services Dept.	32,020
History Department	212,610
Languages & Literature Department	262,884
Science & Technology Department	135,041

TOTAL 1,175,501

Bound Periodicals 174,293

TOTAL 1,349,794

Other Material

Broadsides, posters, programs	84,834
Films	8,800
Maps and plans	54,136
Microfiche and microcards	761,867
Microfilms	49,148
Bound Newspapers	4,502
Pictures and slides – reference	268,021
Pictures – circulating	813,563
Records, tapes & cassettes:	
Talking book titles	30,130
Language & spoken word	16,732
Music	21,146
Current data files	48,147

TOTAL 2,161,026

Manuscripts 339,217m

USE OF MATERIALS

	1987
Materials borrowed	
Pictures (Arts)	229,490
Books (Languages & Lit.)	19,688
Records (Languages & Lit.)	2,384
Scores (Arts)	12,178
TOTAL	263,740

Materials used in the Library

Books	2,067,658
Periodicals	551,479
Vertical file folders	120,443
Manuscripts	29,126
Maps and plans	32,339
Microfiches, microcards	280,566
Microfilms	134,115
Newspapers	338,245
Pictures, picture files	160,704
Records, tapes, cassettes	199,487
TOTAL	3,914,162

User count 1,694,971

Other services

Telephone questions	315,760
Desk questions	1,354,263
Registrations	3,993

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AUDITOR'S REPORT

To the Members
Metropolitan Toronto Library Board

April 29, 1988

I have examined the balance sheet of the Metropolitan Toronto Library Board as at December 31, 1987 and the statements of revenue and expenditure and changes in financial position for the year then ended. My examination was made in accordance with generally accepted auditing standards, and accordingly included such tests and other procedures as I considered necessary in the circumstances.

In my opinion, these financial statements present fairly the financial position of the Board as at December 31, 1987 and the results of its operations and the changes in its financial position for the year then ended in accordance with generally accepted accounting principles for Ontario municipalities applied on a basis consistent with that of the preceding year.

Allan G. Andrews, C.A.
METROPOLITAN AUDITOR

Metropolitan Toronto Library Board Balance Sheet December 31, 1987

	1987	1986
ASSETS		
CURRENT ASSETS		
Cash	\$ 510,663	\$ 310,159
Accounts receivable		
Municipality of Metropolitan Toronto	1,246,848	1,281,064
Other	85,304	67,220
Prepaid expenses	60,676	132,380
	<u>1,903,491</u>	<u>1,790,823</u>
CAPITAL OUTLAY TO BE RECOVERED IN FUTURE YEARS	<u>13,988,498</u>	<u>16,400,070</u>
	<u>\$ 15,891,989</u>	<u>\$ 18,190,893</u>
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 2,181,927	\$ 1,862,030
Unexpended grants	32,723	23,297
	<u>2,214,650</u>	<u>1,885,327</u>
NET LONG TERM LIABILITIES FINANCED BY THE MUNICIPALITY (note 2)	<u>13,988,498</u>	<u>16,400,070</u>
FUND BALANCE AT YEAR END		
Capital expenditures not yet permanently financed	(311,159)	(94,504)
	<u>\$ 15,891,989</u>	<u>\$ 18,190,893</u>

see accompanying notes

Metropolitan Toronto Library Board Statement of Revenue and Expenditure Year Ended December 31, 1987

	1987	1986
EXPENDITURE		
Salaries and benefits	\$ 12,503,479	\$ 12,110,912
Library materials	2,365,380	2,043,969
Supplies, utilities and equipment	1,707,722	1,843,678
Services and rents	2,404,329	2,253,357
Total operating costs	<u>18,980,910</u>	<u>18,251,916</u>
Charges for net long term liabilities (note 3)	4,193,595	4,358,683
Provincial and federal special projects	203,953	96,880
	<u>23,378,458</u>	<u>22,707,479</u>
REVENUE		
Province of Ontario grants	1,617,524	1,555,311
Province of Ontario special grants	203,953	55,155
Federal government special grants		41,725
Charges to Ontario Library Service Areas	60,425	78,521
Charges to Metro Toronto Area Library Boards	44,541	61,548
Other income	579,219	529,605
	<u>2,505,662</u>	<u>2,321,865</u>
NET OPERATING COST	<u>\$ 20,872,796</u>	<u>\$ 20,385,614</u>
FUNDED BY:		
Contributions by the Municipality of Metropolitan Toronto (note 4)		
General appropriation	\$ 20,648,052	\$ 19,894,351
Capital appropriation	224,744	491,263
	<u>\$ 20,872,796</u>	<u>\$ 20,385,614</u>

see accompanying notes

Metropolitan Toronto Library Board Statement of Changes in Financial Position Year Ended December 31, 1987

	1987	1986
CASH PROVIDED BY (USED IN) OPERATIONS		
Decrease (increase) resulting from changes in:		
Accounts receivable:		
Municipality of Metropolitan Toronto	34,216	(366,813)
Other	(18,084)	(29,258)
Prepaid expenses	71,704	(26,123)
Accounts payable and accrued liabilities	319,897	91,092
Unexpended grants	9,426	(15,594)
Cash provided by (used in) operations	<u>417,159</u>	<u>(346,696)</u>
NET CASH USED TO ACQUIRE CAPITAL ASSETS	<u>(216,655)</u>	<u>(708,108)</u>
CASH RECEIVED FROM FINANCING ACTIVITIES		
Debt proceeds		514,802
Capital lease		245,275
		<u>760,077</u>
INCREASE (DECREASE) IN CASH, BEGINNING OF YEAR	<u>200,504</u>	<u>(294,727)</u>
CASH, END OF YEAR	<u>\$ 510,663</u>	<u>\$ 310,159</u>

see accompanying notes

Metropolitan Toronto Library Board Notes to Financial Statements December 31, 1987

1. ACCOUNTING POLICIES

The financial statements of the Metropolitan Toronto Library Board are the representation of management prepared in accordance with accounting policies prescribed for Ontario municipalities by the Ministry of Municipal Affairs. Since precise determination of many assets and liabilities is dependent upon future events, the preparation of periodic financial statements necessarily involves the use of estimates and approximations. These have been made using careful judgements.

Basis of Accounting

(i) Revenue and expenditure recognition

The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recog-

nized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(ii) Charges for long term liabilities

Revenue and expenditures are reported on the accrual basis of accounting with the exception of principal charges on net long term liabilities which are charged against operations in the periods in which they are paid.

(iii) Fixed assets

The historical cost and accumulated depreciation for fixed assets are not recorded for municipal purposes. Fixed assets are expensed on the Statement of Revenue and Expenditure in the year of acquisition.

(iv) Capital outlay to be recovered in future years

Capital outlay to be recovered in future years represents the outstanding principal portion of unmatured long term liabilities incurred for the purchase of fixed assets and is reported on the Balance Sheet.

(v) Trust funds

Trust funds and their related operations administered by the Library Board are not consolidated but are reported separately on the Trust Funds Statement of Continuity and Balance Sheet. Trust funds administered by the Library Board amount to approximately \$42,000 (1986 - \$12,000).

(vi) Liabilities payable in foreign currencies

Long term debt payable in foreign currencies has been translated into Canadian funds at the exchange rates prevailing at the time the debt was incurred.

2. NET LONG TERM LIABILITIES FINANCED BY THE MUNICIPALITY

(a) The Municipality of Metropolitan Toronto issues debentures for library capital purposes as required. The balance of net long term liabilities reported on the Balance Sheet is made up of the following:

	1987	1986
Long term liabilities incurred by the Municipality on behalf of the Board	\$ 25,997,482	\$ 26,472,270
Value of sinking funds which have been accumulated to the end of the year to retire the outstanding long term liabilities	(12,008,984)	(10,317,475)
	13,988,498	16,154,795
Total long term liabilities incurred by the Library for capital leases		245,275
Net long term liabilities	<u>\$ 13,988,498</u>	<u>\$ 16,400,070</u>

(b) Principal payments of net long term liabilities reported in (a) of this note in five year intervals are as follows:

1988 to 1992	\$ 5,459,216
1993 to 1997	3,625,299
Interest to be earned on sinking funds	4,903,983
	<u>\$13,988,498</u>

(c) Included in net long term liabilities on the Balance Sheet is an amount of \$9,832,900 (1986 - \$11,535,200) payable in United States currency which was translated into Canadian dollars at the rate of exchange prevailing when the liability was incurred. If the liability is translated into Canadian dollars at the exchange rate prevailing at December 31, 1987, the liability would be increased by \$2,809,900 (1986 - \$4,290,600).

(d) Approval of the Ontario Municipal Board has been obtained for the long term liabilities in (a) issued in the name of the Municipality of Metropolitan Toronto.

3. CHARGES FOR NET LONG TERM LIABILITIES

Total charges for the year for net long term liabilities as reported on the Statement of Revenue and Expenditure are as follows:

	1987	1986
Debt Charges		
Principal payments, including contributions to sinking funds	\$1,198,018	\$1,234,726
Interest	<u>2,934,587</u>	<u>3,062,967</u>
	<u>4,132,605</u>	<u>4,297,693</u>
Capital Lease Charges		
Principal	43,398	43,744
Interest	<u>17,592</u>	<u>17,246</u>
	<u>60,990</u>	<u>60,990</u>
	<u>\$4,193,595</u>	<u>\$4,358,683</u>

4. CONTRIBUTIONS BY THE MUNICIPALITY OF METROPOLITAN TORONTO

The Library Board is entitled under The Municipality of Metropolitan Toronto Act to requisition funds from the Metropolitan Corporation as required up to the amount approved in the Board's budget by Metropolitan Council.

By agreement between the Metropolitan Treasurer and the Board, funds are contributed by the Metropolitan Corporation equal to the lesser of net operating costs and the approved budget.

5. LIABILITY FOR PAST SERVICE PROVISION OF PENSION AGREEMENT

The Metropolitan Toronto Library Board maintains two pension plans. Under the past service provision of the Toronto Civic Employee Pension and Benefit fund pension agreement, the Metropolitan Toronto Library Board is obligated at December 31, 1987 for an amount of approximately \$96,000 (1986 - \$143,000) as established for the plan. No provision has been made for this liability. This liability will be funded by annual payments which are charged to operations over the period recommended by the actuary and in accordance with regulatory requirements.

The Ontario Municipal Employee Retirement System pension plan is a multi-employer pension plan. The latest actuarial valuation indicates that the plan experienced an actuarial surplus.

6. LIABILITY FOR VESTED SICK LEAVE BENEFITS

Under the sick leave benefit plan, unused sick leave can accumulate and employees may become entitled to a cash payment when they leave the Board's employment.

The liability for these accumulated days, to the extent that they have vested and could be taken in cash by an employee on terminating, amounted to \$911,000 (1986 - \$817,000) at the end of the year.

In order to provide for this past service liability, the Board participates in a reserve fund established by the Municipality of Metropolitan Toronto. Contributions to this reserve fund are based on amounts, deemed to be sufficient to provide for anticipated payments over a given period of time, and will be funded over the next nine years.

7. CONTRACTUAL OBLIGATIONS

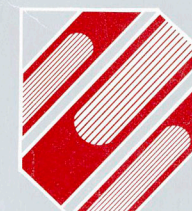
The Board is committed under operating leases and contracts for maintenance, service and rent as follows:

1988	\$634,800
1989	266,100
1990	14,000
1991	3,900
	<u>\$918,800</u>

8. COMPARATIVE FIGURES

Certain of the 1986 figures presented here for comparative purposes have been reclassified to conform with the current year's presentation.

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METROPOLITAN TORONTO LIBRARY BOARD MEMBERS (1987)

Irvin Sherman, Q.C., Chairman; George L. Court, Vice-Chairman; Dr. Eli Davis, Josef Galambosy; Ald. Brian Ashton; Maureen Lippert; Dr. Margaret MacMillan; Flora McKinlay; Gail Midanik; Judge Charles Purvis; John S. Ridout.

THE METROPOLITAN TORONTO REFERENCE LIBRARY provides reference and research collections, staff and services to meet the information needs of the people of Metropolitan Toronto, which are beyond those met by the local, school, or special library.

Director (Frances Schwenger)	393-7216
Public Services, Assistant Director (Elizabeth Beeton)	393-7201
Systems & Technical Support, Assistant Director (Margaret McGrory)	393-7214
Personnel & Labour Relations (Manager Joe Leforte)	393-7096
Planning Officer (Chris MacDonald)	393-7210
Public Relations (Manager Mario Bernardi)	393-7141
Treasurer (Larry Peterson)	393-7026
Accounting (Manager David Clark)	393-7033

PUBLIC SERVICE DEPARTMENTS (1988)

General Inquiry	393-7196
General Information Services (Manager Sandra DeAthe)	393-7131/2
Arts (Manager Isabel Rose)	393-7077/8
Audio Visual Services (Manager Laura Murray)	393-7110
Business & Social Sciences (Manager Margot Hewings)	393-7148
Municipal Reference (City Hall)	393-7119
Collection Maintenance & Access (Manager Hans-B. Demke)	393-7243
History (Manager David Kotin)	393-7155 393-7161/2
Languages & Literature (Manager Jas Gundara)	393-7177 393-7010/1
Science & Technology (Manager Jean Forde)	393-7090

SYSTEMS & TECHNICAL SUPPORT SERVICES (1988)

Acquisitions (Manager Josephine Tsui)	393-7041
Bibliographic Service (Manager Genia Lorentowicz)	393-7018
Computer Operations (Manager Olav Vanderzon)	393-7207
Facilities (Manager Don Arthur)	393-7066
Preservation Services (Manager Johanna Wellheiser)	393-7128
Products (Acting Manager Josephine Tsui)	393-7168
Systems Development (Manager Robert Renaud)	393-7205

NINETEENTH ANNUAL REPORT 1987

ISSN-0700-4532

Metropolitan Toronto Library Board

Produced by the Public Relations Department

Graphic design/Kathleen Gabriel

Printed by JHF Productions Canada Ltd.