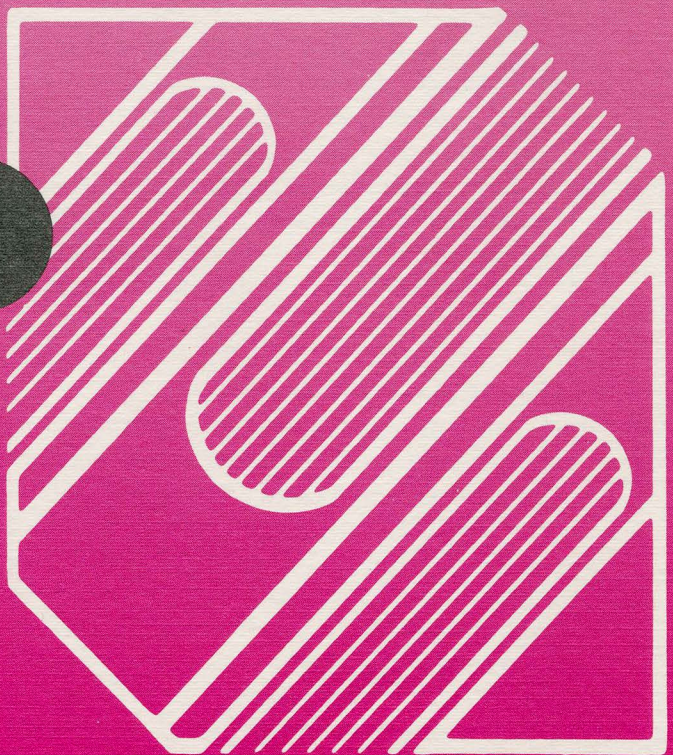
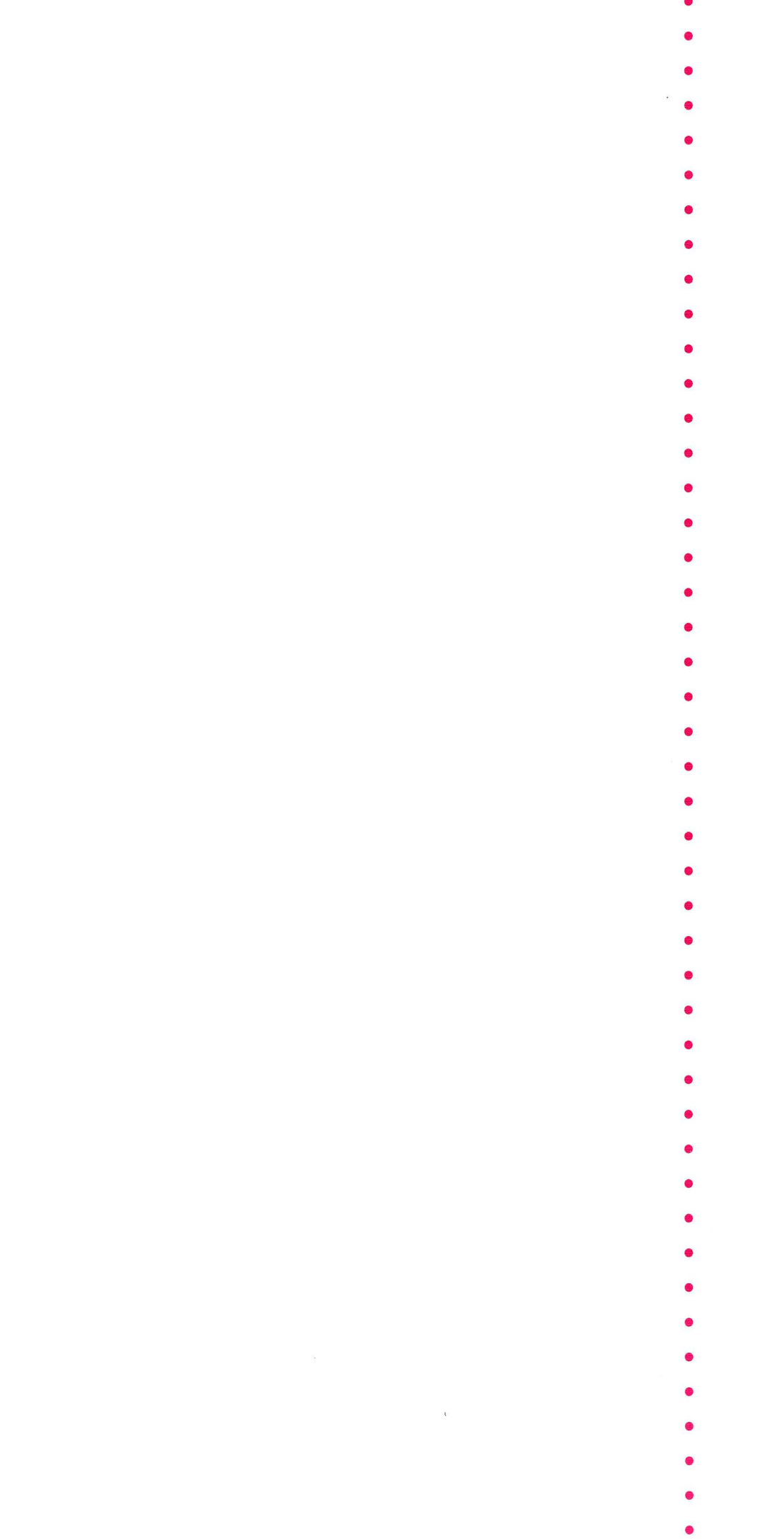


METROPOLITAN TORONTO  
LIBRARY BOARD

**A** ANNUAL REPORT  
**1990**







# CHAIRMAN'S REPORT 1990

**1990** was an active year for the Library. A major event was the opening in February of our exhibitions gallery on the main floor. Built to the strict conservation standards of the National Museums of Canada, the new area allows us to display those rare and fragile items of our own collections which could not be exposed to the environment of the former gallery. Fittingly, the gallery opened with the first annual exhibition of plates from our original edition of John James Audubon's *Birds of America*, just restored through the efforts of a major fund-raising campaign. Throughout the year other displays of beautiful and unusual material from our collections have been shown.

## *BUILDING EXTENSION*

Studies continued on the Ballet Opera House Corporation's proposal to move our Fine Arts collection to a new library in their proposed building at Bay and Wellesley Streets. In November, with the provincial government's cancellation of its financial commitment to the Corporation, these studies were discontinued. However, because our space limitations are becoming critical at 789 Yonge Street, we had kept other alternatives open. These were quickly re-evaluated, with the result that, early in 1991, a capital funding request will go to the Metro Toronto Council for a two-level addition on the eastern side of our present building. We believe that this is the most practical and cost effective plan to add space for users and collections, and ease the overcrowding in the building.

## *LITERACY RESOURCE CENTRE*

The Library has been active in support of International Literacy Year. As mentioned in my 1989 report, we have taken on responsibility for the Ontario Literacy and Language Training Resource Centre. Throughout 1990, renovations proceeded at 21 Park Road, while organizational activities to get the Centre ready for the public in 1991 continued. Again on the topic of literacy, the Library is part of a national project (funded by the National Literacy Secretariat of Multiculturalism and Citizenship Canada) to develop a Canadian bilingual adult literacy thesaurus. This database will provide specific and consistent subject access to all types of literacy materials.

### *MUNICIPAL REFERENCE 25 YEARS*

While planning goes on for the relocation of our Municipal Reference Library to the new Metro Hall on King Street, Municipal Reference itself celebrated its 25th year as a provider of information about municipal governments, particularly those in Metro Toronto. Fittingly, the birthday celebrations took place in Toronto City Hall, their home since 1967, and were helped along by library users who paid tribute to the services offered by staff over the past quarter century.

### *NEW AUTOMATION SYSTEM*

Our systems staff continued planning for the implementation of the Virginia Tech Library System (VTLS). The new computer system will serve our increased technical requirements and will eventually offer access to our catalogue from outside the Library by users with their own equipment. After the installation of the mainframe computer in June, fine-tuning of the software continued at pace as did installation of other hardware items.

### *CD-ROM, MULTICAT*

Also on the technological front, online databases in CD-ROM format provided quick and easy access to information on many subjects. The second edition of MultiCat, our CD-ROM catalogue of all public library holdings in the Metro area, was produced for the Metro area Library Boards and other interested libraries. Those Boards that make MultiCat directly available to the public are finding it very popular, and staff involvement in searches for other locations in Metro is considerably reduced.

### *FRENCH LIBRARIANS VISIT*

In June the Board was pleased to receive a delegation of senior French librarians and government officials. They were on a fact-finding mission to Ontario before the establishment of a new national public library system and the construction of a new Bibliothèque de France. We demonstrated our new VTLS automation system and gave them a brief tour of selected departments, before hosting a luncheon in their honour.

## ● CHAIRMAN'S REPORT



MTLB chairman John Ridout and National Librarian Marianne Scott opened MTRL's new gallery



MTRL's Municipal Reference Library, at City Hall, celebrated its 25th anniversary in October



John Ridout signed funding contracts for the Literacy and Language Training Resource Centre



Sheila Pennington discussed ways of healing oneself at the Fredelle Maynard annual memorial lecture



Assistant director Elizabeth Beeton showed MTRL's technology to a library planning group from France

### *PUBLIC LIBRARY STRATEGIC PLAN*

A draft of the proposed Ontario Public Library Strategic Plan was released in late spring. The Board held two special meetings to consider the draft plan, which had been developed with considerable input from Library Board members and staff. The vice-chairman presented the Board's response to the Strategic Planning Advisory Committee. If implemented as written, the Strategic Plan could significantly affect the role of this library in the provision of services throughout Ontario.

### *MAYNARD MEMORIAL LECTURE*

In recognition of her life-long appreciation of public libraries, the family of the late Fredelle Maynard, distinguished author and teacher, established a trust fund in her memory for the endowment of an annual lecture at the Library. In October the late Ms. Maynard's friend and colleague, Dr. Sheila Pennington, gave the first of these lectures to a packed audience at 789 Yonge Street. This was a unique and moving experience, combining the contribution to human values of two extraordinary individuals.

The only change in the membership of our Board in 1990 was the appointment of Metro Councillor Marie Labatte to fill a seat left vacant from 1989. We are indeed fortunate to have Councillor Labatte with us; she is well-versed in library matters from her time with the North York Public Library Board.

In conclusion, I extend my thanks to the members of the Board and our fine staff for their service to the citizens of Metropolitan Toronto and beyond.



John S. Ridout



# DIRECTOR'S REPORT

**1990** became a year of cooperation when the Library, in a new initiative, included staff at all levels in its planning process. For most staff the ongoing long-range planning in an organization like the Metropolitan Toronto Reference Library can be somewhat remote, and yet, they are often the people most affected by organizational change. In 1990 we set up a mechanism to involve staff from across the Library in the realization of the goals approved by the Board for the 1991-94 planning cycle.

The cycle concentrates on improving services to users, examining our mandate and establishing our image in the community. Our six goals are:

- Define MTRL's role in the context of its community in Metro Toronto and across the province, and develop service objectives that reflect this role
- Improve access to information, regardless of source and format
- Improve facilities for housing the collections and services
- Improve methods of managing the collection
- Communicate MTRL's role in its community
- Seek ways of promoting a positive organizational culture for MTRL and its staff

In order to develop a strategic plan for achieving these goals, we chose the approach of a steering committee with task groups. A Planning Advisory Committee (PAC) made up of senior staff was established, and general staff meetings were held to ask for volunteers to form Issue Teams which would study the 11 key issues identified by PAC. Staff response was extremely positive and 70 volunteers were appointed to 11 teams. This new process not only drew on the experience, knowledge and creativity of the volunteers, but also allowed other interested staff members to contribute their ideas and suggestions.

After 10 months of concentrated effort, the teams passed their creative reports and

recommendations to PAC. These were presented to the Board and all staff were invited to meetings to debate the work of the Issue Teams. The findings of the teams became the basis for the development of a draft strategic plan.

We are proud of the new broad-based process which has been healthy and enlivening for the whole organization. It not only brought out the common concerns of all staff, but it also revealed a corporate will to cooperate and to solve problems in a constructive fashion.

The spirit of cooperation during the year extended to the Statement of Shared Values developed by a joint committee of staff and management. Fulfilling a goal set in our previous planning cycle, the document translates our mission statement into a fundamental work ethic for the institution.

Another example of common purpose was MTRL staff's outstanding contribution to the 1990 United Way Campaign. Through donations and a series of events involving 78 percent of our staff, MTRL raised \$24,246 for this worthwhile cause, thus earning a Silver Certificate from the United Way organization.

During the year a number of outstanding staff members moved on to other challenges. Notable among them was Margaret McGrory, Assistant Director, Systems and Technical Support Division, who left the Library to build a career in the corporate sector. During her 12 years here, her contribution to all aspects of the Library's operation was second to none, and her services to the general library community were outstanding. We wish her every success in the future.

After a year that set a new standard of cooperation, I would like to thank staff who joined our long-range planning process as members of the Issue Teams. I also wish to thank the members of the Board, whose support and encouragement is a source of strength to the administration. And finally, I wish to acknowledge the contribution of all the Library staff who made sure that the large number of users who come through our doors each year continue to receive what they expect from us—first-class reference service in a library that is unique in Canada and outstanding throughout the world.



Frances Schwenger



# FINANCIAL STATEMENTS 1990

## AUDITOR'S REPORT

April 19, 1991

### To the Members of the Metropolitan Toronto Library Board

I have audited the balance sheet of the Metropolitan Toronto Library Board as at December 31, 1990 and the statements of current operations, capital operations and changes in financial position for the year then ended. These financial statements are the responsibility of the Board's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 1990 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.

Allan G. Andrews, C.A.  
METROPOLITAN AUDITOR

| DECEMBER 31, 1990  | 1990                   | 1989                   |
|--|------------------------|------------------------|
| <b>ASSETS</b>  |                        |                        |
|  | <i>(in thousands)</i>  |                        |
| <b>CURRENT ASSETS</b>  |                        |                        |
| Cash and short-term investments (Note 2)                                   | \$ 1,887               | \$ 696                 |
| Accounts receivable  |                        |                        |
| Municipality of Metropolitan Toronto                                       | —                      | 1,281                  |
| Other  | 63                     | 47                     |
| Prepaid expenses   | 32                     | 46                     |
| Deferred charges   | —                      | 118                    |
|  | <u>1,982</u>           | <u>2,188</u>           |
| <b>CAPITAL OUTLAY TO BE RECOVERED<br/>IN FUTURE YEARS</b>                  |                        |                        |
|  | <u>7,750</u>           | <u>10,493</u>          |
|  | <u><b>\$ 9,732</b></u> | <u><b>\$12,681</b></u> |
| <b>LIABILITIES AND FUND BALANCE</b>  |                        |                        |
| <b>CURRENT LIABILITIES</b>   |                        |                        |
| Accounts payable and accrued liabilities                                   |                        |                        |
| Municipality of Metropolitan Toronto                                       | \$ 665                 | \$ —                   |
| Other (Note 2)   | 1,856                  | 1,608                  |
| Unexpended grants (Note 2)   | 842                    | 1,096                  |
|  | <u>3,363</u>           | <u>2,704</u>           |
| <b>NET LONG TERM LIABILITIES FINANCED<br/>BY THE MUNICIPALITY (Note 3)</b> | <u>7,750</u>           | <u>10,493</u>          |
| <b>FUND BALANCE AT THE END OF THE YEAR</b>                                 |                        |                        |
| Capital expenditures not yet<br>permanently financed                       | <u>(1,381)</u>         | <u>(516)</u>           |
|  | <u><b>\$ 9,732</b></u> | <u><b>\$12,681</b></u> |

### STATEMENT OF CAPITAL OPERATIONS

|  |                        |                      |
|--|------------------------|----------------------|
| Capital expenditures not yet permanently<br>financed, beginning of year                | \$ 516                 | \$ 300               |
| Expenditure for Library  | 1,824                  | 830                  |
| Expenditure for Literacy Resource<br>and Language Training Centre                      | 1,396                  | —                    |
|  | <u>3,220</u>           | <u>830</u>           |
| Financing  |                        |                      |
| Debenture proceeds   | —                      | 300                  |
| Contributions by the Municipality<br>of Metropolitan Toronto                           | 959                    | 314                  |
| Transfer from current operations for Literacy Resource<br>and Language Training Centre | 1,396                  | —                    |
|  | <u>2,355</u>           | <u>614</u>           |
| Capital expenditures not yet permanently<br>financed, end of year                      | <u><b>\$ 1,381</b></u> | <u><b>\$ 516</b></u> |

**STATEMENT OF CURRENT OPERATIONS**  
**YEAR ENDED DECEMBER 31, 1990**

|  | 1990                  | 1989            |
|--|-----------------------|-----------------|
|  | <i>(in thousands)</i> |                 |
| <b>EXPENDITURE</b>                                 |                       |                 |
| Salaries and benefits                              | \$16,158              | \$14,874        |
| Library materials                                  | 2,676                 | 2,581           |
| Supplies, utilities and equipment                  | 1,355                 | 1,492           |
| Services and rents                                 | 3,040                 | 2,651           |
| Provincial special projects                        | 22                    | 122             |
| Total Library Operating costs                      | 23,251                | 21,720          |
| Capital expenditures charged to current operations | 959                   | 314             |
| Charges for net long term liabilities (Note 4)     | 3,473                 | 3,601           |
| Literacy Resource and Language Training Centre     |                       |                 |
| Current operations                                 | 198                   | —               |
| Capital operations                                 | 1,396                 | —               |
|  | <u>29,277</u>         | <u>25,635</u>   |
| <b>REVENUE</b>                                     |                       |                 |
| Province of Ontario regular grant                  | 1,825                 | 1,755           |
| Province of Ontario special grants                 | 22                    | 122             |
| Charges to Ontario Library Service Area Boards     | 25                    | 42              |
| Charges to Metro Toronto Area Library Boards       | 73                    | 58              |
| Photocopy services                                 | 510                   | 440             |
| Other income                                       | 368                   | 255             |
| Total operating revenue                            | 2,823                 | 2,672           |
| Literacy Resource and Language Training Centre     | 1,594                 | —               |
|  | <u>4,417</u>          | <u>2,672</u>    |
| <b>NET OPERATING COSTS</b>                         | <u>\$24,860</u>       | <u>\$22,963</u> |

**FUNDED BY**

|   |                 |                 |
|---|-----------------|-----------------|
| Contributions by the Municipality of Metropolitan Toronto for |                 |                 |
| Current operations  | \$23,901        | \$22,649        |
| Capital operations  | 959             | 314             |
|   | <u>\$24,860</u> | <u>\$22,963</u> |

**STATEMENT OF CHANGES IN FINANCIAL POSITION**  
**YEAR ENDED DECEMBER 31, 1990**

|   | 1990                  | 1989          |
|---|-----------------------|---------------|
|   | <i>(in thousands)</i> |               |
| <b>CASH PROVIDED BY (USED IN) OPERATIONS</b>                      |                       |               |
| Increase (decrease) resulting from changes in                     |                       |               |
| Accounts receivable   |                       |               |
| Municipality of Metropolitan Toronto                              | \$1,946               | \$ (113)      |
| Other   | (16)                  | 1             |
| Prepaid expenses  | 14                    | 31            |
| Deferred charges  | 118                   | (118)         |
| Accounts payable and accrued liabilities                          | 248                   | (166)         |
| Unexpended grants   | (254)                 | 1,063         |
| Cash provided by operations                                       | <u>2,056</u>          | <u>698</u>    |
| <b>NET CASH USED TO ACQUIRE CAPITAL ASSETS</b>                    | <u>(3,220)</u>        | <u>(830)</u>  |
| <b>CASH RECEIVED FROM FINANCING ACTIVITIES</b>                    |                       |               |
| Contributions by the Municipality of Metropolitan Toronto         | 959                   | 314           |
| Debenture proceeds  | —                     | 300           |
| Capital grants for Literacy Resource and Language Training Centre | 1,396                 | —             |
|   | <u>2,355</u>          | <u>614</u>    |
| <b>INCREASE IN CASH</b>   | <u>1,191</u>          | <u>482</u>    |
| <b>CASH, BEGINNING OF YEAR</b>                                    | <u>696</u>            | <u>214</u>    |
| <b>CASH, END OF YEAR</b>  | <u>\$ 1,887</u>       | <u>\$ 696</u> |

## NOTES TO FINANCIAL STATEMENTS YEAR ENDED DECEMBER 31, 1990

### 1. ACCOUNTING POLICIES

The financial statements of the Metropolitan Toronto Library Board are the representation of management prepared in accordance with accounting principles prescribed for Ontario municipalities by the Ministry of Municipal Affairs.

#### Basis of Accounting

##### (i) Revenue and Expenditure Recognition

Revenue and expenditures are reported on the accrual basis of accounting with the exception of charges for the principal portion of long term liabilities.

##### (ii) Principal Portion of Charges for Long Term Liabilities

Principal charges on net long term liabilities 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 reported as an expenditure 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) Liabilities Payable in Foreign Currencies

Long term debt payable in foreign currencies has been translated into Canadian funds at the exchange rate prevailing at December 31, 1990.

### 2. UNEXPENDED GRANTS

Unexpended grants consist primarily of funds received from the Federal and Provincial governments to establish, renovate and operate a Literacy Resource and Language Training Centre. The balance of unexpended grants related to this project amounted to \$813,000 (1989—\$1,084,000). Also included is \$29,000 (1989 \$12,000) relating to Social Science and Humanities Research Council grants. The total of these unexpended grants are represented by

|                                 | (in thousands) |                 |
|---------------------------------|----------------|-----------------|
|                                 | 1990           | 1989            |
| Cash and short-term investments | \$ 1,079       | \$ 1,096        |
| Accounts payable                | (237)          | —               |
|                                 | <u>\$ 842</u>  | <u>\$ 1,096</u> |

### 3. 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

|   | (in thousands)  |                 |
|---|-----------------|-----------------|
|   | 1990            | 1989            |
| Long term liabilities incurred by the Municipality on behalf of the Board   | \$28,661        | \$28,745        |
| Value of sinking funds which have been accumulated to the end of the year to retire the outstanding long term liabilities | <u>(20,911)</u> | <u>(18,252)</u> |
| Net long term liabilities   | <u>\$ 7,750</u> | <u>\$10,493</u> |

Included in net long term liabilities is an amount of \$4,147,000 (1989—\$6,059,000) payable in United States funds.

(b) Future net long term liabilities payments are as follows

|   | (in thousands) |
|---|----------------|
| 1991 to 1995                                    | \$3,185        |
| 1996 to 1999                                    | 470            |
| Interest expected to be earned on sinking funds | <u>4,095</u>   |
|   | <u>\$7,750</u> |

(c) Approval of the Ontario Municipal Board has been obtained for the long term liabilities issued by Municipality of Metropolitan Toronto to finance capital expenditures of the Library Board.

### 4. CHARGES FOR NET LONG TERM LIABILITIES

Total charges for the year for net long term liabilities as reported on the Statement of Current Operations are as follows

|  | (in thousands) |                |
|--|----------------|----------------|
|  | 1990           | 1989           |
| Principal payments, including contributions to sinking funds | \$ 890         | \$ 981         |
| Interest   | <u>2,583</u>   | <u>2,620</u>   |
|  | <u>\$3,473</u> | <u>\$3,601</u> |

### 5. 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 approximately \$1,415,000 (1989—\$1,101,000) 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. Contributions to the Reserve Fund by the Board amounted to \$36,300 (1989—\$37,200).

### 6. CONTRACTUAL OBLIGATIONS

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

|      | (in thousands) |
|------|----------------|
| 1991 | \$ 670         |
| 1992 | 621            |
| 1993 | 108            |
| 1994 | 13             |
| 1995 | <u>2</u>       |
|      | <u>\$1,414</u> |

### 7. RESTATEMENT OF 1989 FINANCIAL STATEMENTS

The 1989 financial statements have been restated to account for expenditure for which the library had received funding from the Municipality of Metropolitan Toronto. The effect of this restatement is to increase both the 1989 expenditure for capital expenditures charged to current operations and the contributions by the Municipality by \$313,600. This restatement has no effect on the current year's financial statements.



## COLLECTIONS

### BOOKS

|   |         |
|---|---------|
| Arts Department                         | 153,495 |
| Audio Visual Department                 | 149     |
| Business & Social Services Department   | 362,075 |
| Municipal Reference                     | 75,125  |
| General Information Services Department | 36,692  |
| History Department                      | 228,560 |
| Languages & Literature Department       | 292,487 |
| Science & Technology Department         | 148,635 |

**TOTAL** **1,297,210**

Bound Periodicals 194,659

**TOTAL** **1,491,869**

### OTHER MATERIAL

|                               |         |
|-------------------------------|---------|
| Broadsides, posters, programs | 94,715  |
| Films                         | 7,911   |
| Maps and plans                | 59,238  |
| Microfiche and microcards     | 989,043 |
| Microfilms                    | 55,900  |
| Bound Newspapers              | 4,741   |
| Pictures-reference            | 264,248 |
| Picture-circulating           | 848,845 |
| Records, tapes and cassettes  | 45,060  |
| Slides                        | 9,348   |
| Talking book titles           | 34,001  |
| Current data files            | 46,362  |

**TOTAL** **2,459,412**

Manuscripts 358,016m

## USAGE

### QUESTIONS

|                 |         |
|-----------------|---------|
| Desk questions  | 952,497 |
| Phone questions | 228,743 |

**TOTAL** **1,181,240**

### MATERIALS

|              |           |
|--------------|-----------|
| Books        | 1,461,259 |
| Serials      | 691,731   |
| Non-Book     | 384,395   |
| Audio Visual | 97,266    |
| Microforms   | 426,794   |

**TOTAL USE OF MATERIALS** **3,061,446**

### OTHER SERVICES

|                 |           |
|-----------------|-----------|
| Circulation     | 133,068   |
| Retrievals      | 517,227   |
| Online searches | 2,633     |
| Photocopies     | 2,840,612 |

**VISITORS** **1,222,391**

# PEOPLE 1990

## LIBRARY BOARD

John Ridout  
*Chairman*  
George Court  
*Vice chairman*  
Anne Foster  
Josef Galambosy  
Metro Councillor Marie Labatte  
Gail Midanik  
Judge Charles Purvis  
Irvin Sherman  
Metro Councillor Bob Sanders  
Councillor Sherene Shaw  
Maureen Rudzik

## ADMINISTRATION

Frances Schwenger  
*Director*  
Elizabeth Beeton  
*Assistant Director, Public Service*  
Mario Bernardi  
*Manager, Public Relations*  
J.R. LeForte  
*Manager Personnel & Labour Relations*  
Christine Macdonald  
*Planning Officer*  
Margaret McGrory  
*Assistant Director, Systems & Technical Support*  
Larry Peterson  
*Treasurer & Manager, Financial Services*  
Barbara Tinsley  
*Planning Officer*

## DEPARTMENT MANAGERS

Donald Arthur  
*Facilities*  
David Clark  
*Accounting*  
Sandra DeAthe  
*General Information Services*  
Jean Forde  
*Science & Technology*  
Jaswinder Gundara  
*Languages & Literature*  
Margot Hewings  
*Business & Social Sciences*  
David Kotin  
*History*  
Genia Lorentowicz  
*Bibliographic Services*  
Laura Murray  
*Audio Visual Services*  
Denny Raincock  
*(Acting Manager)*  
*Languages & Literature—until April*  
*Science & Technology—from May*  
Susan Reed  
*Collection Maintenance & Access*  
Robert Renaud  
*Systems Development*  
Isabel Rose  
*Arts*  
Josephine Tsui  
*Acquisitions*  
Olav Vanderzon  
*Computer Operations*  
Johanna Wellheiser  
*Preservation Services*

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## TWENTY-SECOND ANNUAL REPORT 1990

ISSN - 0700 - 4532

Metropolitan Toronto Library Board.  
Produced by the Public Relations Dept.,  
layout & design by Kathleen Gabriel,  
edited by Jytte Birnbaum.  
Photographs by Sarah Peters, Dona Acheson,  
MTRL Audio Visual Services.  
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Ⓢ This paper meets the minimum require-  
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Z39.48-1984.

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Labour Relations*  
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Margaret McGrory  
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Larry Peterson  
*Treasurer & Manager,  
Financial Services*  
Barbara Tinsley  
*Planning Officer*

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