

CLEVELAND PUBLIC LIBRARY

Finance Committee

December 13, 2016

**RESOLUTION AUTHORIZING AGREEMENT WITH OHIO AUDITOR OF STATE FOR
A FLEET AND FACILITIES PERFORMANCE AUDIT**

WHEREAS, The Auditor of State's Ohio Performance Team (OPT) is made up of professionals with a blend of government and industry backgrounds, who have in-depth experience in research, operations and management; and

WHEREAS, The Auditor of State's performance audits provide governments with an objective, third-party analysis of their operations to help them improve performance, reduce costs, and make informed, data-driven decisions; and

WHEREAS, Where supported, a performance audit will identify recommendations for improved economy, efficiency, and/or effectiveness; and

WHEREAS, The Library Administration has identified a need to find opportunities to improve property management and fleet operations with the Property Management department; and

WHEREAS, The Auditor of State has submitted a proposal to the Cleveland Public Library in an amount not-to-exceed \$45,000, to provide a performance audit that will include an analysis of fleet utilization including the size and composition of the fleet assigned and pool vehicles and an analysis of the Library's current maintenance and operations practices compared to leading practices; now therefore be it

RESOLVED, That the Executive Director, CEO or his designee, is hereby authorized to negotiate and execute an agreement with the Auditor of State, subject to the approval of the Chief Legal Officer, to provide a performance audit to improve property management and fleet operations in an amount not-to-exceed \$45,000, which expenditure shall be charged to General Fund Account Number 11100053-53710 (Professional Services), and to execute such other instruments or documents as may be necessary or appropriate to effectuate the terms of this Resolution.



Dave Yost • Auditor of State

December 5, 2016

To whom it may concern:

We are pleased to present Cleveland Public Library (the Library) with this project proposal for your consideration. The Auditor of State (AOS) has extensive experience in evaluating state and local government operations, identifying opportunities for process improvements, and providing objective, data-driven analysis to improve results for state and local governments. This engagement would be managed by the Ohio Performance Team (OPT), and would be conducted in accordance with *Generally Accepted Government Auditing Standards* (GAGAS).

Objectives, Scope, and Methodology

The objective of this engagement is to review and analyze selected areas of Library operations in relation to other similar operations, industry standards, and/or leading practices. Where supported, a performance audit will identify recommendations for improved economy, efficiency, and/or effectiveness.

Based on the scope proposal discussed November 18, 2016, this audit will include reviews of the following areas:

- **Fleet Utilization** will include an analysis of fleet utilization including the size and composition of the fleet for assigned and pool vehicles.
- **Property Management** will include an analysis of the Library's current maintenance and operations practices compared to leading practices.

Cost Estimate and Deliverables

The total cost to complete the proposed engagement is estimated to be \$45,000. This cost estimate assumes the availability of Library Staff, the timely provision of information, as well as the cooperation of Library personnel in providing information and review comments to OPT.

We anticipate the project to be completed in five months. Upon completion, OPT will issue a final report, which will include background information, findings, recommendations, and a summary of financial implications. We view this work as a collaborative effort and will make every effort to be in continuous ongoing dialogue with County leadership regarding project status to ensure valuable, timely delivery of information.

Next Steps

To discuss an available start date for the proposed project, and request a contract for signature, please contact Nicole Bent at 614-466-8164 or nlbent@ohioauditor.gov

We look forward to the opportunity to support your efforts to improve County operations and advancing our statewide goal of better, less costly government for Ohio taxpayers.