

## **Mission Statement**

*Freedom to Discover*

## **Strategic Priorities**

*A Community Beacon      Relevant and Responsive  
A Creative and Changing Organization*

## **HAMILTON PUBLIC LIBRARY BOARD**

### **Regular Board Meeting Wednesday, March 20, 2013 Central Library, Board Room**

5:30 p.m. Dinner  
6:00 p.m. Meeting

## **AGENDA**

### **1. Discussion Period**

1.1 Concession Plaque Unveiling

### **2. Acceptance of the Agenda**

### **3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, February 20, 2013**

Attachment #3

### **4. Presentations**

4.1 Binbrook Update  
4.2 Technical Liaison Committee

### **5. Consent Items**

### **6. Business Arising**

### **7. Correspondence**

### **8. Reports**

8.1 Chief Librarians Report

Attachment #8.1

**Suggested Action: Receive**

## **9. New Business**

9.1 Security Camera Policy – PT Attachment #9.1

**Suggested Action: Recommendation**

9.2 Purchase Option for eBooks - MC Attachment #9.2

**Suggested Action: Recommendation**

9.3 Reserve Report – RH Attachment #9.3

**Suggested Action: Receive**

## **10. Private and Confidential**

## **11. Date of Next Meeting**

Wednesday, April 17, 2013

**Central Library, Board Room, 5<sup>th</sup> Floor**

5:30 p.m. Dinner

6:00 p.m. Meeting

## **12. Adjournment**

**Mission Statement**

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**HAMILTON PUBLIC LIBRARY BOARD**

Regular Board Meeting  
Wednesday, February 20, 2013  
Central Library, Board Room  
5:30 p.m. Dinner  
6:00 p.m. Meeting

**MINUTES**

**PRESENT:** Jennifer Gautrey, David Simpson, Nicolas vanVelzen,  
Suzan Fawcett, Kathy Baker, Wenda Tulloch, Richard Bagdonas,  
Councillor Pearson, Councillor Jackson

**REGRETS:** George Geczy

**STAFF:** Paul Takala, Lisa DuPelle, Robin Hewitt, Rebecca Raven,  
Lita Barrie, Michael Ciccone, Karen Hartog

Ms Gautrey called the meeting to order at 6:00 p.m.

**1. Discussion Period**

**1.1 Budget Presentation**

Ms Gautrey provided the details of the budget presentation provided to City Council.

**1.2 Lynden Opening**

Ms Gautrey highlighted the reactions from the public and details of the official opening of the Lynden Branch and subsequent barbecue.

1.3 OLA Conference

Ms Tulloch, Mr. Simpson and Mr. vanVelzen highlighted the sessions attended at the recent OLA conference.

1.4 Family Day

Ms Raven provided and update on the pilot Family Day opening at Turner Park.

1.5 Library Board Vacancy

Mr. Takala reported that the posting for the current Library Board posting will be placed in the Hamilton Spectator over the next few days. Applications will be accepted until March 11<sup>th</sup>.

**2. Acceptance of the Agenda**

**MOVED** by Ms Fawcett, seconded by Ms Baker,

**THAT THE AGENDA BE ACCEPTED AS PRESENTED.**

**MOTION CARRIED.**

**3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, January 16, 2013**

**MOVED** by Mr. vanVelzen, seconded by Mr. Bagdonas,

**THAT THE MINUTES OF WEDNESDAY, JANUARY 16, 2013 MEETING BE ADOPTED AS PRESENTED.**

**MOTION CARRIED.**

**4. Presentations**

4.1 Living Wage

Ms DuPelle and Mr. Takala reviewed the proposed living wage and the impact it will have on the Hamilton Public Library.

4.2 Circulation Statistics

Mr. Ciccone reviewed the latest the circulation statistics with committee members.

**5. Consent Items**

No consent items.

**6. Business Arising**

No business arising items.

**7. Correspondence**

No correspondence.

**8. Reports**

8.1 Chief Librarians Report

**MOVED** by Ms Fawcett, seconded by Ms Tulloch,

**THAT THE CHIEF LIBRARIANS REPORT BE RECEIVED FOR INFORMATION.**

**MOTION CARRIED.**

8.2 Lost Items Default Pricing Report

**MOVED** by Ms Baker, seconded by Mr. vanVelzen,

**THAT THE DEFAULT AMOUNTS CHARGED TO CUSTOMERS FOR LOST ITEMS ARE ADJUSTED TO BE MORE IN LINE WITH THE WORTH OF THE ITEM AND THAT CHARGES FOR DAMAGED PACKAGING AND LABELLING ARE EXPANDED. SEE THE ATTACHED TABLE FOR DETAILS.**

**MOTION CARRIED.**

8.3 Security Camera Report

**MOVED** by Ms Fawcett, seconded by Ms Tulloch,

**THAT THE ATTACHED SECURITY CAMERA POLICY BE RECEIVED FOR REVIEW AND COMMENT.**

**THAT THE REQUEST TO USE UP TO \$325,000 FUNDED FROM THE LIBRARY GENERAL DEVELOPMENT RESERVE (106007) FOR THE ENHANCEMENT OF LIBRARY SECURITY SYSTEMS BE APPROVED.**

**MOTION CARRIED.**

**9. New Business**

9.1 Audit Plan

**MOVED** by Mr. Bagdonas, seconded by Ms Baker,

**THAT THE COMMUNICATION OF THE AUDIT PLANNING REPORT, PREPARED BY KPMG CHARTERED ACCOUNTANTS FOR THE 2012 AUDIT, BE RECEIVED FOR INFORMATION.**

**MOTION CARRIED.**

9.2 Staff Day

**MOVED** by Ms Fawcett, seconded by Ms Baker,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD AUTHORIZE THE ONE-DAY CLOSURE OF THE SYSTEM IN 2013, ON A DATE TO BE DETERMINED BY MANAGEMENT, IN ORDER THAT A STAFF PROFESSIONAL DEVELOPMENT DAY BE HELD.**

**MOTION CARRIED.**

9.3 Non-Union Compensation

**MOVED** by Mr. vanVelzen, seconded by Ms Tulloch,

**WHEREAS THE HAMILTON PUBLIC LIBRARY BOARD 'S NON-UNION PAY EQUITY AGREEMENT REQUIRES THE BOARD TO MATCH COST OF LIVING INCREASES GIVEN BY THE CITY OF HAMILTON, THE BOARD APPROVES A COST-OF-LIVING INCREASE FOR LIBRARY MANAGEMENT AND PROFESSIONAL EXEMPT EMPLOYEES OF 1.9% TO THE SALARY SCHEDULE EFFECTIVE JANUARY 1, 2013 TO MATCH THE CITY OF HAMILTON INCREASE.**

**THAT THE NON-UNION CASUAL EMPLOYEES (PAGES AND SHELF READERS) ALSO RECEIVE THE 1.9% INCREASE TO THE SALARY SCHEDULE EFFECTIVE JANUARY 1, 2013.**

**MOTION CARRIED.**

9.4 Our Digital World

**MOVED** by Ms Fawcett, seconded by Mr. Simpson,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD AUTHORIZES THE CHIEF LIBRARIAN TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH OURDIGITALWORLD (ODW) TO HOST THE ODW SERVERS IN THE LIBRARY'S DATA CENTRE.**

**MOTION CARRIED.**

**10. Private and Confidential**

**MOVED** by Ms Baker, seconded by Mr. Bagdonas,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MOVE IN-CAMERA TO DISCUSS LABOUR RELATIONS AND A CUSTOMER ISSUE.**

**MOTION CARRIED.**

**MOVED** by Ms Fawcett, seconded by Councillor Pearson,

**THAT THE IN-CAMERA SESSION BE ADJOURNED.**

**MOTION CARRIED.**

**11. Date of Next Meeting**

Wednesday, March 20, 2013  
Central Library, Board Room, 5<sup>th</sup> Floor  
5:30 p.m. Dinner  
6:00 p.m. Meeting

**12. Adjournment**

**MOVED** by Mr. Bagdonas, seconded by Mr. vanVelzen,

**THAT THE HAMILTON PUBLIC LIBRARY BOAD MEETING OF  
WEDNESDAY, FEBRUARY 20, 2013 BE ADJOURNED.**

**MOTION CARRIED.**

The meeting was adjourned at 9:00 p.m.

Minutes recorded by Karen Hartog.



## **Chief Librarian's Report – March 2013**

### **McMaster University Library Symposium**

On March 1<sup>st</sup> I had the opportunity to attend a symposium at McMaster University called "Looking Forward, Re-Imaging the Academic Library's Role in Teaching, Learning and Research". The symposium was held as part of their preparation for hiring a permanent University Librarian. The discussions were very informative and focused on topics such as: managing the migration to digital information services, the power of partnerships, data management, digital preservation and the future of information literacy. Although the public library environment has differences, the symposium and meetings we have had with staff at McMaster University Library have reinforced the similarities we share and the potential benefits of working together. We are currently exploring with McMaster Library staff ways we can work together to benefit both institutions.

### **Server Infrastructure Upgrade**

The Library has issued a Request for Information to gather information about options for the replacement of the Library's SAN (Storage Area Network) Disk Backup and VMWare Environment. The Library's current infrastructure was last upgraded in 2008 and is at its end of life. These components must be upgraded in advance of the migration to the new Library Integration System (ILS). Moving forward with the new server infrastructure, we will be able to improve the Library's back-up processes, enable an effective off-site disaster recovery system and better leverage the core server environment for the new ILS.

### **New Service Desk System for Digital Technology**

The Digital Technology Department is in the process of implementing a new software product for managing the Library asset management and technical support ticket system. Digital Technology provides technology support to the system. SysAid is web-based solution that will allow the Library to more fully automate the helpline ticket system, control the Library's hardware and software management, and improve our systems monitoring.

### **City Changes to Non-Union Pay Bands**

In 2012 the City of Hamilton made a change to how Non-Union Management and Professional Exempt Employee Group salary grade bands are administered effective January 1, 2013. The salary grade bands were changed to "open ranges", with a minimum and maximum salary. Performance Management at the City is linked to progression through the salary band. If performance is effective an employee can receive a maximum of 3.2% annual merit increase until the job maximum for the salary grade is reached. One impact of this change is the normal step increase in salaries gets stretched out an additional year. A cost analysis was done by the

Library Finance and Facilities Department. The analysis indicates very minimal savings if we were to implement it for the staff at the Library and there are no pay equity implications. We are not planning on implementing this change at this time.

### **Gallery of Distinction**

Nominations for the Hamilton Gallery of Distinction are being accepted until April 19<sup>th</sup>. As a founding member and ongoing participant with the Hamilton Gallery of Distinction awards, the Hamilton Public Library will be including a promotional blurb in the next What's Happening, as well as, information on the website and monitors throughout the system.

### **Central 2<sup>nd</sup> Floor**

Work has begun on the second phase of renovations to the Central Library. An updated workroom on the 2<sup>nd</sup> floor will soon house staff that is currently spread throughout workrooms on the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floors, creating efficiencies in workflow and providing opportunities for improved staff communication and training. A new public meeting space, an updated customer service desk and a revamped teen area are included in the project which is expected to be completed in approximately 4 months.

### **LINC Grant Update**

We have received confirmation from Citizenship and Immigration Canada that our LINC (Language Instruction for Newcomers to Canada) grant has been expanded and extended for an additional 3 years.

From the agreement: "CIC is interested in negotiating a 3 year Contribution Agreement and based on your submission, the Fiscal Year 1 budget is set at \$248,608. The budget that has been allocated to the Hamilton Public Library for the period April 1, 2013 – March 31, 2016 is \$765,000; however please note that funding for future years is always subject to change."

The new contract includes funding for a new TESL (Teacher of English as a Second Language) position that will enable us to offer larger group classroom instruction in addition to the one-on-one tutoring for which our programme is so well respected and appreciated in the community.

## **SOLS Webinar**

Jen Gal, currently Manager of Local History and Archives, presented a webinar in February focused on using digital technologies in story time that elicited the highest participation of any webinar ever offered by the Southern Ontario Library Service (SOLS). Jen is a wonderful ambassador for HPL and we received tremendous feedback about her session from participants across the province. This spring, Jen has been asked by SOLS to conduct in-person workshops on the topic of teen services at 3 or 4 additional locations across the province.

Paul Takala  
Chief Librarian



# Hamilton Public Library

**Date:** March 20, 2013  
**To:** Chair and Members of the Board  
**From:** Paul Takala, Chief Librarian  
**Subject:** **Security Systems Review**

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**RECOMMENDATION:**

**That the Security Camera Policy be approved.**

**BACKGROUND:**

A draft Security Camera Policy was brought to the board in February 2013 for review and comment. The policy was updated as a result of the board discussion. The updated version is attached.



## **Security Camera Policy (Draft)**

Author: Chief Librarian; Director, Finance and Facilities

Board Approval Dates: December 15, 2004; April 6, 2010 (Draft March 2013)

### **Purpose**

The Hamilton Public Library Board strives to maintain a safe and secure environment for customers and staff while protecting the individual's right to privacy.

The Library recognizes the use of security cameras at Library facilities as part of the Library's overall strategy to ensure the safety of persons and property. This policy and accompanying procedures will adhere to privacy requirements set out in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). In addition this policy has been developed to follow the guidelines set out by the Information and Privacy Commission of Ontario.

### **Scope**

This Policy applies to all types of camera surveillance systems, surveillance monitors and camera recording devices that are used for security purposes at Library managed facilities. This policy does not address instances where library staff record a specific event (such as a programme, or presentation).

The Chief Librarian will issue administrative procedures in support of this policy.

### **Policy Statement**

Security camera systems are a resource used by the Hamilton Public Library Board within the Board's jurisdiction to promote the safety of customers, staff and community members. Where deployed for that purpose, these systems also help to protect library property against theft or vandalism and can assist in the identification of intruders and of persons breaking the law.

In the event of a reported or observed incident, the review of recorded information may be used to assist in the investigation of the incident. The Library will maintain control of and responsibility for the security camera system at all times. Employees and service providers are expected to review and comply with this Policy, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and other relevant statutes in performing any duties and functions that are related to the operation of the security camera program.

### **Collection of Personal Information Using a Security camera coverage System**

Any recorded data of an identifiable individual qualifies as "personal information" under MFIPPA. Security cameras can be used to collect personal information about identifiable

individuals. The Library has determined that it has the authority to collect this personal information in accordance with the MFIPPA. Pursuant to section 28(2) of the Ontario MFIPPA, no person shall collect personal information on behalf of the Library unless the collection is expressly authorized, used for the purposes of law enforcement or necessary to the proper administration of a lawfully authorized activity.

### **Planning Considerations for Security Cameras**

Before deciding if a facility warrants security cameras, the Library will:

1. Conduct consultations with relevant stakeholders as to the necessity of the proposed security camera program at the facility.
2. Endeavour to ensure that the proposed design and operation of the video security surveillance system reasonably minimizes privacy intrusion.

### **Design, Installation and Operation of Security Cameras**

When designing a security camera system and installing equipment, the following must be considered:

1. Given the open and public nature of the Library's facilities and the need to provide for the safety and security of employees and visitors who may be present at all hours of the day, the Library's security camera coverage systems may operate at any time in a 24-hour period.
2. The ability of authorized personnel to adjust cameras shall be restricted so that authorized personnel cannot adjust or manipulate cameras to overlook spaces that are not intended to be covered by the security camera coverage program.
3. Equipment shall never monitor the inside of areas where the public and employees have a higher expectation of privacy (e.g. change rooms and washrooms).
4. Reception/recording equipment must be located in a strictly controlled access area. Only authorized personnel shall have access to the controlled access area and the reception/recording equipment.
5. The annual maintenance program for reception and recording equipment will ensure that the equipment is operating properly. Library staff will endeavour to promptly follow-up issues or concerns regarding the performance of equipment

### **Notice of Use of Video Systems**

In order to provide notice to individuals that video is in use:

1. The Library shall post signs, visible to members of the public, at all entrances and/or prominently displayed on the perimeter of the grounds under security camera coverage. On at least one sign at each location with security camera coverage the following information will included:
  - the legal authority for the collection of personal information;
  - the principle purpose(s) for which the personal information is intended to be used;
  - and the title, business address, and telephone number of someone who can answer questions about the collection.
2. Additional signs will be used to support awareness of the security camera program.
3. Information about the security camera program will be included on the Library's website.

## Security Camera Monitors and Records

1. Staff at each location may be authorized to monitor real-time camera feeds as is reasonably necessary to implement this Policy. Every reasonable attempt will be made to ensure security camera monitors are not in a position that enables the public and/or unauthorized staff to view them.
2. Only the Chief Librarian, Director Finance and Facilities, Branch Manager or other authorized delegates may review recorded information from the system.
3. Security camera footage will not be used to monitor customers' use of Library spaces or employee performance. Circumstances, which warrant review, will be limited to security incidents that have been reported or in the investigation of a potential crime or identifying individuals associated or potentially involved with a crime.
4. All storage devices will be located in a controlled-access area. Access to the storage devices will be limited to authorized personnel. Logs will be kept of all instances of access to, and use of, recorded material to enable a proper audit trail.
5. The Library will take all reasonable efforts to ensure the security of records in its control/custody and ensure their safe and secure disposal.
6. Security camera systems will be set-up to ensure regular recordings are cleared or overwritten on a regular basis. Normally, systems will be set-up to maintain records for up-to 30 days. In some cases system capacity may limit the time records are maintained. In the event that authorized staff need to remove information from the system (still images, video footage) for authorized reasons, the resulting record(s) will be maintained for at least one (1) year.
7. When records are released to law enforcement officials, where possible, authorized staff will limit the release of information about individuals deemed not to be involved in the investigation. This includes, but is not limited to, zooming images in on suspects in question, obscuring identifiable features of other individuals and limiting the time frame of video coverage provided.

**Logs** - Each location must maintain a log on the Library's Intranet that records all activities related to security cameras and records. Activities include all information regarding the use, maintenance, and storage of records and all instances of access to, and use of, recorded material, including the name of the person accessing the system. All logbook entries will detail staff name, date, time and activity.

### Access Requests Process

All requests to view security camera coverage will be recorded in the Log and will be directed to the Chief Librarian or designate. Requests will be reviewed based on Library policy and relevant legislation including MFIPPA.

**Law Enforcement Access Request** - If access to a security camera coverage record is required for the purpose of a law enforcement investigation, the requesting Officer must complete the *Disclosure of Personal Information Form* and forward it to the Chief Librarian, or designate. The Chief Librarian or designate will provide the recording for the specified date and time of the incident requested by the Law Enforcement Officer, subject to MFIPPA exemptions.

The Chief Librarian, or designate, will record the following information in the facility's log:

1. The name of the Officer and badge number
2. Investigation number and reason for the request
3. The date and time of the original, recorded incident including the designated name/number of the applicable camera and DVR
4. The name of the authorized personnel at the time of the incident
5. The time and date the copy of the original record was sealed
6. The time and date the sealed record was provided to the requesting Officer
7. Whether the record will be returned or destroyed after use by the Law Enforcement Agency.

**Viewing Images** - When recorded images from the cameras must be viewed for law enforcement for investigative reasons, this must only be undertaken by an authorized personnel, in a private, controlled area that is not accessible to other staff and/or visitors.

### **Inquiries from the Public Related to the Security camera coverage Policy**

A staff member receiving an inquiry from the public regarding the Security camera coverage Policy shall direct the inquiry to the Chief Librarian's Office.

### **Accountability - Roles & Responsibilities**

**Chief Librarian** - The Chief Librarian is responsible for the overall Library video security surveillance program and is responsible for the Library's privacy obligations under the Ontario Municipal Freedom of Information and Protection of Privacy Act and the Policy. Will prepare annual reports to the Board on the security camera program. Only the Chief Librarian and specifically designated staff will have the authority to review recorded camera coverage and authorize the release of images from the system for investigations or other purposes

**Director, Finance and Facilities** - The Director, Finance and Facilities or designate is responsible for coordinating security threat assessments and advising on installations. Ensures installations and operations are done in accordance with this Policy. Works with the Director of Digital Technology to ensure camera systems have appropriate security measures in place and the technical aspects of the system are periodically audited. Ensures that authorized Facilities and Security staff are familiar with this Policy and that training is provided to all authorized personnel. Oversees the day-to-day operations of security camera systems at the Central Library.

**Branch Manager** - The Branch Manager of a facility having security cameras is responsible for the day-to-day operation of the system in accordance with the Policy. Responsibilities include ensuring proper signage is in place, logs are maintained, monitors are only positioned in appropriate locations and that only authorized staff have access to system. Ensures that authorized staff are familiar with this Policy and



have adequate training. Ensures problems with the system or policy violations are promptly reported. Refers all requests to view recorded camera coverage to the Chief Librarian or designate.

### **Personnel Authorized to Operate Video Equipment**

Only authorized personnel shall be permitted to operate security camera coverage systems.

### **Unauthorized Access and/or Disclosure (Privacy Breach)**

Any Library employee who becomes aware of an unauthorized disclosure of a video record in contravention of this Policy, and/or a potential privacy breach has a responsibility to ensure that the Chief Librarian is immediately informed of the breach.

The following actions will be taken immediately in accordance with HPL's procedures for managing a privacy breach:

- Upon confirmation of the existence of a privacy breach, the Chief Librarian or designate will notify the Information and Privacy Commission of Ontario (IPC).
- HPL staff shall work constructively with the IPC staff to mitigate the extent of the privacy breach, and to review the adequacy of privacy protection with the existing Policy.
- The Chief Librarian, or designate in consultation with the Director of the department in which the breach of Policy occurred, shall investigate the cause of the disclosure with the goal of eliminating potential future occurrences.
- The departmental Director shall inform the Chief Librarian, or designate, of events that have led up to the privacy breach.
- The staff member shall work with the departmental Director and the Chief Librarian, or designate to take all reasonable actions to recover the record and limit the record's disclosure.
- The Chief Librarian, where required, shall notify affected parties whose personal information was inappropriately disclosed.
- A breach of this Policy may result in disciplinary action up to and including dismissal. A breach of this Policy by service providers (contractors) to the Library, may result in termination of their contract.



# Hamilton Public Library

**Date:** March 20, 2013

**To:** Chair and Members of the Board

**c.c.** Paul Takala, Chief Librarian

**From:** Michael Ciccone, Director of Collections

**Subject:** **Purchase Option for eBooks**

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## **RECOMMENDATIONS:**

We are seeking permission from the Board to pursue the addition of a purchase option to our catalogue. The intent is to provide customers with the option to purchase rather than borrow copies of titles we offer.

## **BACKGROUND:**

This recommendation is being put forth at this time because the Memorandum of Understanding (MOU) between Canadian publishers and the four pilot libraries for the eBook pilot project contains the following under the header **Purchase of eBooks and Print Material on Library Websites:**

*“Public libraries participating in the pilot project are encouraged, but not required, to provide a purchase option (‘buy button’) on their web sites. The buy button will allow members of the public to purchase eBooks or print material directly through the library. Fulfilment of eBooks will be handled by the successful vendor while local booksellers or a default vendor will act as the fulfilment agent for print material.”*

Of the four pilot libraries, Toronto PL (TPL) and Ottawa PL have already received permission from their Boards and Vancouver is seeking the same. HPL is primarily interested in the eBook purchase option, with the possibility of including physical materials if sales to local retailers can be accommodated.

The willingness to add the purchase option alleviates some of the fears publishers are exhibiting about the cannibalization of sales of eBooks because of their availability in public libraries. They are, in fact, beginning to see libraries as a viable option for discovery as brick and mortar book stores disappear. As is stated in the MOU, we are not required to add the purchase option to take part in the pilot. However, we believe it is important to the success of the pilot that HPL be able to add the purchase option when it becomes available.

The balance of all reserves at December 31, 2012 was \$8,228,457.66 as compared to \$6,970,744.46 in 2011. This is an increase of \$1,257,713.20. The increase is largely due to a surplus in our operating budget of \$1,200,647.78 which was transferred to reserves at year end.

Subject: 2012 Annual Reserve Report  
Page 2 of 4  
Date: March 21, 2013



A \$30,000 contribution from current funds was budgeted, and is intended to be used for a future bookmobile purchase/replacement. A \$9,000 budgeted contribution to reserves from current is for the eventual replacement of library vehicles. The \$200,000 budgeted contribution to the Accessibility and Health Reserve is intended for future AODA improvements. Allowing these contributions from operating means that a portion of the expense can be attributed a specific year.

Donations are transferred from operating to the Library Collections reserve annually. Printer revenue is also transferred to the Library General Development reserve annually.

Other planned transfers include \$288,428.51 from the computer and printer surplus, to the Computer reserve, for future computer and server purchases.

As previously approved by the Library Board, \$400,000 was transferred to Capital projects for the ILS project, and \$545,847 was transferred to the Lighting Retrofit project. A hydro rebate of \$123,539.51 was applied as a repayment to reserves for the lighting project, as well as \$88,000 generated from hydro savings.

A final transfer of \$162,356.76 was done for the first floor renovations. This project is now closed.

## **Commitments**

### **COMMITMENTS**

<b>Board Approved</b>	<b>Date</b>								
RFID - Equipment/System	Oct-07	455,066.24	-	-	-	455,066.24	-	-	-
RFID - Library Materials	Oct-07	386,118.00	-	386,118.00	-	-	-	-	-
Central Renovations Phase II	Mar-11	600,000.00	-	-	-	600,000.00	-	-	-
Library Facilities updates (furniture)	Dec-11	250,000.00	-	-	149,000.00	101,000.00	-	-	-
Terryberry Parking	Apr-12	75,000.00	-	-	-	-	-	75,000.00	-
Security Cameras	Feb-13	325,000.00	-	-	325,000.00	-	-	-	-
Printer Revenue		67,649.71	-	-	67,649.71	-	-	-	-
Locke (sale of CIBC building)		287,071.00	-	-	-	287,071.00	-	-	-
Sherwood tenant allowance		186,000.00	-	-	-	186,000.00	-	-	-
Sub-total		2,631,904.95	-	386,118.00	541,649.71	1,629,137.24	-	-	75,000.00
<b>Potential Future Commitments</b>									
Proposed Reallocation of funds		-	-	-	600,000.00	(940,000.00)	340,000.00	-	-
Library Material Waterdown branch		250,000.00	-	250,000.00	-	-	-	-	-
Library Dispensing Machines (3)		600,000.00	-	240,000.00	-	360,000.00	-	-	-
Waterdown furnishings		250,000.00	3,000.00	4,000.00	113,000.00	69,000.00	61,000.00	-	-
Digitization Project Equipment		100,000.00	-	-	100,000.00	-	-	-	-
Development o E-Book Discovery Layer		200,000.00	-	-	-	200,000.00	-	-	-
Staff Computers		300,000.00	-	-	-	-	-	-	300,000.00
Binbrook Re-build		400,000.00	-	-	-	400,000.00	-	-	-
Servers		250,000.00	-	-	-	-	-	-	250,000.00
Sub-total		2,350,000.00	3,000.00	494,000.00	813,000.00	89,000.00	61,000.00	340,000.00	550,000.00
<b>Total Commitments</b>		<b>4,981,904.95</b>	<b>3,000.00</b>	<b>880,118.00</b>	<b>1,354,649.71</b>	<b>1,718,137.24</b>	<b>61,000.00</b>	<b>340,000.00</b>	<b>0.00</b>
<b>Funding 2013</b>									
Bookmobile Provision		(30,000.00)	(30,000.00)	-	-	-	-	-	-
Grounds Provision		(9,000.00)	-	-	-	(9,000.00)	-	-	-
Accessibility etc Provision		(100,000.00)	-	-	-	-	-	-	(100,000.00)
		<b>(139,000.00)</b>	<b>(30,000.00)</b>	<b>-</b>	<b>-</b>	<b>(9,000.00)</b>	<b>-</b>	<b>-</b>	<b>(100,000.00)</b>
<b>Available</b>		<b>(3,385,552.71)</b>	<b>(202,444.77)</b>	<b>(117,060.32)</b>	<b>(597,760.95)</b>	<b>(1,284,223.29)</b>	<b>(288,855.98)</b>	<b>(142,624.53)</b>	<b>(453,494.86)</b>

Subject: 2012 Annual Reserve Report  
Page 3 of 4  
Date: March 21, 2013



## **POTENTIAL FUTURE COMMITMENTS**

### **Library Materials Waterdown**

The new Waterdown library will be much larger than the current building. As a result, additional resources may be required for materials for this branch. As we near the completion of the project, we will have a better idea of our current materials situation, and if additional materials are required, a report will be brought to the board.

### **Library Dispensing Machines (3)**

Funding for three library dispensing machines for future installations at locations yet to be determined would be earmarked at \$600,000. Library dispensing machines provide a cost effective and environmentally friendly alternative service model that could complement service in areas where making existing buildings AODA compliant is not possible.

### **Waterdown Furnishings**

The construction of the new Waterdown branch has taken much longer than originally anticipated, yet the budget was not increased. With rising construction costs since the original budget was done, the budgeted dollar will not go as far. As result, the budget is no longer sufficient to cover the cost of furnishings for the new branch. The Library is requesting that \$250,000 be committed from reserves to cover these costs.

### **Local History Digitization**

Our Local History and Archives Department has a unique collection that tells the story of Hamilton's history. By digitizing the collection, access is significantly improved and valuable items are preserved for future generations. Setting aside \$100,000 for future digitization projects will help ensure we can continue to build our digital collections.

### **eBook Integration in the Discovery Layer**

Discovery layers, such as Bibliocommons (to which the library subscribes), are customer-focused access tools that sit atop the libraries catalogue. They use search algorithms akin to those used by Google and use community participation features similar to Amazon. They are the gateway to the library collections. Interest in eBooks continues to grow, and currently all eBook transactions occur in a separate interface outside the discovery layer. This presents several important issues that will grow larger as eBooks gain in popularity:

- Customers must manage two or more separate "accounts." They cannot even answer a simple question such as "what do I have out?" without checking multiple locations.
- Each new potential vendor added as a service possibility requires yet another account and another interface.

Subject: 2012 Annual Reserve Report  
Page 4 of 4  
Date: March 21, 2013



- Separate search and discovery systems are confusing and complex to learn.
- Customers may not care if they read a print or an electronic version of an item but must search in separate locations for each format.

Access to eBooks through the discovery layer would eliminate the need for our customers to use a separate interface and would aggregate all of their account information (Holds, Checkouts, etc.), open the door to purchasing eBooks from a variety of vendors, publishers and suppliers, and create partnerships with publishers and vendors that would enable customers to purchase a title if they so desired. The software necessary to enable a successful partnership between Canada's public libraries and Canadian-based publishers and distributors is not complex but it will require assistance from private sector partners. HPL needs to be in a position to contribute development funds to facilitate direct access to eBooks within the Library's discovery layer. As such, The Library would like to earmark \$200,000 towards the development of such an enhancement.

### **Computers**

The Library has undertaken a staff computing review. Most staff computers are over 4 years old and in need of replacement. As previously approved through the budget process, the operating budget for computers has been transferred to reserves for future computer purchases. Once the need for both staff and public computers has been determined, a report will be brought to the board to approve the funds.

### **Binbrook Re-build**

A feasibility study has been completed for Binbrook. However, the benefits of undertaking a re-build as compared to a renovation and addition are being considered. Further information will be brought to the board.

### **Servers**

As with computers, the operating budget for servers has been transferred to reserves. An evaluation of the library's server renewal needs is currently being undertaken. A report will be brought to the board in the next few months.