

## **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, April 17, 2013 Central Library, Board Room**

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

## **AGENDA**

### **1. Discussion Period**

- 1.1 Heritage Green Fund – KA/PT
- 1.2 eCommerce – LB
- 1.3 Jian Ghomeshi – NV/JG

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

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

Attachment #3

### **4. Presentations**

- 4.1 Attendance Management Plan - LD
- 4.2 Strategic Plan Update - PT
- 4.3 Library Spaces - PT

### **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 2012 Year End Budget Variance Report - RH Attachment #9.1  
**Suggested Action: Receive**

**10. Private and Confidential**

**11. Date of Next Meeting**

Wednesday, May 15, 2013

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

5:30 p.m. Dinner

6:00 p.m. Meeting

**12. Adjournment**

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**Mission Statement**

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**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

**MINUTES**

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

**REGRETS:** George Geczy, Kathy Baker

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

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

**1. Discussion Period**

1.1 Concession Plaque Unveiling

Mr. Takala, Mr. vanVelzen, Ms Gautrey and Mr. Simpson attended the unveiling and there was approximately 90 people in attendance for the event.

1.2 Jian Ghomeshi

The event is scheduled for April 2<sup>nd</sup>. Board Members were requested to contact Ms Hartog if interested in a ticket.

1.3 Libdispenser

Staff provided and update on the Libdispenser

**2. Acceptance of the Agenda**

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

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

**MOTION CARRIED.**

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

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

**THAT THE MINUTES OF WEDNESDAY, FEBRUARY 20, 2013 MEETING BE ADOPTED AS PRESENTED.**

**MOTION CARRIED.**

**4. Presentations**

4.1 Binbrook Update

Ms Anderson provided an update on the latest discussions regarding the Binbrook renovation/rebuild.

4.2 Technical Liaison Committee

Ms Qin and Ms Barrie reported to the Library Board on the Technical Liaison Committee initiative implemented in 2012 and the plans for 2013.

**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 Mr. vanVelzen,

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

**MOTION CARRIED.**

**9. New Business**

9.1 Security Camera Policy

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

**THAT THE SECURITY CAMERA POLICY BE APPROVED AS AMENDED.**

**MOTION CARRIED.**

9.2 Purchase Option for eBooks

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

**THAT THE HAMILTON PUBLIC LIBRARY BOARD APPROVE THE PURCHASE OPTION FOR OUR CATALOGUE IN ORDER TO PROVIDE CUSTOMERS WITH THE OPTION TO PURCHASE IN ADDITION TO BORROWING COPIES OF TITLES WE OFFER.**

**MOTION CARRIED.**

9.3 Reserve Report

**MOVED** by Mr. vanVelzen, seconded by Councillor Jackson,

**THAT THE ATTACHED ANNUAL RESERVE REPORT FOR 2012  
BE RECEIVED FOR INFORMATION.**

**MOTION CARRIED.**

**10. Private and Confidential**

No confidential items.

**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**

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

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

**MOTION CARRIED.**

The meeting was adjourned at 7:30 p.m.

Minutes recorded by Karen Hartog.

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

### **CULC/eBound eBook Task Force Update**

The eBook task force was pleased to receive several quality RFP responses to the joint public library eBook lending initiative. Michael Ciccone, Director of Collections is participating in the evaluation of the responses. The team plans to begin interviewing respondents in the first half of May. There is hope that the successful proponent will be announced by the end of May and plans for implementation will begin in June. We will report back to the Library Board as more information becomes available.

### **Pilot Use of Library Spaces Study**

One of the challenges that Libraries face is gathering useful and comparable metrics about all the types of services we offer. Without gathering effective metrics it becomes difficult to gauge the impact our services are having. This issue is a challenge for public libraries because we strive to provide services as barrier free as possible. For example, we do not require a library card to use our spaces or to attend programs. Requiring a card to enter a library could create a barrier for some to use our spaces. To address the lack of metrics around the use of library spaces we have been participating in a Canadian Urban Library Council (CULC) committee to develop new ways to capture information about how library spaces are used. The week of April 7-13 we participated in a pilot test of a new tool that involves a passive observational technique to capture key information about the use of our spaces. The method does not collect any personal information but captures information, such as, how many people are doing individual reading/studying and how many people are engaged in group work. The plan is to evaluate the pilot test with other CULC libraries participating on the team and then have this incorporated into future survey weeks.

### **City of Hamilton Budget**

On April 10 the City Council completed the work on the 2013 operating budget. The Library Board's budget request, which did not include any increases, was passed without changes. I want thank staff and the Board for ensuring we could meet our target and to City Council for their continued support which enables us to provide excellent library service throughout the communities we serve.

### **Board Vacancy**

The City of Hamilton Selection Committee, Chaired by Councillor Brenda Johnson, is currently in the process of selecting a candidate to fill our Board vacancy. That process should be complete sometime in May.

### **Ontario Pre-Budget Consultations**

On April 2<sup>nd</sup> I participated in an Ontario Government pre-budget consultation session held at the RBG. At the session I spoke about the importance of supporting education and literacy. I talked about the critical role public libraries play in our society and the level of support we receive from the provincial government. I emphasized the fact that municipal governments are the primary funders of libraries in Ontario, so continuing to upload appropriate costs to the provincial government is critical to us. Sustainable municipal budgets enable local governments to adequately support public libraries. I also mentioned the work public libraries are doing collectively with the CNIB to develop a model for providing public library service to individuals with print disabilities.

Paul Takala  
Chief Librarian





# Hamilton Public Library

**Date:** April 17, 2013  
**To:** Chair and Members of the Board  
**c.c.** Paul Takala, Chief Librarian  
**From:** Robin Hewitt, Director, Finance and Facilities  
**Subject:** **Budget Variance Report – December 31st, 2012**

## RECOMMENDATION:

**That the Hamilton Public Library unaudited Budget Variance Report as at December 31, 2012 be received for information.**

## Summary

*The budget variance at December 31, 2012 was \$1,314,179 Favourable*

The total 2012 annual operating budget for the Hamilton Public Library was approved at a net expenditure of \$28,108,160 (gross expenditures of \$30,480,720 less gross revenues of \$2,381,560). The \$1,314,179 favourable variance was transferred to the following Library reserves, resulting overall variance of zero:

Library Collections	\$ 113,531
Library General Development	400,000
Library Major Capital Projects	400,000
Youth Literacy	100,000
Training & Restructuring	100,000
Youth Programming	100,000
Computers & Servers	<u>100,648</u>
Total	\$1,314,179

An explanation of the type of revenues and expenditures contained with each line of the Budget Variance Report is provided below along with an explanation of the significant variances.

## Grants and Subsidies

*\$159,170 Unfavourable*

This line includes the annual operating grant from the Province of Ontario which is budgeted at \$949,450 and funding by Provincial and Federal governments for specific grant programs such as Literacy Instruction for New Canadians (LINC) and Job Discovery Centres (JDC). The annual operating grant is paid in one lump sum and is

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 Subject: Budget Variance Report – December 31<sup>th</sup>, 2012  
 Date: April 17, 2013



normally received in the last quarter of the year. The claims for the funding for the grant programs are submitted monthly to the funding governments. The JDC funding ceased on June 30, 2012. As a result, an unfavourable variance is generated as the Library did not receive all of the budgeted funds.

## **Fees and General**

*\$156,463 Favourable*

The major items contained in this line are revenues from library fines, book sales, photocopiers, printers and donations. Fines, were \$61,544 over budget, and photocopier revenue was \$39,279 over budget. Donations of \$11,884 also played a role since we do not include a figure for donations in our budget. We transfer all donations to reserves. An additional \$46,471 was received under third party contributions as several small grants were applied for and received.

## **Reserves/Capital Recoveries**

*\$13,361 Favourable*

This line currently contains transfers from City of Hamilton reserve funds to cover specific costs charged to the Hamilton Public Library. Transfers from the City's Development Charge reserve fund are intended to cover the repayment of debentures that were issued by the City for a Library capital project instead of being funded directly from the Development Charge reserve. The \$13,361 variance is directly related to funds received from the Sick Leave Reserve, which we do not budget for.

## **Employee Related Costs**

*\$1,694,295 Favourable*

This line includes all the employee related costs such as salaries, wages and government and employer benefits including medical, dental, OMERS, WSIB and Vested Sick Leave payouts. There has been significant gapping with many positions vacant for a large part of the year.

## **Capital Financing**

*\$63,148 - Favourable (nets to zero)*

This line reflects the repayment of debentures issued by the City of Hamilton to fund Library capital projects. The same amount was transferred to the City Reserve for Unallocated Capital Levy resulting in a net of zero.

## **Financial**

*\$29,925 Favourable*

The favourable variance is attributable to savings in legal fees.

## **Materials and Supplies**

*\$424,117 Unfavourable*

The major items in this line are library materials and subscriptions, operating supplies and furnishings. Library Materials represents \$3,532,570 or 86.5% of the amount

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Date: April 17, 2013



budgeted under this line. The unfavourable variance is a result of increased costs related to Operating Equipment which includes the purchase of a Digital View Scanner, Cisco switches and HPL wireless, as well as furniture replacement.

### **Vehicle Expenses**

*\$28,574 Favourable*

This line includes vehicle expenses such as costs for fuel and vehicle washing. It also includes fleet related work orders done by the City to maintain our vehicles. The favourable variance is mainly attributable to savings in these work orders.

### **Buildings and Grounds**

*\$255,307 Favourable*

This line includes building associated costs that are paid directly by the Library and not through a cost allocation from the City. It also includes relocation costs, data and external telephone lines and security guards. The hydro charges were under budget by \$88,908 which were transferred to reserves to help pay down the debt for the lighting project. Savings were also recognized in heating costs, and AODA expenditures.

### **Contractual**

*\$235,020 Favourable*

This line includes expenditures for items such as computers, servers, rental of photocopiers, advertising, service contracts, aquarium maintenance, collection agency fees, Access Copyright fees and inter-branch courier service. \$288,429 was transferred to the Computer and Server reserve as planned however is reflected in the Reserves/Recoveries cost category.

### **Reserves/Recoveries**

*\$1,314,179 Corporate Surplus*

In addition to budgeted transfers to reserves, the corporate surplus of \$1,314,179 will be transferred to library reserves as indicated on page 1 of this report.

### **Cost Allocations**

*\$3,634 Unfavourable*

This line includes unbudgeted charges from the City for Paid Duty Policing, I.T. Services and Traffic (signs).