

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, September 18, 2013 Central Library, Board Room

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

AGENDA

1. Discussion Period

- 1.1 Ottawa Public Library visit
- 1.2 Telling Tales
- 1.3 October Meeting, Library Board Picture

2. Acceptance of the Agenda

3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, June 19, 2013 Attachment #3

4. Presentations

- 4.1 Space Planning Study - PT, J. McCormick, MHPM Guests
- 4.2 Summer Reading Program – LB, M. Johnson

5. Consent Items

- 5.1 Christmas & New Year Closures 2014 – LD Attachment 5.1

Suggested Action: Recommendation

- 5.2 YTD Variance Report – RH Attachment 5.2

Suggested Action: Receive

6. Business Arising

- 6.1 Accessibility Policy – KA Attachment #6.1
Suggested Action: Recommendation

7. Correspondence

- 7.1 2014 Budget Submission Direction Attachment #7.1
Suggested Action: Receive

8. Reports

- 8.1 Chief Librarians Report Attachment #8.1
Suggested Action: Receive

9. New Business

- 9.1 Collection Agency Statistics – MC Attachment #9.1
Suggested Action: Receive
- 9.2 Day Services Pilot Project – LB Attachment #9.2
Suggested Action: Recommendation
- 9.3 Capital Variance Report – RH Attachment #9.3
Suggested Action: Receive
- 9.4 Binbrook Library Project – PT/KA Attachment #9.4
Suggested Action: Recommendation
- 9.5 2014 Development Charge Study – RH Attachment #9.5
Suggested Action: Recommendation
- 9.6 2014 Capital Budget Submission – RH Attachment #9.6
Suggested Action: Recommendation

10. Private and Confidential

- 10.1 Labour Relations

11. Date of Next Meeting

Wednesday, October 16, 2013
Central Library, Board Room, 5th Floor
5:30 p.m. Dinner
6:00 p.m. Meeting

12. Adjournment

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HAMILTON PUBLIC LIBRARY BOARD

Regular Board Meeting
Wednesday, June 19, 2013
Central Library, Board Room
5:30 p.m. Dinner
6:00 p.m. Meeting

MINUTES

PRESENT: Jennifer Gautrey, David Simpson, Nicolas van Velzen,
Suzan Fawcett, Wenda Tulloch, Councillor Pearson,
Clare Wagner, Mary Ann Leach, Councillor Jackson,
George Geczy, Richard Bagdonas

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

Ms Gautrey called the meeting to order at 5:00 p.m.

1. Discussion Period

1.1 Executive Committee

The Executive Committee during the summer months will consist of Ms Gautrey, Ms Fawcett, Mr. Geczy and Mr. van Velzen.

1.2 Staff Day

Ms Gautrey provided the highlights from the HPL Staff Day which was held on June 5th. Jennifer Gautrey provided details on the keynote speaker Jim Harris and the theme was change.

2. Acceptance of the Agenda

Add: 9.4 Microsoft Software Licensing Agreement

MOVED by Ms Leach, seconded by Ms Fawcett,

THAT THE AGENDA BE ACCEPTED AS AMENDED.

MOTION CARRIED.

3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, May 15, 2013

MOVED by Mr. van Velzen, seconded by Councillor Pearson,

THAT THE MINUTES OF WEDNESDAY, MAY 15, 2013 MEETING BE ADOPTED AS PRESENTED.

MOTION CARRIED.

4. Presentations

There were no presentations.

5. Consent Items

Board Members requested that both item 5.1 and 5.2 be taken out of consent in order to be discussed. Item 5.1 will be moved to the New Business section of the agenda and 5.2 will be moved to Business Arising.

6. Business Arising

6.1 Access and Privacy by Design

MOVED by Mr. Geczy, seconded by Ms Leach,

THAT THE HAMILTON PUBLIC LIBRARY ENDORSE THE PRINCIPLES OF ACCESS BY DESIGN (ABD) AND PRIVACY BY DESIGN (PBD) AS DEVELOPED BY THE ONTARIO PRIVACY COMMISSIONER.

THAT AS LIBRARY SYSTEMS, PROGRAMS AND POLICIES ARE REVIEWED OR DEVELOPED THE PRINCIPLES OUTLINED IN ABD AND PBD WILL BE INCORPORATING INTO THE PLANNING PROCESS.

MOTION CARRIED.

6.2 Binbrook Library Update

Ms Anderson provided an update regarding the Binbrook Library building project. A city project manager has been assigned to Binbrook project.

6.3 Budget Variance Report

MOVED by Mr. Bagdonas, seconded by Mr. Geczy,

THAT THE BUDGET VARIANCE REPORT AS OF APRIL 30, 2013 AND ESTIMATE TO DECEMBER 31, 2013 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

7. Correspondence

There was no correspondence.

8. Reports

8.1 Chief Librarians Report

MOVED by Ms Tulloch, seconded by Ms Fawcett,

THAT THE CHIEF LIBRARIANS REPORT BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

8.2 Report from the Audit Committee

MOVED by Mr. Simpson, seconded by Mr. Geczy,

THAT THE 2012 FINANCIAL STATEMENTS FOR THE HAMILTON PUBLIC LIBRARY BOARD AND STATEMENTS FOR THE HAMILTON PUBLIC LIBRARY BOARD – TRUST FUNDS, INCLUDED IN THE ATTACHED AUDIT COMMITTEE AGENDA, BE APPROVED.

MOTION CARRIED.

9. New Business

9.1 Hiring Policy

MOVED by Ms Tulloch, seconded by Mr. Bagdonas,

THAT THE ATTACHED LIBRARY BOARD REVISED HIRING POLICY BE ADOPTED.

MOTION CARRIED.

9.2 Accessibility Report and Policies

MOVED by Mr. van Velzen, seconded by Ms Fawcett,

THAT THE ATTACHED AODA REPORT FOR THE HAMILTON PUBLIC LIBRARY AND THE UPDATED ACCESSIBILITY FOR CUSTOMERS AND EMPLOYEES WITH A DISABILITY POLICY BE RECEIVED FOR INFORMATION, AND

THAT THE UPDATED ACCESSIBILITY FOR CUSTOMERS AND EMPLOYEES WITH DISABILITY POLICY BE PLACED ON THE SEPTEMBER BOARD AGENDA FOR FORMAL APPROVAL.

MOTION CARRIED.

9.3 Saltfleet Library Update

MOVED by Ms Leach, seconded by Councillor Pearson,

THAT THE CHIEF LIBRARIAN IS AUTHORIZED TO ENTER INTO AN AGREEMENT TO ENABLE THE 2ND FLOOR OF THE SALT FLEET LIBRARY, LOCATED IN CARDINAL NEWMAN SCHOOL, TO BE USED BY THE HAMILTON WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD FOR THE DURATION OF THE LEASE.

MOTION CARRIED.

9.4 Microsoft Software Licensing Agreement

MOVED by Mr. Simpson, seconded by Ms Leach,

THAT THE HAMILTON PUBLIC LIBRARY EXTEND THE APPROVAL OF METAFOR CORPORATION AS OUR LARGE ACCOUNT RESELLER (LAR) FOR THE PURCHASE OF MICROSOFT SOFTWARE AND MICROSOFT SOFTWARE ASSURANCE EFFECTIVE FROM THE EXPIRATION OF THE PREVIOUS BOARD AUTHORIZATION UNTIL APRIL 30, 2014.

MOTION CARRIED.

9.5 Fines and Fees Schedule

MOVED by Mr. van Velzen, seconded by Ms Leach,

THAT THE FINES AND FEE SCHEDULE BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

10. Private and Confidential

No confidential items.

11. Date of Next Meeting

Wednesday, September 18, 2013
Central Library, Board Room, 5th Floor
5:30 p.m. Dinner
6:00 p.m. Meeting

12. Adjournment

MOVED by Councillor Pearson, seconded by Ms Leach,

**THAT THE HAMILTON PUBLIC LIBRARY BOAD MEETING OF
WEDNESDAY, JUNE 19, 2013 BE ADJOURNED.**

MOTION CARRIED.

The meeting was adjourned at 6:35 p.m.

Minutes recorded by Karen Hartog.



DATE: September 18, 2013

REPORT TO: Chair and Members of the Board

FROM: Lisa DuPelle, Director of Human Resources

C.C.: Paul Takala, Chief Librarian

SUBJECT: **Christmas and New Year Service Closures 2014**

RECOMMENDATIONS:

THAT THE HAMILTON PUBLIC LIBRARY BOARD APPROVES THE FOLLOWING CHRISTMAS/NEW YEARS CLOSURE PERIODS FOR 2014:

ALL LOCATIONS OF THE HAMILTON PUBLIC LIBRARY WILL CLOSE SUNDAY DECEMBER 21ST AND REOPEN ON DECEMBER 22ND. ALL LOCATIONS OF THE HAMILTON PUBLIC LIBRARY WILL CLOSE DECEMBER 24TH AT 1300HRS AND WILL REMAIN CLOSED THROUGH TO DECEMBER 26TH AND

THAT THE LIBRARY REOPEN ON DECEMBER 27TH AND SERVICE HOURS BE ADJUSTED THROUGH DECEMBER 31ST AS NOTED BELOW, AND THAT THE LIBRARY WILL RE-OPEN JANUARY 2, 2015

BACKGROUND:

This closure schedule is in line with previous years' closures and reflects increased service hours during the holiday season.

CHRISTMAS 2014 CLOSURE INFORMATION

All locations of the Hamilton Public Library will close on the Sunday before Christmas, December 21st and the Sunday after Christmas, December 28th.

Regular operations resume on Monday December 22nd and Tuesday, December 23rd. On Wednesday December 24 all locations will be open at 10am (except for Central which will open at 9am) and will close at 1pm. All locations will remain closed through to December 26th, 2014 to recognize Christmas Day and Boxing Day.

The Library will reopen regular hours on Saturday December 27th (MH will open) and service hours will be adjusted from December 29th through December 31st, 2014 as noted:

- On Monday, December 29th all locations will open daytime hours closing at 6pm
- On Tuesday, December 30th all locations will open daytime hours closing at 6pm
- Wednesday, December 31st all locations will open at 10am (except for Central which will open at 9am) and close at 1pm
- All locations will remain closed on Thursday January 1st, 2015

Regular operations will resume on Friday, January 2nd, 2015.



Hamilton Public Library

Date: September 18, 2013
To: Chair and Members of the Audit Committee
c.c. Paul Takala, Chief Librarian
From: Robin Hewitt, Director - Finance and Facilities
Subject: **Budget Variance Report – July 30th, 2013**

RECOMMENDATION:

That Budget Variance Report as at July 30, 2013 and Estimate to December 31, 2013 be received for information.

Summary

Estimated variance at December 31, 2013 - \$235,000 Favourable

- The total 2013 annual operating budget for the Hamilton Public Library has a net expenditure of \$28,103,080 (gross expenditures of \$30,156,430 less gross revenues of \$2,053,350).
- The current estimated variance as at December 31, 2013 is favourable by \$235,000 which is ninety-nine point two percent of the budgeted net expenditure.
- 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

Estimated variance at December 31, 2013 - \$11,140 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) .
- The annual operating grant is paid in one lump sum and is 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.
- Subsidies are subject to what is offered on a year by year basis.

Fees and General

Estimated variance at December 31, 2013 - \$9,780 Favourable

- The major items contained in this line are revenues from library fines, book sales, photocopiers, printers and donations.
- The estimated revenue for this line for the end of December 2013 shows a positive variance of \$9,780.
- There was a \$10,000 bequest left to the Westdale Library.

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Subject: Budget Variance Report – July 30th, 2013
Date: September 18, 2013

Reserves/Capital Recoveries

Estimated variance at December 31, 2013 - \$3,280 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 variance is driven from the Sick Leave Reserve which is not budgeted for as it is declining yearly.

Employee Related Costs

Estimated variance at December 31, 2013 - \$637,245 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.
- The variance is a result of gapping.

Capital Financing

Estimated variance at December 31, 2013 - \$0

- This line reflects the repayment of debentures issued by the City of Hamilton to fund Library capital projects.

Financial

Estimated variance at December 31, 2013 – \$225,970 Unfavourable

- The unfavourable variance is attributable to capturing processing fees for collections separately so as not to capitalize the cost at the end of the year.
- This variance should be netted against the collections budget (included in Materials and Supplies), which is close to a zero variance when all things are taken into account.

Materials and Supplies

Estimated variance at December 31, 2013 - \$206,780 Unfavourable

- The major items in this line are library materials and subscriptions, operating supplies and furnishings.
- Library Materials represents \$3,532,570 or 88% of the amount budgeted under this line. There is no variance in library materials, when processing fees are taken into account.
- The estimated unfavourable variance results from increased costs related to the purchase of computers without using reserve funds, and upgrading library spaces.

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Subject: Budget Variance Report – July 30th, 2013
Date: September 18, 2013

Vehicle Expenses

Estimated variance at December 31, 2013- \$11,470 Favourable

- This line includes those vehicle expenses that are paid directly by the Library and not through a cost allocation from the City.
- These include costs for fuel and vehicle washing.

Buildings and Grounds

Estimated variance at December 31, 2013 \$12,425 Favourable

- This line includes building associated costs that are paid directly by the Library and not through a cost allocation from the City.
- They also include relocation costs, data and external telephone lines and security guards.
- The hydro charges to date are under budget, and should continue to be with the implementation of the lighting upgrade, however they will be transferred to reserves at the end of the year.
- The variance is attributable to AODA funds that have not been spent.

Contractual

Estimated variance at December 31, 2013 - \$4,030 Unfavourable

- This line includes the expenditures for items such as rental of photocopiers, advertising, service contracts, aquarium maintenance, collection agency fees, Access Copyright fees and inter-branch courier service.
- The variance is driven mainly by the purchase of printers.

Reserves/Recoveries

Estimated variance at December 31, 2013 \$8,720 Favourable

- This line includes budgeted transfers from operating to Library reserve funds and recoveries related to security service provided to the Hamilton Farmer's Market, transfers for future computer and server purchases.
- This section now also includes both direct and indirect charges from the city that were formerly known as cost allocations.

HAMILTON PUBLIC LIBRARY

BUDGET VARIANCE REPORT

Year End Projections based on Actual Spending to July 31, 2013

DECEMBER 31, 2013 PROJECTIONS				
	ANNUAL BUDGET	ESTIMATED ACTUAL	ANNUAL VARIANCE	% SPENT
REVENUE				
Grants and Subsidies	\$ 1,166,310	\$ 1,155,170	\$ (11,140)	99.0%
Fees and General	605,550	615,330	9,780	101.6%
Reserves/Capital Recoveries	281,490	284,770	3,280	101.2%
	\$ 2,053,350	\$ 2,055,270	\$ 1,920	100.1%
EXPENDITURES				
Employee Related Cost	\$ 20,084,480	\$ 19,447,235	\$ 637,245	96.8%
Capital Financing	345,970	345,970	\$ -	100.0%
Financial	87,770	313,740	\$ (225,970)	357.5%
Materials and Supplies	4,010,600	4,217,380	\$ (206,780)	105.2%
Vehicle Expense	64,890	53,420	\$ 11,470	82.3%
Building and Grounds	1,563,400	1,550,975	\$ 12,425	99.2%
Contractual	2,086,890	2,090,920	\$ (4,030)	100.2%
Reserves and Recoveries	1,912,430	1,903,710	\$ 8,720	99.5%
	\$ 30,156,430	\$ 29,923,350	\$ 233,080	99.2%
NET EXPENDITURES	\$ 28,103,080	\$ 27,868,080	\$ 235,000	99.2%



Date: September 12, 2013
To: Chair and Members of the Board
c.c. Paul Takala, Chief Librarian
From: Karen Anderson, Director of Public Service
Subject: **Annual AODA report and Accessibility for Customers and Employees with a Disability Policy update**

RECOMMENDATION:

That the updated Accessibility for Customers and Employees with a Disability Policy be approved.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Detailed in report

BACKGROUND:

This policy was shared with the Board in June but the motion to approve was deferred because the Policy was not included in the Board package. The attached policy is the same as the version that was circulated in June.

The policy has been updated to reflect requirements of the Integrated Accessibility Standards Regulation. The main changes focus on inclusion of employees and address the need for employment accommodation processes for employees and job applicants and for staff training on AODA and the Human Rights Code as it pertains to persons with disabilities.

Additionally the policy has been updated to reflect new standards for the design of public spaces and for the accessibility of web sites.

Accessibility for Customers and Employees with Disabilities

Policy Level: Library Board

Author: Director of Public Service and Branches

Date Approved: Approved by the Library Board May 2012. Policy must be reviewed by Board annually at the time of the publication of its Annual Accessibility Report and Plan.

Purpose

The purpose of this policy is to ensure that the Library is compliant with the requirements of the Statutes of Ontario. Ch. 32, *Ontarians with Disabilities Act*. 2001 (ODA). and the Statutes of Ontario. Ch. 11, *Accessibility for Ontarians with Disabilities Act*. 2005 (AODA)

This policy addresses accessibility policies and standards and includes areas outlined in the *Accessibility Standards for Customer Service* (Ontario. Regulation. 429/07,) and in the *Integrated Accessibility Standards* (Ontario. Regulation, 191/11). This policy applies to all persons who provide library services.

Policy Statement

The Hamilton Public Library is committed to providing Library services that are accessible to all persons who wish to obtain and use Library services. Library services will be relevant, inclusive and responsive to community needs and will comply with the requirements of the *Ontarians with Disabilities Act* and the *Accessibility for Ontarians with Disabilities Act*. Each member of the community, including persons with disabilities, has an equal opportunity to use and/or to be employed by the Hamilton Public Library. All library services will be provided in a manner that respects the dignity and independence of persons with disabilities. The Library will strive to provide library services in a way that meets the specific needs of persons with disabilities and in a way that is convenient and accessible to persons with disabilities.

The Hamilton Public Library will incorporate accessibility criteria when procuring or acquiring goods, services or facilities, except where it is not practicable to do so.

The Hamilton Public Library is committed to providing employment accommodation processes for library employees and job applicants. The Library will notify its employees and the public about the availability of accommodation for job applicants and for employees with disabilities.

The Library will meet the accessibility needs of persons with disabilities in a timely manner. When communicating with a person with a disability, the Library will do so in a manner that takes into account the person's disability.

Annual Accessibility Report and Plan: The Hamilton Public Library will annually describe its activities relating to barrier-free design of library services and buildings. It will report the measures the Library has taken to identify, remove and prevent physical and attitudinal obstacles and promote free movement of persons with disabilities in a manner that is consistent with regulations, standards or codes of practice. The Annual Report and Accessibility Plan will report the measures in place to ensure that the Library assesses its policies, programs, practices and services to determine their effect on accessibility for persons with disabilities and the measures that the Library intends to take in the coming year to identify, remove and prevent barriers to persons with disabilities. The Annual Report and Accessibility Plan will also provide a list of the by-laws, policies, programs, practices and services that the organization will review in the coming year in order to identify barriers to persons with disabilities.

Consultation and Feedback: The Hamilton Public Library will consult with members of the public and community stakeholders when considering or reviewing customer service practices, service delivery channels, types of services and new buildings or renovations to current buildings. Public meetings for the purpose of consultation will be advertised in advance, will be held in accessible locations and accessibility services will be provided when a request is received in advance of the meeting. Additionally, the Hamilton Public Library will have in place a procedure for receiving and responding to feedback about how it provides library services to persons with disabilities. Such feedback from a member of the public may be given by telephone, in person, in writing, in electronic format or through other methods.

Availability of Documents: This Policy and related procedures and forms and the Library's Annual Accessibility Report and Plan will be available on the Library's website. Additionally, a copy of this Policy and related procedures and forms will be provided in an accessible format upon request. No fees will be charged for the provision of documents required by this Policy.

Assistive Devices: Persons with a disability may provide their own assistive device for the purpose of obtaining or using Library Services and may have free access to assistive devices available in the Library. An assistive device is any product, instrument, equipment or technological aid used by persons with disabilities to help prevent, compensate, relieve or neutralize a disability and which helps a person with a disability to carry out activities or to gain access to library services.

Exceptions may occur in situations where the Library has determined that the assistive device may pose a risk to the health and safety of the person with a disability or to the health and safety of others on Library premises. In these situations, the Library may offer a person with a disability other reasonable measures to assist him or her in obtaining and using library services, where the Library has such other measures available. It is the responsibility of the person with a disability to ensure that his or her assistive device is operated in a safe and controlled manner at all times.

Service Animals: Persons with a disability may enter Library premises accompanied by a service animal and may keep the animal with them. Service animals are animals that are individually trained to carry out tasks for people with disabilities. Service animals are generally dogs but do include other animals such as monkeys. If it is not readily apparent that the animal is a service animal, Library staff may ask the person for confirmation of the animal's status. It is the responsibility of the person with a disability to ensure that his or her service animal is kept under control at all times.

Support Persons: Persons with a disability may enter Library premises with a support person to assist with communication, mobility or medical needs or with access to Library Services and may have access to the support person while on the premises. The Library may require a person with a disability to be accompanied by a support person while on Library premises in situations where it is necessary to protect the health and safety of the person with a disability or the health and safety of others on the Library premises. A support person, when assisting a person with a disability to obtain or use Library Services, will be permitted to attend at no charge where an admission fee is applicable. Upon request, persons with disabilities may be issued a duplicate library card, at no charge, for use by a support person.

Information and Communication: The Library will provide access to or arrange for access to accessible materials where they exist and will provide library publicity and reports in alternate formats upon request. The Library complies with the Clear Print Guidelines developed by the City of Hamilton in conjunction with the City of Hamilton Advisory Committee for Persons with Disabilities. The Library will work to ensure the website and web content is accessible according to the Web Content Accessibility Guidelines (WCAG) 2.0.

Design of Public Spaces: In the event of new construction or significant building renovations, the Library will reduce barriers by ensuring accessible parking and maintaining accessible library spaces and service desks.

Temporary Service Disruptions: The Library will make reasonable effort to provide notice of planned or unplanned disruption of library services to the

public, including information about the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any, that may be available. In the case of unplanned disruption, advance notice will not be possible. Notice will be given to the public by posting the information at a conspicuous place on affected premises and by posting notice on the Library website, and by such other method as is reasonable in the circumstances. The Library will have a procedure document that sets out the steps to be taken in connection with a temporary disruption and, upon request, will give a copy of the document in an accessible format to any member of the public.

Employment: The Hamilton Public Library will notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes and will take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities. Additionally, the Hamilton Public Library will notify job applicants, when they are individually selected to participate in an assessment or selection process, that accommodations are available upon request in relation to the materials or processes to be used and if a selected applicant requests an accommodation, the Library will consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

When making offers of employment, the Hamilton Public Library will notify the successful applicant of its policies for accommodating employees with disabilities. The Library will ensure that its employees are aware of its supports for employees with disabilities including the provision of job accommodations. The Library will consult with its employees and will provide accessible formats and communication supports for information that is needed in order to perform the employee's job and information that is generally available to employees in the workplace.

The Hamilton Public Library has a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work and works with employees with disabilities to develop individual accommodation plans. The Library documents its process for the development of such plans. The Library's Performance Management process takes into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process in respect of employees with disabilities.

When redeploying employees, the Library will take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans.

The Hamilton Public Library will provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee's disability. If an employee who receives individualized workplace emergency response information requires assistance in case of evacuation or other emergency, with the employee's consent, the Library will designate an employee to provide assistance and will provide the workplace emergency response information to the designated person. Workplace emergency response plans will be reviewed annually.

Note: This section of the Policy applies to employees and does not apply to volunteers and other non-paid individuals.

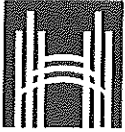
Training: The Library will ensure that training is provided on the requirements of the *Accessibility for Ontarians with Disabilities Act (AODA)* and its applicable regulations, and on the *Human Rights Code (HRC)* as it pertains to persons with disabilities. Training will be provided to all employees and volunteers, to all persons who participate in developing the organization's policies and to all other persons who provide goods, services or facilities on behalf of the organization. Training will be provided as part of orientation for new employees, volunteers and persons providing goods, services or facilities on behalf of the organization and, on a continuing basis, as required.

The amount and format of training will be dependent on employee role relating to policy development and on the nature of a person's interactions with Library customers and employees with disabilities. A record of training will be maintained in the Human Resources Department.

The training will include a review of the purpose of the *AODA* and the requirements of the *Accessibility Standards for Customer Service* (Ontario Regulation 429/07) and of the *Integrated Accessibility Standards* (Ontario Regulation, 191/11). Training will include information about how to interact and communicate with persons with various types of disabilities and what to do if a person with a disability is having difficulty gaining access to Library services or employment. The training will help trainees develop understanding of how to interact with persons with disabilities including those who use

assistive devices or who require the assistance of a support person or service animal. The training will provide orientation to this Policy, related procedures and guidelines and to the use of equipment and devices available on Library premises or through the website that may help with the provision of Library Services to persons with disabilities. The training will also provide orientation to the Library's employment accommodation policies and procedures and to the *Human Rights Code (HRC)* as it pertains to persons with disabilities. Members of the Library's Management Committee and any other persons that participate in the development of the Library's public and internal policies and procedures or in procurement processes will, additionally, receive training regarding their *AODA* and *HRC* related responsibilities.

Inquiries: Any inquiries related to this Policy or requests for documents related to this Policy may be directed to library staff at any public service point. Staff will respond as they are able and may refer the inquiry within the organization, including to the Chief Librarian.



City of Hamilton
City Hall, 71 Main Street West,
Hamilton, Ontario,
Canada L8P 4Y5
www.hamilton.ca

City Clerk's Division, Corporate Services
Phone: 905.546-2424 ext. 2604 Fax: 905.546-2095
Email: Carolyn.Biggs@hamilton.ca

Hamilton

September 9, 2013

Mr. Paul Takala
Chief Librarian
Hamilton Public Library
55 York Blvd.
Hamilton, Ontario
L8R 3K1

Dear Mr. Takala:

Re: 2014 Budget Submission for the Hamilton Public Library

Hamilton City Council has commenced preliminary discussions on the 2014 Budget.

City Council, at its meeting held on June 26, 2013, approved Item 15(b) of General Issues Committee Report 13-013 as follows:

That Boards and Agencies be requested to submit a 2014 Budget based on a guideline of 0% increase, and that any increase be forwarded for consideration with appropriate explanation.

This letter further requests that your organization submit a draft budget request to the City of Hamilton, to the attention of Cyrus Patel, Budget and Finance Division, 71 Main Street West, Hamilton, Ontario L8P 4Y5, by **November 22, 2013**. It would also be appreciated if the submission is accompanied with a copy of the most recent audited financial statements. If you have any questions in this regard, please contact Cyrus Patel at (905)546-2424 Ext. 7698.

I will be in contact with your organization in the near future to provide you with further details respecting the date that the General Issues Committee will be meeting to consider your budget submission, at which time you will be given the opportunity to give a presentation to the Committee.

Yours truly

A handwritten signature in cursive script that reads "Carolyn Biggs".

Carolyn Biggs
Legislative Co-ordinator

Chief Librarian's Report – September 2013

Central Library 2nd Floor Construction Update

Major construction on the 2nd Floor was completed at the end of July. Staff moved into the new staff workroom mid August. The response from staff has been very positive and they enjoy their new workroom. Over the next couple of months a number of changes will be happening to the public space on the 2nd Floor that will complete Phase II of the Central Library renewal. Changes will include: a new customer Service desk outside the staff area on the 2nd Floor, new computer workstations, tables and chairs for the new programming room behind the elevators, expansion of the teen area, relocation of CDs and relocation of 2 of the large corian display units from the 1st floor to the second floor.

Saltfleet Library 2nd Floor Update

In June the Board approved allowing the Hamilton Wentworth Catholic District School Board to buy back the remainder of the lease for the 2nd Floor portion of the Saltfleet Library in Cardinal New School. With the assistance of staff from the City of Hamilton Corporate Assets & Strategic Planning Division, we were able to successfully negotiate an agreement with the Board. They agreed to pay \$530,000 for the lease buy back. On September 11, City Council ratified the agreement. Thank you to our Councillors Pearson and Jackson and the Ward Councillor Clark for assisting with the Council approval process. When the funds are received they will be transferred to Library Reserves. We will recommend to the Board that the funds be set-aside for future Library Capital projects in Stoney Creek.

Enhancing the Library as a Safe and Welcoming Environment

As a public library we are committed to creating spaces that welcome everyone and we know from experience that most customers from all backgrounds use the Library in ways consistent with our Code of Conduct. With around 4 million visitors a year, however; it is not surprising that at times our commitment to having no barriers for using our spaces creates situations where some customers do not comply with our rules. I am pleased to report that over the last few months we have made progress on advancing our strategy to improve safety and security in our libraries while staying consistent with our values. These include:

- Development of a Day Services Pilot Project to bring a social worker presence in the Library. The details of that project are outlined in a report that will be discussed at the Board meeting this month.
- We have created a new Security Supervisor position that will be responsible for proactively monitoring and assessing security risks system-wide; supporting staff training and developing policy. Rupert Albert is the successful candidate for the new position and he will begin his new duties on September 23.

- In follow-up to the new Security Camera policy and report, staff have been working on the implementation. To date, an audit of the existing camera system has been performed to identify suitable locations for all of the exterior cameras. The exterior camera installation for the Dundas Library was a high priority and has been completed. We are in the process of following the procurement process for installing the cameras at the remaining locations. We anticipate most locations will be completed over the next few months, with additional camera coverage at Central to be completed early in the 2014.

Library Catalogue Migration Update

The migration of the Library's catalogue from SirsiDynix's Horizon to VTLS's Virtua is scheduled for November 16 to November 19. We anticipate that it will take about 48 hours to transfer the Library customer, order and transaction data from the existing system to the new platform. Our intention is to minimize the impact on customers while ensuring we maintain the integrity of our data and systems. Our current plan is: the process will begin at closing on Saturday, November 16. During the migration period, the Library will remain open to the public. Check out, digital collections, computers and Wi-Fi access will be available. Holds and check in of materials will be suspended during the migration. We will be extending loan periods and communicating with the public about the project starting in October.

HPL and McMaster University Library Research Projects

Dr. Brian Detlor facilitated a session at McMaster University on August 9th, 2013 with staff and librarians from HPL and McMaster University Library to explore potential collaborative research projects with the two institutions. Brian is currently a "Faculty Member in Residence" at McMaster University Library and has previously worked with HPL on research. We are currently working with McMaster on identifying research projects that would be of benefit to both institutions. Topics we are exploring working together on include: staff exchanges, digital literacy skills, improving website usability, impact of maker space labs and digital story telling. We are excited about working more closely with our colleagues at McMaster University Library to improve library service by learning from each other's experiences and by building capacity to more effectively evaluate our services.

Digital Story Telling Grant Application

We have submitted a joint grant application to the Ontario Government's Cultural Development fund. HPL is the lead partner in the application with the City of Hamilton Culture Division and McMaster University Library. Here is a brief description of the project: Storytelling a tool that has the ability to connect individuals and cultures, it is also chronicles their history. "Love Your City, Share Your Stories" is a storytelling project, led by a consortium of Hamilton cultural institutions, with a focus on historical landmarks, people and events. Strategic use

of new and social media will be incorporated to engage citizens through development to completion. Project deliverables include: a more robust digitized archives collection that can be shared among the consortium, a large interactive LED display and mobile devices to showcase stories, a repository of Hamilton stories accessible from its own microsite, and a foundation for the ongoing collection of related personal stories. The project aims to facilitate the building of a collective memory through storytelling encompassing oral tradition, written stories, video and sound clips plus visual representations including photographs.

Writer in Residence

We are pleased, along with the Department of English and Cultural Studies at McMaster University, to welcome Anne Simpson as the Mabel Pugh Taylor Writer in Residence. She will be Writer in Residence from October 1, 2013 to January 31, 2014 and will be involved in programming to support authors and writing. Anne has considerable experience as a writer-in-residence at libraries and universities across Canada. She is an award winning Canadian writer of fiction, poetry, and non-fiction, Anne has published seven books, of which four have been included in the Globe and Mail's 100 Best Books of the Year.

Service Desk Software Upgrade

As part of our ongoing efforts to improve internal effectiveness the Digital Technology Department has launched a new software product for managing the Library asset management and technical support ticket system. The software is called SysAid and it 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. SysAid is currently live with our Digital Technology Service Desk and we anticipate utilizing it to improve other back office functions in the future.

Turning Gold for Childhood Cancer Awareness Month

September is Childhood Cancer Awareness Month in Canada and the US. To mark this event, along with other partners in the City, we are illuminating the Central Library gold for the month of September using the programmable LED lights.

Paul Takala
Chief Librarian



Annual Recovery:

Hamilton Public Library

	2013	2012	2011	2010	2009	2008	2007	2006	2005
Accounts Submitted:	1,012	1,810	1,933	1,860	1,901	2,053	1,859	2,036	2,530
Dollars Submitted:	\$162,928.09	\$308,885.35	\$330,006.05	\$294,259.45	\$286,632.15	\$334,750.43	\$260,332.52	\$292,585.21	\$346,972.53
Cash Recovery:	\$30,701.63	\$38,812.27	\$43,805.94	\$40,701.02	\$39,558.26	\$41,429.12	\$41,597.11	\$43,932.44	\$40,090.94
Material Recovery:	\$35,470.29	\$71,799.11	\$74,739.75	\$71,395.02	\$72,401.24	\$123,254.53	\$81,093.05	\$92,758.94	\$85,757.97
Waives:	\$1,779.16	\$2,324.89	\$4,589.72	\$8,447.22	\$3,027.33	\$2,831.13	\$3,888.42	\$4,611.12	\$4,574.23
Recovery Total:	\$67,951.08	\$112,936.27	\$123,135.41	\$120,543.26	\$114,986.83	\$167,514.78	\$126,578.58	\$141,302.50	\$130,423.14
Total Invoice Amount:	\$12,940.80	\$23,155.20	\$24,793.60	\$23,808.00	\$24,422.40	\$26,278.40	\$24,184.00	\$30,132.80	\$37,547.60
Total ROI:	5:1	5:1	5:1	5:1	5:1	6:1	5:1	5:1	3:1
Asset ROI:	5:1	5:1	5:1	5:1	5:1	6:1	5:1	5:1	3:1

Please note, for the purposes of these reports the term 'Asset' will refer to the recovery of Materials and Cash.



Date: September 13, 2013

To: Chair and Members of the Board

c.c. Paul Takala, Chief Librarian

From: Lita Barrie, Director, Digital Technology

Subject: HPL Day Services Pilot Project

RECOMMENDATION:

That the Hamilton Public Library Board authorizes the Chief Librarian to enter into a Memorandum of Understanding with Wesley Urban Ministries.

That an amount not to exceed \$50,000 from the Library's Hamilton Community Foundation Special Gifts Fund be allocated to cover all costs associated with the HPL Day Services Pilot Project.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The Special Gifts Fund can be withdrawn at the discretion of the Hamilton Public Library. The fund was established to enable the Library to expand its present services, initiative new ones and enrich its resources for the community that are housed or headquartered in Hamilton. Specifically the fund can be used to help support/development outreach programmes/services which are a benefit to the Library. As of December 2012, there was \$2,085,000 in the fund.

BACKGROUND:

In 2012, former Chief Librarian Ken Roberts met with the City's General Manager of Community Services to discuss some of the challenges faced at the Central Library. As a result of that meeting, the City formed the Day Service Task Force.

A day service is generally defined as a space that allows people to come in without an appointment or application and spend time socializing, meeting their basic needs, and, at their own discretion, accessing specialized services designed to meet the needs of people who are homeless or at risk of losing their housing. In many ways, the Central Library serves as a day service for a number of our customers.

Since the formation of the task force, the City has engaged Paul Dowling and Associates on a Hamilton Day Service Evaluation Project. Preliminary information from the research supports the experiences of the Central Library. The Library offers social recreation, internet access and many of the basic needs identified in the evaluation project. The Central Library is open at many times when other day service is not available such as evenings and weekends. The Library also serves a number of the population groups that have been identified as being underserved by more traditional day service such as newcomers, seniors, youth and women.

What the Library lacks is staff with expertise to support some of these customers through times of crisis or to advocate for them to help them make positive changes in their lives. In the past, the Central Library has taken a largely reactive approach, particularly during the winter months when challenging behaviour issues tend to escalate, by hiring off duty police officers. The Library has been working with the Wesley Urban Ministries to design a pilot project with a more proactive approach. This partnership is being established for the purpose of the HPL Day Services pilot project. The primary focus of the pilot project will be to engage a full-time social worker from the Wesley Urban Ministries team to work at the Central Library for a six month period. The pilot project will be led by a steering committee comprised of staff members of the Library and Wesley Urban Ministries.

The goal of the project is to determine if this partnership is an effective strategy to help address the systemic issues and needs faced by some of the library visitors who spend time in and around the Central Library and whose unmet needs have, on occasion, led to challenging behaviours.

This collaboration will provide a mechanism for service delivery among the organizations listed above, as well as across sectors, and creates a 'community of practice' and shared commitment to meet the needs of marginalized adults, seniors and at-risk youth and their families in the downtown neighbourhood.

This pilot project has two primary objectives:

- Firstly, to work with marginalized adults, seniors and youth in and around the Central Library who have mental health, addictions, homelessness and exclusion issues to provide them with information, support, referrals, and advocacy to assist them in making positive changes in their lives. This may include:
 - Assisting to find opportunities, solutions and resources to address their social, behavioural and education needs;
 - Facilitating access for marginalized adults, seniors and youth to a continuum of prevention, intervention and recreation resources by providing information and referrals that address

- individual needs and risk factors; and support/reinforce strengths; and
 - Foster communication and linkage among community/neighbourhood agencies/organizations and institutions to improve access and eliminate barriers to service
- Secondly, for the Wesley social worker to assist the Library in working with library staff to provide them with support and training in order to work more effectively and comfortably with library visitors with complex needs.

Wesley Urban Ministries is a well established community service organization that has provided services and support in the Downtown community since the 1950s. They have been an active participant at the City's Day Service Task Force table. Wesley Urban Ministries currently operates over 30 different programs in 9 locations. Wesley's diverse programs support people of all ages and work towards a vision of social justice where all have the opportunity to achieve their full potential.

Library staff believe that this pilot project will be of great benefit to the Library, our customers and the downtown community. The Memorandum of Understanding would be drafted with a term of 6 months with a possible 6 month extension. The project steering committee will review the outcomes, benefits and impacts of the partnership. We believe that there may to opportunities to seek funding from outside organizations to continue the project should the pilot phase be successful.

Additional Background Material:

Edmonton Public Library Receives over \$600,000 for Downtown Community Safety Program, Edmonton Public Library, (2011).

<http://www.epl.ca/releases/2011-May-11>

Turning the Corner at the Library, Lauren Baron, Brantnews (2012):

<http://www.brantnews.com/news/turning-the-corner-at-the-library%E2%80%A8/>

Social Workers in the Library: An Innovative Approach to Address Library Patrons Social Services Needs, Lili Luo, et al. (2012)

http://www.qqml.net/papers/July_Issue/8QQML_Journal_2012_Luo_Estreicher_Lee_Thomas_Thomas_1_73-82.pdf



Date: September 18th, 2013
To: Chair and Members of the Board
c.c. Paul Takala, Chief Librarian
From: Robin Hewitt, Director, Finance and Facilities
Subject: **Capital Variance Report - June 30th, 2013**

RECOMMENDATION:

That the Capital Variance Report as at June 30th, 2013 be received for information.

BACKGROUND:

Prior to June 30, 2013, all Capital Status reports for the Library were submitted to the City Finance Department, and included in a report to Council.

On December 31, 2011, Council approved Report FCS11073(a), which directed staff to review the Capital Projects Status and Closing process, and that a process where Departments report to their respective Standing Committees on the status of the Capital Work-in-progress projects be implemented. The Hamilton Public Library Board would be the equivalent reporting structure for the Library as standing committees are for City departments. The City Finance department finalized procedures to be implemented for the June 30, 2013 reporting period. Reports are to be brought to the standing committees (Library Board) three times per reporting year, as of June 30th, September 30th and December 31st.

CAPITAL VARIANCE REPORT

The attached Capital Variance Reports provides information on the approved budget (which must be board approved), actual expenditures, outstanding commitments and the variance at a specific point in time. Capital budgets are monitored regularly by the project manager responsible for each individual project. In most cases, it is a City project manager in consultation with Library staff that manage the project, however in areas related to Digital Technology the projects are managed by Library staff. Areas generally funded in part by the City, either through development charges or City capital, are managed by a City project manager.

Capital Variance - Hamilton Public Library

As at June 30, 2013

2013							
7501341301	Dundas Library Expansion	100,000	-	-	100,000	0.00%	Project to finish on budget with feasibility study planned for late fall 2013
7501351302	Digital Equipment Upgrade	350,000	-	350,000	-	100.00%	Project to finish on budget
		450,000	-	350,000	100,000	77.78%	
2012							
7501241200	Binbrook Library Branch Renos	1,700,000	7,558	17,545	1,674,897	1.48%	Project to finish on budget
7501241203	Central Library Renos Flrs 2-4	600,000	167,546	342,627	89,827	85.03%	Project to finish on budget
7501257201	Integrated Library System	400,000	62,393	308,283	29,324	92.67%	Project to finish on budget
		2,700,000	237,497	668,455	1,794,048	33.55%	
2010							
7501041101	Lighting Retrofits-Library	995,850	922,616	20,608	52,626	94.72%	Projected to finish on budget
7501041102	Library Branch Renovations	275,000	275,873	4,511	5,383	101.96%	Projected to finish close to budget when commitments are finalized
7501057100	Public Computing and Printing	172,300	218,392	8,036	54,128	131.41%	\$45,980.54 was funded from operating in 2011 to cover the deficit. It is not reflected in calculation.
	Sub-Total	1,443,150	1,416,881	33,154	6,885	100.48%	
2009							
7500941900	Lynden Branch Library	1,820,000	1,635,735	152,693	31,573	98.27%	It is anticipated the budget will finish on budget.
	Sub-Total	1,820,000	1,635,735	152,693	31,573	98.27%	
2008							
7500841800	RFID Project	2,780,000	2,943,585	236,301	399,886	114.38%	Additional budgeted revenue of \$620,000 was approved by the board in Oct 2007, but is not reflected in this report.
	Sub-Total	2,780,000	2,943,585	236,301	399,886	114.38%	
2007							
7500741701	Library Renovations	1,503,000	1,556,037	-	53,037	103.53%	Project finished 3.5% over budget. Additional funding needs will be reviewed at year end.
	Sub-Total	1,503,000	1,556,037	-	53,037	103.53%	



To: Chair and Members of the Library Board
From: Paul Takala, Chief Librarian
Karen Anderson, Director of Public Service
Subject: Binbrook Library Rebuilt
Date: June 12, 2013

Recommendation:

THAT THE PREVIOUSLY PLANNED RENOVATION/EXPANSION OF THE BINBROOK LIBRARY BE REPLACED WITH A COMPLETE REBUILD OF THE EXISTING BUILDING.

THAT THE LIBRARY BOARD ENDORSES AN INCREASED INVESTMENT IN THE PROJECT FROM LIBRARY RESERVES AS SPECIFIED IN THE 2014 CAPITAL BUDGET SUBMISSION.

Financial/Staffing/Legal Implications:

The total project costs for converting the project from a renovation to a complete rebuilt is approximately \$400,000 more. A rebuilt reduces some financial risks that are associated with a renovation; however, the amount of the project that can be charged to Development Charges (DCs) is reduced. The current funding plan will ask the City to approve \$150,000 a year for 3 years to a total of \$450,000 in addition to the total allowable DC available for the project of \$1,111,500. We are proposing the Library Board contribute an additional \$658,000 over the previously committed \$250,000 reflecting a total Library Board contribution of \$908,000.

Background

Based on the direction from the June Library Board meeting staff have been investigating the complete rebuild option, as well as, ensuring we had a complete picture of the costing of the renovation option. That investigation resulted in an increase in the projected costs of both options. The projected cost of a renovation/expansion increased from \$1.6 million to \$2 million and the complete rebuilt was increased from \$1.9 million to \$2.4 million.

There are several key advantages to moving the project to a new build. Most important of these are:

- Moving the Library closer to Hwy 56 so it has a better street presence and is more pedestrian friendly. This is consistent with the Binbrook Village Urban Design Guidelines.
- A new building will give us more options to create a high quality welcoming space consistent with the Library Board's Facilities Master Plan.

- A new building will reduce the risk of unplanned costs related to renovating the existing structure. We are concerned, for example, about the state of the foundation.

While the overall costs of the project are estimated at \$400,000 higher for a new build, the rules around DCs creates a larger funding gap. This is because up to 90% of the costs of the renovation/expansion could be charged to DCs. However, if we do a re-build, DCs will only cover 90% of the expansion portion of the project.



Hamilton Public Library

Date: September 18th, 2013

To: Chair and Members of the Board

c.c. Paul Takala, Chief Librarian

From: Robin Hewitt, Director, Finance and Facilities

Subject: 2014 Development Charge Study

RECOMMENDATION:

That the Development Charges submitted to the City for the 2014 Development Study be approved.

BACKGROUND:

The *Development Charges Act, 1997 (s.10)* requires municipalities to undertake a Development Charge Background Study every 5 years. The City retained Watson Associates Economists Ltd. to undertake the development charges study process in 2013 - 2014. The City of Hamilton has included the Libraries in their Development Charge By-law.

The Development Charges By-law is administered by the municipality which establishes a separate reserve fund for each service to which development charges relates. They are intended to address the provision of services that are currently provided in the municipality and to meet the needs that result from population growth. The regulations also specify that the level of service is assessed as the currently averaged level of service in the municipality. For example, a municipality cannot include the cost of a new library if it does not currently provide such a facility.

According to section 5(3), capital costs related to the construction of libraries and purchase of materials can be included in the development charges. This can include:

1. Costs to acquire land or an interest in land, including a leasehold interest
2. Costs to improve land
3. Costs to acquire, lease, construct or improve buildings and structures
4. The purchase of additional furniture and equipment, other than computer equipment
5. The purchase of materials acquired for circulation, reference or information purposes by a library board (as defined in the Public Libraries Act. (DCA, 1997, c.27ms 5(3)).



It is important to note that the amount of funding involved in development charges is dependent on the level of growth. The library share, therefore, is also dependant on this growth. It should be noted that development charges cannot be used to offset operational and life-cycle replacement costs.

<http://sols.org/index.php/develop-your-library-staff/professional-information-a-z/to..>

DEVELOPMENT CHARGES

The calculation for development charges are complex. What is important to note for the library is that development charges are calculated differently depending on whether you are planning an addition, or planning to build a new library. Development charges can only be used for the increase in square footage to existing service that is provided. For example in Lynden; the original building was 1,048 square feet. The new Lynden Library has a square footage of 4,500 square feet. DC funding would only be eligible on the difference of 3,452. So you would be eligible for DC funding on 76% of the costs. Then DC's would fund 90% of that amount. If you are adding an addition on to an existing building, the entire addition would be DC fundable (90% of the costs).

The attached submission is based on anticipated population growth in the areas listed. By identifying our potential needs, development charges can be collected to support the future growth of libraries.

Branch Growth Assumptions

Valley Park - From 5,000 square feet to 8,000
Stoney Creek - From 6,400 square feet to 8,000
Mount Hope - From 1,130 square feet to 4,000
Ancaster - From 7,500 square feet to 10,000
Bookmobile - From 2 to 3

Population Forecasts

Projected Population Growth Among Hamilton Communities by 2031 (B4a)	
Ancaster	+18.22%
Dundas	-2.15%
Flamborough	+20.09%
Glanbrook	+97.58%
Hamilton	-3.56%
Stoney Creek	+34.86%
TOTAL	+17.68%

<http://www.hamilton.ca/CityDepartments/PlanningEcDev/Divisions/StrategicServicesSpecialProjects/GrowthRelatedIntegratedDevelopmentStrategy/PopulationForecasts.htm>

INFRASTRUCTURE COSTS COVERED IN THE DC CALCULATION

City of Hamilton
Service: Library Facilities

Pj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate 2009\$	Gross Capital Cost Estimate 2014\$	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Subtotal	Less:	Total	Residential Share	Non-Residential Share
								Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development		Other (e.g. 10% Statutory Deduction)		85%	5%
	2014-2023													
1	South Mountain Complex - Turner Park - Debt Principal	2009-2023	2,930,174	2,134,367	822,450		1,311,917			1,311,917	131,192	1,180,725	1,121,689	59,036
2	South Mountain Complex - Turner Park - Debt Interest [Discounted]	2009-2023	1,031,224	610,414	53,573		456,841			456,841	45,684	411,157	390,599	20,558
3	Lynden Branch - New - Construction	2009-2010	3,265,000	1,820,000			1,820,000	473,333		1,346,667	134,667	1,212,000	1,151,400	60,600
4	Binbrook - Rebuild - Construction	2016		2,470,000			2,470,000	1,235,000		1,235,000	123,500	1,111,500	1,055,925	55,575
5	Binbrook - Rebuild - Furnishings	2018		60,000			60,000			60,000	6,000	54,000	51,300	2,700
6	Valley Park - Expansion - Feasibility study	2014		100,000			100,000			100,000	10,000	90,000	85,500	4,500
7	Valley Park - Expansion - Construction	2015		2,320,000			2,320,000	870,000		1,450,000	145,000	1,305,000	1,239,750	65,250
8	Valley Park - Expansion - Furnishings	2015		100,000			100,000			100,000	10,000	90,000	85,500	4,500
9	Waterdown - New - Furnishings	2014		300,000			300,000			300,000	30,000	270,000	256,500	13,500
10	Waterdown - New - Construction - Added	2013-2014		1,500,000			1,500,000			1,500,000	150,000	1,350,000	1,282,500	67,500
11	Winona/Stoney Creek - New - Feasibility study	2015		100,000			100,000			100,000	10,000	90,000	85,500	4,500
12	Winona/Stoney Creek - New - Furnishings	2016		75,000			75,000			75,000	7,500	67,500	64,125	3,375
13	Winona/Stoney Creek - New - Construction	2016		2,320,000			2,320,000	1,858,000		484,000	48,400	417,600	398,720	20,880
14	Mount Hope - New - Feasibility Study	2016		100,000			100,000			100,000	10,000	90,000	85,500	4,500
15	Mount Hope - New - Construction	2017		1,160,000			1,160,000	327,700		832,300	83,230	749,070	711,617	37,453
16	Mount Hope - New - Furnishings	2017		25,000			25,000			25,000	2,500	22,500	21,375	1,125
17	Ancaster - Expansion - Feasibility study	2017		100,000			100,000			100,000	10,000	90,000	85,500	4,500
18	Ancaster - Expansion - Construction	2018		2,900,000			2,900,000	2,175,000		725,000	72,500	652,500	619,875	32,625
19	Ancaster - Expansion - Furnishings	2018		100,000			100,000			100,000	10,000	90,000	85,500	4,500
20	Bookmobile - Electronic	2018		300,000			300,000			300,000	30,000	270,000	256,500	13,500
	Total		7,226,398	18,494,781	878,023	0	17,618,758	6,937,033	0	10,681,725	1,068,172	9,613,552	9,132,874	480,678

INFRASTRUCTURE COSTS COVERED IN THE DC CALCULATION

City of Hamilton
Service: Library Collection Materials

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate 2009\$	Gross Capital Cost Estimate 2014\$	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Subtotal	Less: Other (e.g. 10% Statutory Deduction)	Potential DC Recoverable Cost		
								Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development			Total	Residential Share	Non-Residential Share
	2014-2023												95%	5%
1	South Mountain Complex	2009	1,381,000	1,497,500			1,497,500			1,497,500	149,750	1,347,750	1,280,363	67,388
2	Lynden Branch	2010	622,000	674,500			674,500			674,500	67,450	607,050	576,698	30,353
3	Waterdown Library - New - Materials	2011	389,000	421,800			421,800			421,800	42,180	379,620	360,639	18,981
4	Binbrook - Rebuild - Materials	2015	627,000	679,900			679,900			679,900	67,990	611,910	581,315	30,696
5	Valley Park - Expansion - Materials	2016		1,045,000			1,045,000			1,045,000	104,500	940,500	893,475	47,025
6	Winona/Stoney Creek - New - Materials	2018		334,400			334,400			334,400	33,440	300,960	285,912	15,048
7	Mount Hope Materials	2017		369,930			369,930			369,930	36,993	332,937	316,290	16,647
8	Ancaster Materials	2018		522,500			522,500			522,500	52,250	470,250	446,738	23,513
														0
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	Total		3,019,000	5,645,530	0	0	5,645,530	0	0	5,645,530	554,553	4,990,977	4,741,428	249,549



Hamilton Public Library

Date: September 18th, 2013

To: Chair and Members of the Board

c.c. Paul Takala, Chief Librarian

From: Robin Hewitt, Director, Finance and Facilities

Subject: 2014 Capital Budget Submission

RECOMMENDATION:

That the capital budget submission to rebuild the Binbrook Library requiring an additional \$658,500 in Library Reserves (106008 Library Major Capital Projects) and \$450,000 in City Capital, be approved to be submitted to the City of Hamilton for inclusion in the 2014-2023 Capital Budget.

That the capital budget submission to renovate the Dundas Library be approved to be submitted to the City of Hamilton for inclusion and identification for the 2015 Capital Budget process.

BACKGROUND:

The library generally has three sources of funds for Capital projects:

1. Internal reserves
2. Development charges (where applicable)
3. City Capital budget

Binbrook Rebuild

Binbrook is a rapidly expanding community with projected population growth of 97.58% by 2031. It is underserved by its current library due to its small size and deteriorating conditions. The library requires an expansion to the current site of approximately 3,000 square feet bringing the new building to 6,000 square feet. The advantages of a new build include moving the library closer to Hwy 56 so it has a better street presence and is more pedestrian friendly. This is consistent with the Binbrook Village Urban Design Guidelines. A new building will give us more options to create a high quality welcoming space consistent with the Library Board's Facilities Master Plan. A new building can be repositioned on the property creating the most advantages parking plan. Also, a new building will reduce the risk of unplanned costs related to renovating the existing structure, including foundation work, the need for a new roof, washroom and AODA compliance issues. These costs are estimated to be \$250,000 over the next 10 years.



Highway 56 is waiting for sewer lines to be run in the area of the Binbrook Library. It would be more economical to wait for the services to be installed before building the new library. The current septic system was not built for a 6,000 square foot building, therefore costs for a new temporary septic system would be required, increasing the cost of the project.

The costs to rebuild would be \$100,000 for the feasibility study (previously approved in 2012) and approximately \$2,470,000 for construction and project costs. The project would be eligible for approximately \$1,111,500 in development charges. The Library Board had previously approved \$250,000 for the project. The outstanding funding required would be \$1,108,500. It is recommended that the board fund \$658,500 and the City fund \$450,000. We would ask the City for \$150,000 per year over the next 3 years.

Dundas Library Renovation

The current Dundas Library was constructed in 1970, with a renovation in 1979. The building is exceptionally inefficient. A reconfiguration/renovation of the existing building would allow for greater efficiency, an expansion of space for customers and bring the building up to the same standard that we expect of library locations.

The feasibility study was approved for \$100,000 in 2013 and is in the planning stages. Construction would begin in 2015. Costs are estimated to be approximately \$1,610,000.

Funding Summary

Reserve Funding at a Glance

Balance at Dec 31/12	-8,341,898	
2013 Revenue - to date	-669,000	
Board Approved Commitments	3,536,905	* Includes Brinbrook previously approved \$250K
Potential future Commitments	1,788,500	* Includes Brinbrook (\$658,500) and Fleet (\$530K)

	Year	TOTAL	DC's Approved	DC's Requested	Library Reserve Approved	Library Reserve Requested	City Capital Approved	City Cap Request
Capital & Development Charges								
Binbrook Construction - REBUILD	2016	2,404,579		1,111,500	250,000	658,500		450,000
Dundas Feasibility Study	2013	100,000	85,000		15,000			

Available	-3,685,493	Previously approved Requested
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