

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, October 19, 2016
Central Library, Board Room

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

AGENDA

1. **Discussion Period**
2. **Acceptance of the Agenda**
3. **Minutes of the Hamilton Public Library Board Meeting of Wednesday, September 21, 2016** Attachment #3
4. **Presentations**
 - 4.1 Library School Visits – NB/LB
 - 4.2 Strategic Plan Update – PT
5. **Consent Items**
 - 5.1 Staff Day – LD Attachment #5.1
Suggested Action: Recommendation
 - 5.2 Gates Foundation Acknowledgement – PT Attachment #5.2
Suggested Action: Recommendation
6. **Business Arising**
 - 6.1 Upcoming & Outstanding Agenda Items - PT Attachment #6.1
Suggested Action: Recieve
 - 6.2 Local History & Archives Image Fees - LB Attachment #6.2
Suggested Action: Receive
 - 6.3 Makerspace Fees Report - SF Attachment 6.3
Suggested Action: Receive

7. Correspondence

Attachment #7

Suggested Action: Receive

- Letter from Stephanie Paparella, Legislative Coordinator, dated September 29, 2016 re: 2017 Budget Submission for the Hamilton Library Board

8. Reports

8.1 Chief Librarian's Report

Attachment #8.1

Suggested Action: Receive

8.2 Q3 Metrics - MS

Attachment #8.2

Suggested Action: Receive

9. Policies

9.1 Policy Framework – PT

Attachment #9.1

Suggested Action: Receive

9.2 Donations & Sponsorship Policy – TD

Attachment #9.2

Suggested Action: Receive

10. New Business

10.1 2017 Preliminary Operating Budget Report – TD Attachment #10.1

Suggested Action: Receive

10.2 Locke Improvements – KA

Attachment #10.2

Suggested Action: Recommendation

10.3 Projects Update – KA/TD

Attachment #10.3

Suggested Action: Recommendation

10.4 Mills Library Courtesy Collection – KA/LB

Attachment #10.4

Suggested Action: Recommendation

11. Private and Confidential

11.1 Non-Union Compensation – LD

12. Date of Next Meeting

Wednesday, November 16, 2016

Central Library, Board Room, 5th Floor

5:30 p.m. Dinner

6:00 p.m. Meeting

13. Adjournment

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HAMILTON PUBLIC LIBRARY BOARD

Regular Board Meeting
Wednesday, September 21, 2016
Central Library, Board Room
5:30 p.m. Dinner
6:00 p.m. Meeting

MINUTES

PRESENT: Jennifer Gautrey, Clare Wagner, Douglas Brown, Vikki Cecchetto,
John Kirkpatrick, Suzan Fawcett, Lori-Anne Spence-Smith, George Geczy,
Councillor Partridge, Councillor Pearson

STAFF: Lisa DuPelle, Karen Anderson, Melanie Southern, Paul Takala,
Lita Barrie, Sherry Fahim, Tony Del Monaco, Karen Hartog

REGRETS: Mary Ann Leach

GUESTS: Laura Lukasik, Jenna Patterson, Mary Sakaluk, Aida Rudnik

Mr. Geczy called the meeting to order at 6:05 p.m.

1. Discussion Period

1.1 Temporary Locations

Ms Anderson reviewed some pictures of the temporary locations for Binbrook and Dundas Libraries.

1.2 Telling Tales

Mr. Takala provided an update on the Telling Tales event held over the weekend.

1.3 Turkey Rhubarb

Mr. Takala advised that the literacy youth band that has entertained children and young youth for several years will be conducting its final performance on October 1st at the Central Library, 4th floor. Details will be sent to Library Board Members.

2. Acceptance of the Agenda

MOVED by Ms Cecchetto, seconded by Ms Spence-Smith,

THAT THE AGENDA BE ACCEPTED AS PRESENTED.

MOTION CARRIED.

3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, June 15, 2016

MOVED by Mr. Kirkpatrick, seconded by Ms Gautrey,

THAT THE MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, JUNE 15, 2016 BE ACCEPTED AS PRESENTED.

MOTION CARRIED.

4. Presentations

4.1 Integrated Library System Update

Ms Rudnik and Ms Sakaluk provided an overview and update on the Polaris integrated library system.

4.2 E-Newsletter

Ms Lukasik and Ms Patterson showcased Hamilton Public Library's e-Newsletter.

4.3 Locke Renovation

Ms Anderson reviewed options for building a new vestibule and garden area for the Locke Branch.

5. Consent Items

Board members requested that item 5.2 be removed from the consent agenda.

MOVED by Ms Fawcett, seconded by Ms Spence-Smith,

THAT CONSENT ITEMS 5.1, 5.3 AND 5.4 BE APPROVED AS PRESENTED.

MOTION CARRIED.

5.1 That the Hamilton Public Library Board ratifies the electronic vote that took place between August 8 and August 11, 2016 to increase funding to the Binbrook and Dundas projects.

5.3 That the Library Board receives the Music Strategy Update report for information.

5.4 That the Hamilton Public Library Board approves the following Christmas/New Years closure periods for 2017:

All locations of the Hamilton Public Library will close on December 24th and will remain closed through to December 26th, and

That the Library reopen on December 27th and service hours be adjusted through January 1st as noted below, and that the library will re-open January 2, 2018.

6. Business Arising

6.1 Ad Hoc Policy Committee

MOVED by Ms Fawcett, seconded by Ms Spence-Smith,

THAT THE REPORT FROM THE POLICY REVIEW COMMITTEE BE ACCEPTED AS PRESENTED.

MOTION CARRIED.

6.2 Upcoming Agenda Items

MOVED by Mr. Kirkpatrick, seconded by Mr. Brown,

THAT THE UPCOMING AND OUTSTANDING AGENDA ITEMS REPORT BE RECEIVED.

MOTION CARRIED.

6.3 Library Board Bylaws

Committee members discussed the recommended edits/changes to the bylaws including the change made indicating committees were not public meetings.

MOVED by Ms Cecchetto, seconded by Councillor Partridge,

THAT THE HAMILTON PUBLIC LIBRARY BOARD BYLAWS BE REFERRED BACK TO THE POLICY REVIEW COMMITTEE FOR ADDITIONAL EDITS.

MOTION CARRIED.

7. Correspondence

There was no correspondence.

8. Reports

8.1 Chief Librarian's Report

MOVED by Ms Wagner, seconded by Ms Gautrey,

THAT THE CHIEF LIBRARIAN'S REPORT BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

8.2 Q2 Metrics Report

MOVED by Ms Spence-Smith, seconded by Ms Cecchetto,

THAT THE LIBRARY BOARD RECEIVES THE 2016 QUARTER 2 METRICS REPORT FOR ITS INFORMATION.

MOTION CARRIED.

9. New Business

9.1 Costing for Capital Projects

MOVED by Ms Gautrey, seconded by Ms Cecchetto,

THAT THE FOLLOWING REPORT BE RECEIVED FOR INFORMATION AND COMMENT.

MOTION CARRIED.

9.2 2016 Budget Variance Report

MOVED by Ms Spence-Smith, seconded by Mr. Kirkpatrick,

THAT THE BUDGET VARIANCE REPORT AS AT JULY 31, 2016 AND ESTIMATED TO DECEMBER 31, 2016 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

9.3 Capital Variance Report

MOVED by Mr. Kirkpatrick, seconded by Ms Wagner,

THAT THE CAPITAL VARIANCE REPORT AS AT JULY 31, 2016 BE RECEIVED.

MOTION CARRIED.

9.4 Annual Financial Report

MOVED by Ms Fawcett, seconded by Mr. Kirkpatrick,

THAT THE ANNUAL FINANCIAL REPORT BE RECEIVED.

MOTION CARRIED.

9.5 Capital Budget Submission

MOVED by Ms Spence-Smith, seconded by Ms Wagner,

THAT AN ADDITIONAL \$150,000 BE APPROVED FROM THE LIBRARY MAJOR CAPITAL PROJECTS RESERVE 106008 FOR THE NEW GREENSVILLE LIBRARY PROJECT.

THAT \$1,079,500 BE APPROVED FROM LIBRARY RESERVES FOR THE VALLEY PARK EXPANSION PROJECT. RESERVE FUNDING IS BROKEN DOWN AS FOLLOWS:

106006 LIBRARY COLLECTIONS RESERVE	\$104,500
106007 LIBRARY GENERAL DEVELOPMENT RESERVE	\$210,000
106008 LIBRARY MAJOR CAPITAL PROJECTS RESERVE	\$200,000
106013 LIBRARY ACCESSIBILITY, HEALTH & SAFETY RESERVE	\$565,000

THAT THE CAPITAL BUDGET SUBMISSIONS FOR THE GREENSVILLE LIBRARY AND VALLEY PARK EXPANSION PROJECTS BE APPROVED FOR SUBMISSION TO THE CITY OF HAMILTON FOR INCLUSION IN THE 2017 CAPITAL BUDGET PROCESS.

MOTION CARRIED.

9.6 Central Windows Glazing

MOVED by Mr. Kirkpatrick, seconded by Ms Fawcett,

THAT THE LIBRARY BOARD APPROVE FUNDING OF \$300,000 FROM THE LIBRARY GENERAL DEVELOPMENT RESERVE 106007 TO BE PUT TOWARDS THE CENTRAL LIBRARY WINDOW REPLACEMENT PROJECT WHICH IS TO BE SUBMITTED FOR APPROVAL AS PART OF THE CITY'S 2017 CAPITAL BUDGET BY THE PUBLIC WORKS DEPARTMENT.

1 opposed (Doug Brown)

MOTION CARRIED.

10. Private and Confidential

MOVED by Ms Spence-Smith, seconded by Ms Cecchetto,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MOVE IN CAMERA TO DISCUSS
NON-UNION COMPENSATION AND EMPLOYEE GRIEVANCE.**

MOTION CARRIED.

MOVED by Councillor Pearson, seconded by Mr. Kirkpatrick,

THAT THE IN CAMERA SESSION BE ADJOURNED.

MOTION CARRIED.

11. Date of Next Meeting

Wednesday, October 19, 2016

Central Library, Board Room, 5th Floor

5:30 p.m. Dinner

6:00 p.m. Meeting

12. Adjournment

MOVED by Mr. Brown,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY,
SEPTEMBER 21, 2016 BE ADJOURNED.**

MOTION CARRIED.

The meeting was adjourned at 8:30 p.m.

Date: September 14, 2016
To: Chair and Members of the Board
c.c.: Paul Takala, Chief Librarian/CEO
From: Lisa DuPelle, Director Human Resources
Subject: **Staff Day 2017**

RECOMMENDATION:

That the Hamilton Public Library Board authorize the one-day closure of the system in 2017, on a date to be determined by Management, in order that a staff professional development day be held.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Staff Day is an efficient means of sharing information and allowing staff to participate in a range of professional development opportunities including seminars relating to delivering public service and discussions about the opportunities and challenges public libraries in future will face.

BACKGROUND:

Supporting staff development is an essential element of our current strategic priority: A Creative and Changing Organization. The purpose of the closure is to allow all staff to attend various training sessions.

The Hamilton Public Library has closed annually, since 2012, for the purpose of conducting one day of staff development and training workshops. The Library also closed for one day in 2008 and in 2010 for this purpose. Evaluation of individual sessions and the day overall has resulted in very positive feedback from staff at all levels.

Date: October 12, 2016
To: Chair and Members of the Board
From: Paul Takala, Chief Librarian/CEO
Subject: **Urban Libraries Council Resolution Gates Foundation**

RECOMMENDATION:

That the Hamilton Public Library Board endorses the Urban Library Council's resolution honouring the Bill & Melinda Gates Foundation.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

None.

BACKGROUND:

Like other public libraries in North America, the Hamilton Public Library received multi-year support from the Bill and Melinda Gates Foundation to enhance our public computer access program.

The Urban Libraries Council (ULC) provided this resolution to honour the Bill and Melinda Gates Foundation and its contribution to building the capacity of public libraries. Since the 1990s, the Bill and Melinda Gates Foundation has played a critical role for public libraries across North America by:

- Supporting digital access through public access computing grants;
- Supporting important resources and professional development for public library employees to develop the skills and competencies needed for the digital age;
- Supporting the development of frameworks and best practices necessary for serving the needs and supporting 21st century customers and communities.

The Bill and Melinda Gates Foundation is moving in new directions and the Urban Library Council, as lead partner on many projects, has initiated this demonstration of appreciation. At the recent ULC Annual Forum, the Bill and Melinda Gates Foundation was awarded the ULC Executive Board Innovation award.

ULC has asked its member library boards to endorse the following resolution in appreciation for the Foundation's tremendous commitment to public libraries:

Urban Libraries Council Resolution

WHEREAS, the Bill and Melinda Gates Foundation has established itself as the 21st Century Andrew Carnegie for public libraries and the people and communities they serve; and

WHEREAS, the Gates Foundation was a pioneer in understanding the risks of the digital divide and the importance of digital inclusion; and

WHEREAS, the Gates Foundation challenged public libraries to become technology leaders and provided millions of dollars to help libraries become go-to resources and trusted guides in an increasingly digital world; and

WHEREAS, the Gates Foundation provided a significant investment to develop Edge, a national technology benchmarking system created to ensure that public libraries have the right technology to meet today's needs and the promise of tomorrow; and

WHEREAS, with its commitment to ensuring that all people have access to the opportunities they need to succeed in school and life, the Gates Foundation has had a profound impact in communities across the country; and

WHEREAS, the work of the Gates Foundation has enhanced the capacity, value, and power of public libraries as vital community assets; and

WHEREAS, the Hamilton Public Library and the residents of Hamilton, Ontario have benefitted from the vision, commitment, and support of the Bill and Melinda Gates Foundation;

NOW THEREFORE BE IT RESOLVED that the Hamilton Public Library Board thanks the Bill and Melinda Gates Foundation for its groundbreaking work in support of public libraries;

BE IT FURTHER RESOLVED, that the Hamilton Public Library Board recognizes and appreciates the importance of the Hamilton Public Library as an essential community resource to support community goals, meet the diverse education needs of our residents from birth through senior years, and ensure equal access to the opportunities of the 21st century.

Date: October 14, 2016
To: Chair and Members of the Board
From: Paul Takala, Chief Librarian
Subject: **Upcoming and Outstanding Agenda Items**

RECOMMENDATION:

That the Upcoming and Outstanding Agenda Items report be received.

UPCOMING AND OUTSTANDING AGENDA ITEMS – OCTOBER 2016:

Name of Issue - Comments	Month Action Initiated	Who Initiated	Month on Agenda
Hamilton Community Foundation (HCF) Terry Cooke to meet with Board and discuss HCF and our trust funds.	June 2016	P. Takala	November 2016
Facilities Master Plan – Information from the City’s building assessments, age friendly audits and results of Lessons Learned are to be incorporated into the FMP. The Board will receive an updated draft in November. We anticipate the new Manager of Finance and Facilities will review and finalize the document for Board approval in 2017.	May 2015	Board Report	November 2016
Valley Park Project – Review the Feasibility Study and initial design in advance of making a recommendation to the Board around next steps.	October 2016	P. Takala	November 2016
Youth Services Resources Renewal – Staff report back to provide the Board with an update on the impact of the project upon its completion.	December 2015	L. Barrie	December 2016
Library Board Bylaws – A few issues were identified with the draft Board Bylaws. The Bylaws have been referred back to the Policy Review Committee (PRC). The Bylaws will be brought back to the Board when the PRC completes it work.	September 2016	Board	December 2016
Policy Review Process Going Forward – As the Policy Review Committee finishes its initial work there has been a suggestion that it continue to work on policies. There needs to be a discussion about the mandate of the PRC after it has completed its work.	September 2016	Policy Review Committee	TBD

Library Board Website - What enhancements can be made that would both better support Board communication and the discovery of past Board materials?	April 2016	Board	TBD
Recording Library Board Meetings —Staff are to report back on the implementation of video recording and broadcasting Board meetings.	April 2016	Board	TBD
Additional Waterdown Debrief – Additional information on the Waterdown project.	May 2016	D. Brown	TBD
Public Firewall Settings - Staff to report back to provide the Board with an update and recommendations on next steps.	January 2016	P. Takala	TBD
In-Camera Process – Board members to have a full discussion on items to be discussed in-camera and items to be discussed in public forum	May 2016	Board	TBD

UPCOMING POLICY REVIEW

The Policy Review Committee (PRC) identified a number of policies that it recommends be reviewed. As well, staff have been working on a number of policies that need updating and Board review. To ensure appropriate opportunity for Board feedback each policy will be brought first as a draft for feedback before the Board is asked to approve. This list will be updated as policies get scheduled for review.

Policy Name	Comments	1st Review	2nd Review
Policy Development Framework	PRC Priority 1.	October 2016	November 2016
Fundraising and Donations	PRC Priority 2. With Terry Cooke from the HCF speaking to the Board in November it may be best to defer approval until December in case questions come up.	October 2016	December 2016
Advocacy and Political Participation	PRC Priority 1.	November 2016	December 2016
Privacy Policy		November 2016	December 2016
Borrowing Policy	PRC Priority 2. - Customer Registration Policy	November 2016	December 2016
Fines & Fees Schedule	PRC Priority 2.	November 2016	December 2016
Accessibility for Customers with a Disability	PRC Priority 2.	January 2017	February 2017

Library Service Hours	PRC Priority 3.		
Core Position Statements	PRC Priority 1. The Canadian Federation of Library Associations (CFLA) has just readopted the CLA statements. They are being reviewed to be presented at the 1 st AGM in early February 2017.		
Technology and Internet Use	PRC Priority 3.		
Copyright	PRC Priority 3.		
Meeting Room	PRC Priority 3.		
Cash Handling	PRC Priority 3.		
Staff Development and Training	PRC Priority 3.		
Employee Assistance Program	PRC Priority 3.		
Administration Level Policies	PRC Priority 3.		

Date: October 14, 2016
To: Chair and Members of the Board
c.c.: Paul Takala, Chief Librarian/CEO
From: Lita Barrie, Director, Collections & Youth Services
Subject: **Local History and Archives (LHA) – Image Digitization**

RECOMMENDATION:

That the Library Board receives this report for information and comment.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The capacity to digitize and manage access and preservation is incorporated in our operating budget and supported by our core technology infrastructure. To accelerate our digitization rate we will need to maintain and grow that core investment over time while we also continue to look for special grants and other funding opportunities. The Local History & Archives Department collections include images out of copyright and images that are still protected by copyright. In providing access to images we need to ensure we take a balanced approach that provides expanded access to our collection while respecting copyright obligations.

BACKGROUND:

Local History & Archives (LHA) has a unique collection of over 3 million images chronicling the history of the City of Hamilton and surrounding areas dating as far back as the mid-1800s. To date, the department has digitized over 13,000 archival images which are currently available online through the [PreView image](#) database and selections are also available through [Flickr Commons](#).

LHA is a participating member of the Flickr Commons, a project whose key goal is to “share hidden treasures from the world’s photography archives.” All images featured on this account have no copyright restrictions and are free for users to download and use. They are selected from the collection and uploaded by LHA staff on an ongoing basis.

As part of the Digital Storytelling project, Local History & Archives, in collaboration with the Digital Technology Department, has been implementing the open source archival management system [AtoM](#). The Department’s long-term objective is to move away from Preview due to restrictions within the software that limit accessibility, file size and metadata standards. Dating back to the implementation of Preview and restrictions within the existing database, the Library has been providing customers with 96dpi (dots per inch) resolution online. The Digital Storytelling project is also leveraging Local History and Archives’ Flickr Commons presence, inviting people to share their stories through a series of albums for each

of the Storytelling project icons.

In 2014, a review of the LHA's collections and infrastructure by an archival consultant recommended that the implementation of an archival management system was a critical next step for the Department to provide the necessary infrastructure to manage the description and access to the collections. With that system now in place, in 2017 LHA will be developing a strategy to support an acceleration of our digitization rate. The New York Public Library is a leader in this area in the public library sphere and is an inspiration with a wealth of digital collections and innovative projects. Building on a strong foundation, with a structure that is scalable and sustainable, the goal is for HPL's Local History and Archives Department to be a Canadian leader in this realm. The primary goal of the LHA roadmap will be to increase access to high-interest LHA collections, informed by the Library Board's endorsement of Access by Design.

As an interim measure, moving forward, Local History and Archives will be posting 300 dpi resolution images on Flickr Commons that have no copyright restrictions and are free for users to download and use.

Since 2013, the Department has been offering custom digitization services for requests for digital copies of images not available on PreView, as well as requests for high print quality resolution copies of images which are included in the PreView collection. In the interim, 96 dpi and 300 dpi resolution images are available free to all students and researchers via PreView and Flickr Commons. The collections are well used and enthusiastically accessed by local media and customers on an ongoing basis. Since initiating the digitization service in 2013, 203 orders have been placed and 615 images have been requested. The service has collected \$16,315 to date supporting the initial goals of the project to enable LHA to generate revenue to help support capacity building for the Department. The predominant non-commercial use of requested images by individual has been for home décor and gifting. The primary commercial uses have been for publication in books and interior design. The service fees continue to be on the modest end of the spectrum with many organizations such as the New York Public Library, expanding their fee for service rates to include film, timeframes for use and print runs in the case of published material. To date, we've received minimal concerns about the fees for the service which modestly recognize the staff time and resource required to digitize these items for individual use.

Date: October 14, 2016
To: Chair and Members of the Board
c.c.: Paul Takala, Chief Librarian/CEO
From: Sherry Fahim, Director Digital Technology and Creation
Subject: **Program Update Report – Makerspace Fees**

RECOMMENDATION:

That the Hamilton Public Library Board receives this report for information.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The Makerspace fee schedule was established to offset the cost of supplies without creating barriers to the services being utilized.

BACKGROUND:

The Circuit 4.0 Makerspace has been in operation at the Central Library's 4th floor since April 1, 2016. The library offers customers the following equipment at the Makerspace to create finished products:

- Embroidery Workstation
- 3D Filament-based Additive Printers
- 3D Resin-based Extruder
- Vinyl Printer and Cutter
- Large Format Plotter

The Library Board previously approved the fee structure for the Makerspace output at its meeting in May 2016. Library fees are generally based on the cost of the items the Library pays; the objective in setting the price is to ensure we recover our costs. This report provides an update on the application of the approved fees for the six month period ending on September 30, 2016.

FINDINGS:

Overall customer feedback on the fees charged at the Makerspace has been positive and most of the above equipment have been utilized at 15% of their available hours.

Revenues

Revenues from the Makerspace fees totalled \$1,348.43 for the six months ending September 30. This is the first period for sales, so no trend information is available at this time. We have anecdotal evidence of high use of the equipment in the

Makerspace, although machines are down from time-to-time for scheduled and unscheduled maintenance.

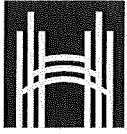
Costs

The cost of equipment consumables makes up the comparator to determine whether Makerspace fees are in line with the cost recovery model as described above. Costs of consumables total \$1155. 75 (excluding HST) for the six months ending September 30. This is the first period for cost-tracking, so no trend information is available at this time.

It should be noted that the equipment was purchased and delivered with a full stock of consumables as part of the purchase price and would have been included in the capital cost of equipment. Also, some of these materials have not been completely exhausted and is available for use in the coming quarter, so a true picture of operating costs of the equipment will come over time as replenishment of consumables becomes more regular.

CONCLUSIONS:

Makerspace revenues have exceed costs for the six months ending September 30, 2016. The Library's recovery of consumables cost has been met during this period. Staff will continue to monitor sales and costs associated with the Makerspace, in order to recommend any changes required to the fee structure for customer output.



Hamilton

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September 29, 2016

Paul Takala
CEO & Chief Librarian
55 York Boulevard, Box 2700
Hamilton, ON L8N 4E4

Re: 2017 Budget Submission for the Hamilton Library Board

Dear Mr. Takala:

This letter is to request 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 **3:00 p.m. on Friday, November 18, 2016.**

As well, please be advised that at its meeting of September 28, 2016, Council approved sub-section (b) of Item 5 to the General Issues Committee Report 16-021, which reads as follows:

5. 2017 Budget Guidelines, Preliminary Outlook and Process (FCS16070) (City Wide) (Item 7.3)

- (b) That the Boards and Agencies be requested to submit their 2017 operating budget based on a guideline increase of **1.8%**, and that any increase beyond that guideline, be forwarded for consideration with an appropriate explanation;

Once the Library Board has approved their 2017 budget submission, please forward it to my attention, **no later than 12:00 Noon on Monday, January 9, 2017**, for inclusion in the **January 26, 2017** General Issues Committee (Budget) agenda, at which time the Library Board will be given the opportunity to provide a presentation to the Committee.

Sincerely,

A handwritten signature in cursive script, appearing to read "S. Paparella".

Stephanie Paparella
Legislative Coordinator
Office of the City Clerk

Chief Librarian's Report – October 2016

MANAGEMENT TEAM UPDATE

Over the last 15 years, HPL has followed the practice of periodically transferring managers to different locations after several years of service. This has helped us strengthen a system perspective and supported the ongoing dissemination of best practices. We will be moving several managers effective Monday, January 16, 2017.

Manager	New Location
Rita Bozz	Ancaster & Lynden
Simona Dinu	Barton & Kenilworth
Carol Wilkinson	Binbrook, Mount Hope & Concession
Jen Gal	Saltfleet & Stoney Creek
Dijia Qin	Terryberry
Karen Peter	Turner Park
Amy Hunter	Westdale & Locke

We are currently in the process of recruiting for the Manager of Facilities and will begin recruiting for the permanent Manager of Digital Technology Services in the coming months. I want to thank all of our managers for their ongoing dedication and service.

FOLLOW-UP FROM THE SEPTEMBER BOARD MEETING

As mentioned at the September Board meeting we are now listing future Board committee meetings on our agendas and minutes page on the website. We currently list upcoming Board meeting dates on that page and will be adding committee meetings as they get scheduled. See: www.hpl.ca/articles/meeting-agendas-and-minutes.

Some Board members have requested receiving Board presentations in advance of the meeting; receiving them just before the meeting is not very helpful. To address this we will begin circulating the presentations electronically the day before the meeting. A reminder that presentations are also posted on the Library website; they are attached to the Board package once they are final.

A question was raised about using Library Reserves for the Central Windows replacement project (Item 9.6) instead of using the Library's Trust Funds as had been previously identified. In developing the recommendation we reviewed the terms of reference for the Library's Special Gifts Funds. Although "building improvements" are identified as a legitimate use of the fund, the terms also refer to "service enhancements". It was determined that enhancements like the renovated Hamilton Room and future improvements to Local History and Archives would more closely align with the purpose of the fund. Although there will be energy savings and other benefits, replacing the building's original windows is more accurately described as building maintenance, not a building improvement.

PUBLIC ART INSTALLATIONS PROPOSED AT DUNDAS AND BINBROOK

As part of the draft City of Hamilton Public Art Master Plan 2016, Binbrook and Dundas branches have been shortlisted as potential art installation sites. Factors such as visibility, accessibility and synergies with capital projects were considered in determining the priority projects. If approved the selection process will involve the community with focus groups to identify themes and preferences. Both installations would take place post construction.

TERRYBERRY STUDY HALL IN DECEMBER

Terryberry will extend service hours to facilitate quiet study and exam preparation from December 5 to December 20. This period coincides with the exam schedules at Mohawk College and McMaster University. The additional study hours will be promoted to postsecondary students and will also provide late evening access for a range of library customers including high school students and other adults. Feedback in previous years has been consistently positive and participants will be asked to comment on this service model. Security staff will supervise the space.

UPDATE ON INTEGRATED LIBRARY SYSTEM (ILS) MIGRATION

I am pleased to report that overall the migration to a new ILS was very successful. The migration was scheduled for the Thanksgiving weekend to reduce the impact on customers. The new system, called Polaris, was available when the library opened on Tuesday morning and staff were well prepared and provided service to the public. Staff feedback has also been very positive in using the new system. Online digital services were available to customers during the cut-over period except for Freegal and Overdrive between October 8th to 10th. Although BiblioCommons was available to search, customers experienced a longer delay with the account log-in process. All other services were not impacted.

I would like to take this opportunity to congratulate the team on this major accomplishment and thank them for their dedication in working on the Thanksgiving weekend instead of enjoying the festivities with their families.

TURKEY RHUBARB'S LAST WALTZ

On October 1, as part of Culture Days events, over 300 people of all ages came to Central to thank and celebrate local children's band TURKEY Rhubarb on the 4th Floor. After more than 18 years of making music with families in Hamilton and beyond, TURKEY Rhubarb retired with this final special performance. TURKEY Rhubarb has been a great friend to HPL and the Hamilton Early Years Community. We invited organizations and individuals to share thanks and memories and fans young and old joined in the celebrations.

TELLING TALES

The 8th Annual Telling Tales Festival was held on Sunday, September 18th. We were fortunate to have another beautiful day with approximately 7,000 in attendance. The Festival saw increased attendance in the 9 to 12 age group. We had a wonderful selection of authors for all ages at this year's Festival and HPL staff offered a variety of creative writing workshops for tweens and teens that were very well-attended. Over 700 people visited the Bookmobile over the course of the day and the HPL Puppeteers saw large crowds at every performance. Planning for the 2017 festival will begin next month.

CANADIAN CONSERVATION INSTITUTE PROPOSAL

The Local History and Archives Department has submitted a proposal (to the Conservation program to the Canadian Conservation Institute (CCI)) for assistance with the conservation of the July 1, 1867 issue of the Hamilton Spectator in the collection. The CCI is an agency within the Department of Canadian Heritage, responsible for the advancement and promotion of the conservation of Canada's heritage collections through its expertise in conservation science, treatment and preventive conservation. CCI works with heritage institutions to ensure these heritage collections are preserved and accessible to Canadians now and in the future.

STORYTIME SURVEY

Starting October 31, families attending storytimes will be asked to complete a brief storytime survey in person and online. The survey is designed as outcome based evaluation of family early literacy habits. We are exploring whether there is a relationship between attending storytime and the frequency with which families engage in readiness activities at home. The survey will be offered to participants the last two weeks of every storytime session ongoing.

POLISH CONSULATE EXHIBIT

On October 6, HPL hosted the official opening of the exhibit entitled, *Canadian Aviators Help Warsaw During the Uprising*, curated by Roman Barienicki of the Polish Consulate in Toronto. This exhibit is dedicated to the Airmen from the Royal

Canadian Air Force killed on a mission to support the Warsaw Uprising in the Second World War. The exhibit will be in Central Library's living room for October and November.

STORYTELLING PROJECT – LAUNCH

The Love Your City, Share Your Stories project had its grand unveiling reception on Friday, September 30 as part of the province of Ontario's Culture Days celebration. This project, generously funded by the Hamilton Future Fund, is a joint project of the Hamilton Public Library, McMaster University Library and City of Hamilton's Tourism and Culture Division. All partners had an opportunity to speak at the event. HPL and the Hamilton Community Foundation also officially unveiled Central Library's renovated Hamilton Room. Our donors, sponsors and partners were recognized and thanked. The event was well attended and received positive comments.

WRITER IN RESIDENCE

HPL is pleased to be providing the Mabel Pugh Taylor Writer-in-Residence program again this year in partnership with McMaster University. Published author Ms. Christine Pountney is the 2016/17 writer-in-residence. Pountney is holding office hours at Central Library on Tuesdays and Thursdays from September to December 22. In the New Year, she will be holding office hours at McMaster University. A welcome reception was held at Central Library on September 26 and it was well attended.

SHORT WORKS PRIZE

Approximately 100 people attended the October 2 Short Works Prize event hosted at Central Library. At this year's awards, Art Pop from Mohawk performed, as did dub poet Klyde Broox. Winners had the chance to read their pieces for the audience. This event was established 3 years ago to fill the gap when the Hamilton Literary Awards discontinued their short writing categories, and has quickly grown to become an important touchstone in the City's literary community, honouring established and emerging writers, as well as encouraging young writers.

JACKIE WASHINGTON DAY

City of Hamilton Tourism and Culture division is currently developing a plan to establish a Jackie Washington Day in honour of this local musician. HPL is already celebrating Jackie Washington's music with a Black History Month music series. Staff support this initiative and its strong ties with HPL's Music Strategy.

TORONTO PUBLIC LIBRARY FINES ADJUSTMENT

TPL received media coverage regarding the drop in its fine structure.

Changes to overdue fines - October 2016				
CARD TYPE	NEW DAILY FINE RATE	OLD DAILY FINE RATE	NEW MAXIMUM FINE*	OLD MAXIMUM FINE*
Adult 25 and up	\$0.35	\$0.40	\$14.00	\$16.00
Adult 18-24	\$0.15	\$0.40	\$6.00	\$16.00
Teen 13-17	\$0.15	\$0.20	\$6.00	\$8.00
Child birth-12	\$0.10	\$0.20	\$4.00	\$8.00
*Maximum you will be charged per item for each loan period.				

HPL's fine structure is lower in general (\$.25 for adults and \$0.10 for children). The Fines and Fees Structure policy is currently under revision and will be brought to the Board in November.

STAFF PICKS AND WHAT ARE YOU READING?

The Staff Picks campaign was launched over the summer as part of the 7 Million Challenge. Staff members highlight favourite works by adding a personalized sticky note. The program is having an impact and engaging our customers. At Central Library alone, we have had numerous instances of customers coming up to the information desk to ask for staff by name. They wanted to thank staff for the recommendations and let us know that they now seek out items with these staff sticky notes. As part of the Ontario Public Library Week (OPLW) celebration, and in response to the Staff Picks campaign, HPL will be asking customers to post what they are reading. Not only does it promote our collections, it is a wonderful conversation starter for staff.

ONTARIO PUBLIC LIBRARY WEEK: OCTOBER 15-22

Ontario Public Library Week (OPLW) is an annual celebration to raise awareness of the valuable role libraries play in Canadians' lives. This year, libraries are asked to promote the new tagline, *A Visit Will Get You Thinking*. Numerous events and campaigns are taking place during this week at HPL including the culminating event for Hamilton Reads, 2016: Lawrence Hill will give two author readings and read from this year's title, *The Illegal*. He will be at Turner Park Branch on Friday, October 21, and at Central Library on Saturday afternoon. HPL is also hosting another *In the Round* concert featuring 54-40 as part of OPLW's celebration.



NORTHERN EXPOSURE TO LEADERSHIP INSTITUTE (NELI)

HPL is pleased and proud to announce that Sarah Gauthier, Community Youth Librarian at Saltfleet/StoneyCreek will be attending NELI in December. NELI provides a unique opportunity for professional librarians to develop individual leadership abilities and influence the vitality and success of the library profession. Selected from nominations across Canada, Sarah joins a group of new library professionals and notable mentors and will have the opportunity to share her reflections with her HPL peers.

TAKE OUR KIDS TO WORK DAY

HPL is collaborating with City of Hamilton HR on the "**Take Our Kids to Work Day**" coming up on **Wednesday, November 2, 2016**. On this day, Library and City of Hamilton employees bring their **grade 9 youth** to work, who then spend the morning at Sheraton Hotel getting to know our Mayor & City Manager, networking with various Library and city staff and participating in other fun activities and programs. In the afternoon, the youth then spend the time with their parent at work. We have several students across the system participating.

Paul Takala
Chief Librarian

Date: October 14, 2016
To: Chair and Members of the Board
c.c. Paul Takala, Chief Librarian
From: Melanie Southern, Director Public Service, Partnerships & Communications
Subject: **Quarter 3 Metrics Report**

RECOMMENDATION

That the Library Board receives the 2016 Quarter 3 Metrics Report for its information.

BACKGROUND

Ensuring that HPL is relevant and responsive is one of the Library's current strategic priorities. A key element in advancing this strategic priority is to gather, analyze and interpret our quantitative data. As the attached spreadsheet illustrates, the Quarter 3 statistical report provides the Library Board with the comparable 2015 and 2014 data where possible. These indicators help to demonstrate the nature of customer usage of the Library's collections, programs and services.

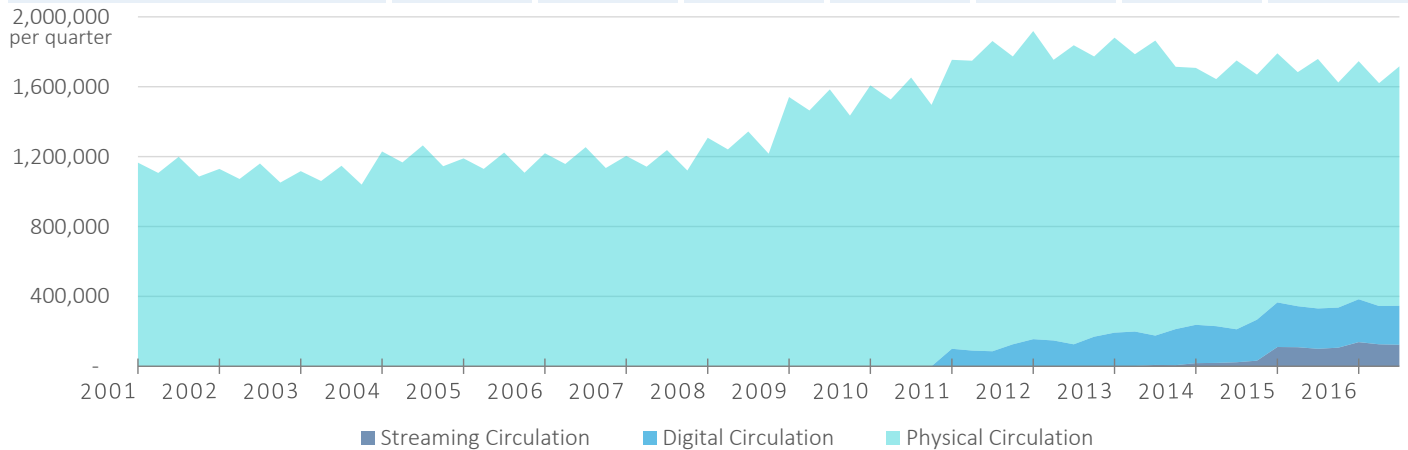
REPORT

As requested, the attached quarterly spreadsheet includes Active Library Cardholders. Quarter 2 numbers illustrate that circulation continues to fluctuate quarter to quarter. As in past reports, staff separate digital items e.g. eBooks, eAudiobooks, magazines, etc. from streaming digital content e.g. Freegal streaming, Mango languages, Lynda.com, etc.

Website visits are being monitored and investigated to determine the reason for the moderate decline in activity. Conversely, staff are reviewing reasons for the catalogue visit numbers which are likely inflated. It appears the configuration of our public access catalogues is contributing to this. We will report back to the Library Board when we have more information. Wireless use continues to trend up significantly, as well as social media.

The Library Board will receive a summary report for 2016 metrics in January as a means to monitor trends in the use of Library facilities, collections, programs and services and plan for future strategic opportunities and developments.

Borrower Statistics	2016 YTD	2015 YTD	% Change 2016 YTD	Q3, 2016	Q3, 2015	Q3, 2014	Q3 % Change 2016 to 2015
New Registered Cardholders	18,544	17,163	8.0%	6,892	6,132	6,140	12.4%
Active Library Cardholders	158,376	152,093	4.1%	158,376	152,093	146,554	4.1%



Performance Statistics	2016 YTD	2015 YTD	% Change 2016 YTD	Q3, 2016	Q3, 2015	Q3, 2014	Q3 % Change 2016 to 2015
Circulated Items (Digital)	687,142	721,573	-4.8%	222,574	230,665	188,377	-3.5%
Circulated Items (Digital Streaming)	387,307	318,487	21.6%	122,971	100,350	23,234	22.5%
Circulated Items (Total)	5,052,848	5,234,761	-3.5%	1,716,429	1,759,560	1,750,454	-2.5%
In Person Visits	2,910,377	2,671,355	8.9%	1,010,477	904,519	928,063	11.7%
Website Visits	1,766,624	2,093,597	-15.6%	572,001	622,178	771,143	-8.1%
Catalogue Visits	1,573,985	1,632,707	-3.6%	496,389	562,072	537,672	-11.7%
Number of Programs	7,103	6,861	3.5%	2,229	2,216	2,186	0.6%
Program Attendance	141,921	141,188	0.5%	41,060	46,076	45,963	-10.9%
Computer Sessions	612,820	574,361	6.7%	201,529	208,494	208,305	-3.3%
Wireless Network Uses	854,882	561,955	52.1%	259,376	188,334	135,613	37.7%
Social Media Fans	12,469	8,490	46.9%	12,469	8,490	6,702	46.9%

Date: October 14, 2016
To: Chair and Members of the Board
From: Paul Takala, Chief Librarian/CEO
Subject: **Policy Development Framework**

RECOMMENDATION:

That the Policy Development Framework be received for comment and feedback.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The Policy Development Framework does not have direct staffing or financial implications. It is being developed to improve overall understanding and compliance with policies and procedures.

BACKGROUND:

As part of the Policy Review Committee's work around the Board Policy Manual, it became clear that a framework and template for policy development could improve how we write and develop policies. The framework has been developed to help ensure policies are as clearly communicated as possible and that they support easily locating key points and information.

POLICY DEVELOPMENT FRAMEWORK

Policy Level: Library Board
Author: Chief Librarian/CEO
Approved: *New - Draft pending Board Approval*

Policy Purpose

To specify a formal mechanism to create, approve, publish, rescind and periodically revise Library policies and procedures.

Key Points Summary

- HPL's body of policy/procedures will be as simple as possible and clearly communicated
- There are clear responsibilities and steps to follow in getting policies/procedures approved and published
- Board policies provide the overall direction for the organization
- Administrative policies ensure regulatory compliance and effective operations
- Administrative policies and procedures are developed to be consistent with the direction provided by the Library Board in the strategic plan, Board policies and other directions provided.

Definitions

Policy: A policy is a governing set of principles that guide Library practice. It helps to ensure compliance with applicable laws and regulations, promotes operational efficiencies, enhances the Library's mission and values, and reduces institutional risks. It has broad application, provides a basis for consistent decision making and resource allocation.

Procedure: The operational processes or practices required to implement library policy. Operating procedures can be specific to a department or applicable across the entire library. Policy generally defines "what" the institution does operationally, while procedures define "how" the library intends to carry out those policies.

Differences between Policies and Proceduresⁱ

The distinctions between policy and procedures can be subtle and vary depending on the level of operations being described. Nevertheless, there are common characteristics that can help discern policy from procedures.

Policy	Procedures
Widespread application	Narrow application
Changes less frequently	Prone to change
Usually expressed in broad terms	Often stated in detail
Statements of "what" and/or "why"	Statements of "how," "when" and/or and sometimes "who"
Answers major operational issue(s)	Describes process

Guiding Principles and Commitments

The Hamilton Public Library is committed to having clearly written and understandable policies and procedures. Core principles and rules that shape HPL's policy and procedure body of work include:

1. **Simplicity:** We live in a time of rapid change with the need for HPL to continually evolve and change and to respond to changing individual and community needs. In this environment, complex rules and processes are less likely to be consistently followed and effectively communicated than simple ones. Our goal therefore in developing policies and procedures will be to aim for as much simplicity as practical.
2. **Clear Language & Presentation:** Policies and procedures will be written in clear language. Wherever possible formatting tools such as lists, tables, graphs, and other visual aids will be used to assist with communicating the information.
3. **Accessibility:** Policies and procedures will be available in accessible formats. Policies and procedures will be published using different channels to ensure they are readily available for staff and customers as needed.
4. **Consolidation:** Wherever practical, related information will be contained in the same policy/procedure. When new circumstances require additional policy development, the goal will be to update existing policies without adding new ones.
5. **Schedule of Review:** A schedule will determine the minimum frequency of review. Where policy/regulatory changes or other special circumstances arise, priority will be given to addressing those over the normal schedule. The standard review cycle will be developed to ensure these goals are met:
 - All policies/procedures get reviewed at a minimum every 4 years (term of the Library Board)
 - The frequency of review does not create unnecessary work that does not advance our mission or service.
 - We meet all regulatory requirements.
6. **General Rules:** Policies and procedures are meant to provide guidance to ensure we approach similar situations consistently and appropriately. In developing them the goal is to address most but not all situations (80/20 rule). Policies/procedures that try to capture rules that address every possible situation often become counterproductive because the core important rules get lost in too much detail and complexity.

7. **Incremental Changes:** Occasionally legislative changes or other external influences require major changes to our policy/procedures; however, when not facing such pressures the priority will be to make adjustments and improvements rather than radical changes.

Responsibility for Maintaining Policies/Procedures

Different levels of policy/procedures have different rules around where they need to be published and when they need to be reviewed. While work may be delegated, the responsibility for ensuring policies/procedures are up-to-date, follow at least the minimum review cycle and are published in the appropriate places lies with the CEO/Chief Librarian or Senior Director responsible for the policy/procedure.

Policy Levels

1. **Library Board Policies** – Core policies that set the broad direction for the organization. They articulate priorities for service development, define core service levels and specify fee structures.
2. **Administration Policies** – Policies that are required for administrative or regulatory purposes. These policies are developed consistent with the intention of Board policies and other direction provided by the Library Board.
3. **System Procedures** – Organization procedures developed to ensure effective and efficient operation of the Hamilton Public Library.
4. **Departmental Procedures** – Departments develop internal procedures to ensure effective and efficient operations of their department.

Publishing Rules for Policies

Policy Level	Approval	Published		
		Board Policy Manual	Website	Staff Intranet (HPLNET)
Library Board	Library Board	Required	Required	Required
Administration Team	Administration Team	Listed in manual	When needed	Required

Policy Template

Policies will be developed consistent with principles and commitments outlined in the Policy Development Framework. The following fields will provide the standard template for the structure of policies.

Note: Information from policies will be extracted and incorporated in online and print communications. This structure only applies to policies as they appear in the official policy manuals.

- **Policy Number:** Number of policy
- **Title:** Use a descriptive title that makes sense on its own. HPL or Hamilton Public Library should not be included in the standard title.
- **Policy Level:** Board, Administration or Procedure.
- **Author:** Title of the director responsible for maintaining policy, not personal name.
- **Review Period:** Standard review period in years. The maximum is 4 years.
- **Approval Date:** Date of approval.
- **Policy Purpose:** A brief description of the purpose of the policy
- **Key Points Summary (NEW):** A summary of the most important information contained in the policy or procedure. This should be in the form of a list of items or table. Recommended not to exceed 7 points.
- **Definitions:** An alphabetical listing of definitions that are important to understanding the context of the policy or procedure. Generally simple or well understood concepts do not require a definition.
- **Policy Details:** Details of the policy. Remember to keep as simple as possible and format in ways that make it easy to scan for key information.
- **Review/Approval History:** Date(s) of past reviews and approvals.

ⁱ <http://policy.calpoly.edu/cappolicy.htm>

Date: October 14, 2016
To: Chair and Members of the Board
c.c.: Paul Takala, Chief Librarian/CEO
From: Tony Del Monaco, Director of Finance & Facilities
Subject: **Donations, Sponsorship & Fundraising Policy**

RECOMMENDATION:

That the attached Donations, Sponsorship & Fundraising Policy be received for information and comment.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The Hamilton Public Library is a registered charity and follows all relevant rules and regulations of the Canada Revenue Agency (CRA). To ensure the Library Board decides how donated funds are used, all cash donations received will be directed to a Reserve/Trust fund. The use of Reserve/Trust funds will continue to require Library Board approval.

Sponsorship agreements valued at \$25,000 or more shall be presented to the Library Board for approval. Sponsorship agreements valued at less than \$25,000 may be approved by the Chief Librarian and will be reported to the Board.

BACKGROUND:

The Hamilton Public Library (HPL) welcomes and encourages donations, gifts and sponsorship from individuals, groups, foundations and corporations for the purpose of enhancing the services of the library system. The Library provides service to the community in accordance with the Library's mission, values and strategic goals. The Hamilton Public Library gratefully accepts donations and sponsorship and fundraising opportunities based on this policy.

While HPL has had a Fundraising and Donations policy in place since 1993, the policy needs to be updated and revised for better clarification. The attached Donations, Sponsorship & Fundraising Policy provides a clearer vision on how people and organizations can support HPL in these areas. It defines and outlines the different respective roles and activities. The policy acknowledges our recognition program that is designed to thank our donors while encouraging others to donate. The policy guides staff stewardship in supporting these important relationships and also provides better support for staff and HPL in the future.

At the November Board meeting, Terry Cooke, President and CEO of the Hamilton Community Foundation, will be in attendance to discuss the Foundation and our Trusts. Feedback from this discussion will be incorporated into the final draft of this policy scheduled to go to the December Board meeting.



Policy Number: _____

Title: **Donations, Sponsorship & Fundraising Policy**

Policy Level: Library Board

Author: Director, Finance & Facilities

Review Period: 4 years

Review/Approval History: Replacing Donations and Fundraising and Donations Policy – First Approved June 1993; April 2001, July 15, 2010, Revision date: March 31, 2016 (Draft – April 2016; Sept 2016)

Policy Purpose: The Hamilton Public Library (HPL) welcomes and encourages donations, gifts and sponsorship from individuals, groups, foundations and corporations for the purpose of enhancing the services of the library system. The Library provides service to the community in accordance with the Library's mission, values and strategic goals. The Hamilton Public Library gratefully accepts donations and sponsorship and fundraising opportunities based on this policy.

Key Points Summary:

- The Library gratefully accepts donations and welcomes sponsorships and fundraising opportunities with third parties in order to advance its mission, adhere to its values and meet its strategic goals.
- Undesignated cash donations are set aside in a Donations Trust/Reserve. Use of funds from the Donations Trust/Reserve shall be approved by the Library Board. Designated donations that are specified for particular uses are also welcomed.
- The Library has a long standing partnership with the Hamilton Community Foundation (HCF) in managing its endowment funds. Endowments are gratefully accepted and directed to the HCF on behalf of the Library. This foundation manages the Library's endowments and provides the Library Board with the investment income annually. The Library Board approves the expenditures of these funds consistent with the specifications of the funds.
- Sponsorship agreements valued at \$25,000 or more shall be presented to the Library Board for approval. Sponsorship agreements valued at less than \$25,000 may be approved by the Chief Librarian and will be reported to the Board.
- The Hamilton Public Library Board will maintain a donor recognition program in

support of its Donations, Sponsorship & Fundraising Policy. The purpose of the donor recognition program is to thank donors, to encourage others to give, and to steward a healthy long-term relationships between the Library and its donors. The Library respects the wishes of donors who wish to remain anonymous.

- Charitable receipts are issued for cash donations, appraised donations of art and valuable papers, as well as in kind donations. Charitable receipts cannot be issued for more than the fair market value as determined by an independent appraiser.

Definitions:

Business Office of HPL - This office is responsible for financial services for the Library and facilitates tax receipts and donations. Activities of this office are overseen by the Director of Finance & Facilities.

Donation- A donation is a gift, contribution of cash, or goods given voluntarily to the Library as a philanthropic act without expectation or requirement of reciprocal benefit. A designated donation is one that is to be used for a specific purpose. An undesignated donation is one that has no stipulations on use.

Gifts in Kind – Gifts in kind, also known as non-cash gifts, are gifts of property. They cover items such as artwork, equipment, securities, and cultural and ecological property. A contribution of service, that is, of time, skills or effort, is not property and, therefore, does not qualify as a gift or gift in kind for purposes of issuing official donation receipts. (www.cra-arc.gc.ca/chrts-gvng/chrts/glssry-eng.html)

Sponsorship – A sponsorship is a mutually beneficial exchange between the Hamilton Public Library and an outside organization, in which an external party makes a contribution of cash or in-kind goods or services to the Library in return for recognition, acknowledgements or other considerations. Sponsors receive a benefit of reciprocal value in return for their support and contribution.

Policy Details:

The Hamilton Public Library is a registered charity and follows all relevant rules and regulations of the Canada Revenue Agency (CRA).

All donations constitute a complete transfer from the previous owner to the Library. Unless a mutual agreement between the Library and the donor is achieved, if the owner is unwilling to transfer full ownership and rights then the gift will be declined with thanks.

The Hamilton Public Library has no obligation to inform the donor of the disposition of the donated materials, to retain intact, or to reserve special library shelving for unsolicited gifts of private collections. Gifts of money will be accepted on the understanding that these monies will be used in accordance with the criteria

established in this policy. As a rule donated materials will not be accepted as payment for lost or damaged library materials or late fees.

Types of Gifts

HPL welcomes and accepts different types of gifts as defined by the Canada Revenue Agency. Where applicable, the Library may require the donor to have his/her property appraised by a certified appraiser at a shared expense with the Library before a decision as to whether or not a donation will be accepted.

While the Hamilton Public Library appreciates the generosity of those who wish to donate, the Hamilton Public Library's Collections Policy states that the Library does not accept donations of materials for its collections. The Hamilton Public Library encourages persons with such materials to consider donating them to other community agencies.

Donations to the Local History and Archives department must align with the selection criteria identified in the Library's [Collections Policy](#) and any relevant [Local History & Archives Policies](#).

Note: This policy does not supersede prior agreements. Any restrictions in existence as of the effective date of this policy may remain as restrictions to disposal and the Library Board will be governed by its prior commitments. This includes memorial gifts of art which may not normally be disposed of unless the donor or donor's representative has given approval.

Donations

Cash Donations

Gifts of cash are accepted and are used to enhance the services of the library system. The Library reserves the right to use undesignated donations in the best interest of the Library, and shall make decisions regarding the investment, disposition and/or eventual disposal of all donations.

Both designated and undesignated donations are welcomed. For designated donations, the Library will direct the donation to a specific purpose as outlined by the donor.

Unless otherwise specified by the donor, cash donations received during the year are to be transferred to a Donations Trust/Reserve at year end. Use of funds in the Trust/Reserve requires Board approval before being spent.

The Board will be informed of individual cash donations of \$25,000 or more. Staff will advise the Board of such donations and bring forward a recommendation for use of the funds such as transfer to the Donations Trust/Reserve or to be used for a specific purpose.

Donations can be made as follows:

- Smaller gifts can be made online through CanadaHelps.org
- Larger gifts can be made directly to the Hamilton Community Foundation

- Or by contacting the HPL's business office as follows:
 - By phone: 905-546-3200 x3239
 - By email: tdelmona@hpl.ca
 - In person/ in writing: 55 York Blvd Hamilton, ON L8N 4E4

CanadaHelps.org

CanadaHelps is a non-profit organization. It facilitates online donations for not-for-profits, including libraries. A small percentage of the donation is retained to support this organization (www.canadahelps.org/en/)

Hamilton Community Foundation

The Library Board is committed to working with the Hamilton Community Foundation (HCF). HPL has a long standing partnership with HCF in managing its endowment funds. Endowments are gratefully accepted and directed to the HCF on behalf of the Library. This foundation manages HPL's endowments and provides the Library Board with the investment income annually. The Library Board approves the expenditures of these funds consistent with the specifications of the funds.

(www.hamiltoncommunityfoundation.ca/)

Library Legacy Fund – The Library Legacy Fund is an endowment fund which is administered and managed by the Hamilton Community Foundation on behalf of the Hamilton Public Library. The principal is used to generate income which is available for Library use.

Donors of \$5,000 or more may name a fund but the income will be used at the discretion of the Library Board. Donors of \$25,000 or more may name the fund and choose to direct the donation to a specific field of interest in consultation with the Library Board.

Library or Foundation staff will work together with the donor or the donor's lawyer, accountant, life insurance agent or financial planner to establish which type of donation best meets the donor's goals.

Both the Hamilton Public Library and the Hamilton Community Foundation recognize all donations to the Library Legacy Fund. Donors of named funds are recognized in the Hamilton Community Foundation's Annual Report each year in perpetuity.

Gifts in Kind

Gifts in kind, also known as non-cash gifts, are gifts of property. They cover items such as artwork, equipment, securities, and cultural and ecological property.

A contribution of service, that is, of time, skills or efforts, is not property and, therefore, does not qualify as a gift or gift in kind for purposes of issuing official donation receipts. (www.cra-arc.gc.ca/chrts-gvng/chrts/glssry-eng.html)

Art

The Library accepts artwork of historic/documentary value related to the history of the City of Hamilton as appropriate and as described in its Collection Policy.

- The Library does not act as a repository of the works of local artists or of portraits of local persons.
- The Library does not actively collect, seek or accept unsolicited donations or purchase art for decorative, artistic or commemorative purposes unless it is a Commission of Art for a new building specifically commissioned by the Library Board.
- The Library Board reserves the right to refuse to accept any artwork considered by it to be inappropriate and/or unsuitable for a library environment.

Valuable Papers/Collections

The Library accepts gifts of papers/collections of historic/documentary value related to the history of the City of Hamilton as determined by its Collections Policy.

Non-cash Gifts

Gifts of securities are welcomed and are directed to the Library's trust funds managed by the Hamilton Community Foundation.

Property

Gifts of property, real estate and tangible property are administered through the Library's Business Offices.

Deferred Gifts including Bequests/Life Insurance

A deferred gift is arranged now but is not available for use by the Library until some future time, usually after the death of the donor. With a deferred gift, a portion or all of a donor's assets may be designated by bequest to benefit the Library. Such gifts may be made by will or beneficiary designation. Persons interested in making deferred gifts are directed to the Library's Legacy Fund managed by the Hamilton Community Foundation.

Sponsorships

A sponsorship is a mutually beneficial exchange between Hamilton Public Library and an outside organization, in which an external party makes a contribution of cash or in-kind goods or services to the Library in return for recognition, acknowledgements or other considerations. Sponsors receive a benefit of reciprocal value in return for their support and contribution.

Sponsors are required to have sponsorship agreements and need to align with our policies and practices and do not imply endorsement of products by the Library. Sponsors may not influence the goals and objectives of Library programs. Entering into sponsorship agreements does not suggest endorsement of products or services by Hamilton Public Library.

The Library reserves the right to immediately terminate an existing sponsorship if the sponsor uses Hamilton Public Library's name outside the parameters of the agreement, without prior consent, or if the sponsor develops a public image inappropriate to the Library's service and philosophy. In case of a change in

ownership or name or both of a sponsor during the term of the agreement, Hamilton Public Library reserves the right to immediately cancel the agreement if the new organization fails to meet any of the principles or conditions outlined in this policy or in the contractual agreement.

All sponsorship agreements must include the dates of the agreement, must clearly indicate what the sponsor is contributing and the value of that contribution (best market value estimate) and the forms of recognition the Library will provide to the sponsor in return. The agreement must be signed by the Chief Librarian as the authorized representative of the Library Board and by authorized representatives from the external organization. The parameters of any exclusivity agreement shall clearly define the nature, extent and duration of the exclusivity.

The Library will ensure that the confidentiality of its records is maintained and will not sell or provide access to customer records in accordance with applicable Library policies and legislation.

Any naming opportunity included in a Sponsorship Agreement will conform to the [Naming Opportunities Policy](#) and will be assessed in accordance with that policy. Sponsors' corporate names and/or logos may not have prominence over the Hamilton Public Library name and/or logo. The Library reserves the right to determine the placement of such names and logos.

The Hamilton Public Library Board endorses the Canadian Library Associations Position Statement on Corporate Sponsorship Agreements in Libraries (approved by CLA See - Appendix A). All donations, gifts, sponsorship and fundraising programs will be consistent with the Hamilton Public Library's mission statement. The Library reserves the right to decline any donation, gift or sponsorship opportunity that is deemed to be inappropriate or unsuitable to the advancement of the mission, values, and strategic objectives of the Library.

Sponsorships agreements valued at \$25,000 or more shall be presented to the Library Board for approval. Sponsorship agreements valued at less than \$25,000 may be approved by the Chief Librarian and will be reported to the Board.

Fundraising

Staff will develop and implement appropriate fundraising strategies to achieve fundraising targets, while maintaining awareness and respect for fundraising endeavours undertaken by others within the City of Hamilton.

The Library may approve special fundraising ventures which it deems suitable in fulfilling its mission, values, goals and objectives, and which will not compromise the Library's public image. All funds raised will be used for the stated purposes and established priorities of the fundraising program as determined by the Library in the fundraising strategy.

Library Support Groups

Library Support Groups (such as the former Friends of the Library) wishing to financially support and/or advocate on behalf of the Hamilton Public Library will have their terms of reference and governance by-laws approved by the Hamilton Public Library Board. Annual reports will be made to the Library Board summarizing their activities.

Recognition

The Hamilton Public Library Board will maintain a donor recognition program in support of its Donations, Sponsorship & Fundraising Policy. The purpose of the donor recognition program is to thank donors, to encourage others to give, and to steward a healthy long-term relationships between the Library and its donors. Every effort is made to ensure that recognition is timely, meaningful to the donor, appropriate and equitable. Recognition of donors will conform to established guidelines.

The Hamilton Room at Central has been designated HPL's Donor Recognition Room. A digital Donor Recognition wall will be used to highlight past gifts. HPL will also use the Library website and digital monitors around the system to thank donors.

Recognition programs will honour individuals, corporations, service clubs, community organizations and philanthropic foundations that make monetary and/or gifts-in-kind donations, as well as government agencies that provide direct cash grants to the Hamilton Public Library for the purpose of enhancing library services.

Donor recognition programs for special fundraising initiatives, such as a capital campaigns, will be developed as a part of the campaigns.

The formal recognition of government grants or corporate partners in library programs and/or services is normally dictated by the terms of the grant or agreement and may include the inclusion of government or partners' logos in print or electronic publications relating to the grant or agreement.

Use of funds raised and fundraising operating expenses will be in accordance with Revenue Canada Taxation guidelines and every effort will be made to maximize dollars raised in relationship to dollars spent.

All records pertaining to established and potential donors will be held confidentially and in accordance with relevant legislation and Library policies.

The Library will also respect the wishes of any donors wishing to remain anonymous.

Charitable Receipts

Charitable receipts are issued for cash donations, appraised donations of art and valuable papers, as well as in-kind donations. Charitable receipts cannot be issued for more than the fair market value as determined by an independent appraiser.

Deadlines may be applied to ensure that donations are received in time to be receipted in the current tax year. Receipts cannot be backdated.

Support Your Library Webpage

The Library website will provide information about how to Support HPL. www.hpl.ca/

Appendix A: Canadian Library Association - Corporate Sponsorship Agreement in Librariesⁱ

Approved by Executive Council ~ June 21, 1997

Libraries enrich lives, provide information needed for work and daily living, and foster informed communities which are essential to a democratic society. In recognition of this important function, communities support libraries through public funding. The library's first priority is to ensure the continuation and growth of this primary relationship -- public funding for the public good.

CLA encourages and supports advocacy to maintain and develop public funding as the principal source of support for public, school, academic and government libraries. Publicly funded libraries can and do explore other sources of funding, such as grants, gifts, donations, partnerships and sponsorships, to ensure that they provide the best possible services to their communities. Corporate sponsorships are one source of additional support that allows libraries to enhance the level, extend the range, or improve the quality of library service. To ensure that partnerships enhance the library's image and add value to library services, libraries need to develop policies and sponsorship agreements that outline the conditions and the benefits of the sponsorship arrangement.

CLA believes that the following principles are important in developing sponsorship policies and agreements. Libraries have a responsibility to:

1. demonstrate that sponsors further the library's mission, goals, objectives and priorities, but do not drive the library's agenda or priorities.
2. safeguard equity of access to library services and not allow sponsorship agreements to give unfair advantage to, or cause discrimination against, sectors of the community.
3. protect the principle of intellectual freedom and not permit sponsors to influence the selection of collections, or staff advice and recommendations about library materials, nor require endorsement of products or services.
4. ensure the confidentiality of user records by not selling or providing access to library records.
5. be sensitive to the local political and social climate and select partners who will enhance the library's image in the community

ⁱ <http://cla.ca/wp-content/uploads/Corporate-Sponsorship-Agreement-in-Libraries-June-1997.pdf>

Date: October 14, 2016
To: Chair and Members of the Board
c.c.: Paul Takala, Chief Librarian/CEO
From: Tony Del Monaco, Director of Finance & Facilities
Subject: **2017 Preliminary Operating Budget Report**

RECOMMENDATION:

That the preliminary report on the 2017 Operating Budget be received for information and comment.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Staff have been working on the 2017 Operating Budget to meet the City of Hamilton's budget guideline of a 1.8% increase.

A final 2017 Operating Budget submission will be brought forward to the Board in November for final approval and submission to the City.

BACKGROUND:

On September 28, 2016, Council approved sub-section (b) of Item 5 to the General Issues Committee Report 16-021, which reads as follows:

2017 Budget Guidelines, Preliminary Outlook and Process (FCS16070) (City Wide) (Item 7.3)

*(b) That the Boards and Agencies be requested to submit their 2017 operating budget based on a guideline of **1.8%**, and that any increase beyond the guideline, be forwarded for consideration with an appropriate explanation.*

Over the last 6 years, the following direction has been received by Council and subsequent submissions by the Library Board:

	<u>Direction</u>	<u>Library</u>
2011	2.0%	0.7%
2012	0.0%	1.0%
2013	0.0%	0.0%
2014	0.0%	0.2%
2015	-----	1.5%
2016	1.0%	1.0%

Staff have been working on the 2017 Operating Budget to meet the City of Hamilton's budget target. Currently, the preliminary budget reflects an increase of \$518,763 or 1.8%, meeting the City's guideline.

What 1.8% looks like

The Board passed a Statement on Sustainability, committing the library to maintaining investment in 5 key areas. Those key areas include: Collections; Facilities; Technology; Staff and Programs and Services. To attain a 1.8% increase, a balanced approach to cuts in those 5 areas has been undertaken.

2017 Preliminary Budget Outlook:

The 2017 Operating Budget is currently at a requested municipal contribution of \$29,338,923 which is an increase of \$518,763 or 1.8% over the 2016 Restated Operating Budget of \$28,820,160.

Account	2016 Budget Restated	2017 Budget Draft	2017 Draft/Requested vs. CY Restated Budget	
			\$	%
Net Levy	28,820,160	29,338,923	518,763	1.8%
Expense	30,609,770	31,144,993	535,223	1.7%
EMPLOYEE RELATED COST	20,741,810	21,183,042	441,232	2.1%
MATERIAL AND SUPPLY	3,819,680	3,836,880	17,200	0.5%
VEHICLE EXPENSES	36,090	37,480	1,390	3.9%
BUILDING AND GROUND	2,345,530	2,434,745	89,215	3.8%
CONSULTING	-	-	-	0.0%
CONTRACTUAL	1,231,180	1,241,180	10,000	0.8%
RESERVES / RECOVERIES	1,806,110	1,815,980	9,870	0.5%
COST ALLOCATIONS	231,250	210,470	(20,780)	-9.0%
FINANCIAL	398,120	385,216	(12,904)	-3.2%
CAPITAL FINANCING	-	-	-	0.0%
Revenue	(1,789,610)	(1,806,070)	(16,460)	0.9%
FEES AND GENERAL	(602,270)	(596,620)	5,650	-0.9%
GRANTS AND SUBSIDIES	(1,187,340)	(1,209,450)	(22,110)	1.9%
RESERVES	-	-	-	0.0%

2017 Operating Budget Draft Projections		
Category	Budget Change	Drivers
Expenses	\$ 535,223	
EMPLOYEE RELATED COSTS	\$ 441,232	
Salaries	\$ 131,472	Step increases, union contract, COLA adjustment
Wages	\$ 247,050	Step increases, union contract, COLA adjustment
Benefits	\$ 67,710	Associated expenses such as health benefits, OMERS
Mileage	\$ (5,000)	Based on recent actuals
MATERIAL & SUPPLIES	\$ 17,200	
Operating Equipment	\$ 17,200	Courier van; Equipment needs for new Waterdown branch
VEHICLE EXPENSES	\$ 1,390	
Central Fleet Charges	\$ 1,370	Charges from City
Licenses	\$ 20	Charges from City
BUILDING AND GROUND	\$ 89,215	
IP Telephony Charges	\$ (7,050)	City driven cost
Security	\$ 55,000	Security contract increases & Permanent Barton guard
Rent - Offices & Bldgs	\$ 50,000	BI & DU leases for half a year each
Data Line	\$ (8,735)	Expected cost reductions
CONTRACTUAL	\$ 10,000	
Programming	\$ 30,000	Increased based on past years actual expenses
Computers	\$ (10,000)	Reduced based on past use
Microfiche/ Com Services	\$ (10,000)	Based on actual use
RESERVES / RECOVERIES	\$ 9,870	
Transfer To Vehicle Reserve	\$ 270	City reserve for vehicle replacement
City Vehicle Insurance Recovery	\$ 280	Based on claims history
City Insurance Recovery	\$ (11,790)	Based on claims history
City Facilities Recovery	\$ 21,110	City driven cost
COST ALLOCATIONS	\$ (20,780)	
City Payroll Recovery	\$ (2,080)	City driven cost
City Legal Services Recovery	\$ (660)	City driven cost
City Financial Applications Recovery	\$ (1,380)	City driven cost
City Accounts Payable Recovery	\$ (2,500)	City driven cost
City Purchasing Recovery	\$ (8,920)	City driven cost
City Current Budgets Recovery	\$ (440)	City driven cost
City Accounting Services Recovery	\$ (4,800)	City driven cost
FINANCIAL	\$ (12,904)	
Collection Fees	\$ (10,000)	Based on actual expenses in recent years
Audit Fees	\$ (2,904)	To reflect actual audit fees
Revenues	\$ (16,460)	
FEES AND GENERAL	\$ 5,650	
Fines	\$ 12,000	Reduced based on 2016 forecast
Non-Resident User Fees	\$ (1,000)	Increased based on recent actuals
Photocopier Revenue	\$ (10,000)	To reflect increased usage over last few years
Research Fees	\$ (1,000)	To reflect increased usage over last few years (LH&A fees)
Information Services Rent	\$ (1,350)	To reflect actual rent received
Programming Revenues	\$ (8,000)	Concerts in the round; Evening for book lovers
Miscellaneous Revenues	\$ 15,000	To reflect recent actuals
GRANTS AND SUBSIDIES	\$ (22,110)	
Federal Grant (LINC)	\$ (22,110)	To reflect estimated LINC recoveries
Net Levy	\$ 518,763	

Date: October 14, 2016
To: Chair and Members of the Board
c.c.: Paul Takala, Chief Librarian/CEO
From: Karen Anderson, Director of Public Service
Subject: **Locke Improvements**

RECOMMENDATION:

That the Hamilton Public Library Board receive the following for information and feedback and authorize staff to proceed with further investigation in order to refine the scope of the project and estimated costs. Staff will report back with a recommendation.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The project will be supported by funds previously set aside from the 2007 sale of the former CIBC building and earmarked for Locke improvements and from a contribution from the Ward 1 funds.

BACKGROUND:

Built in 1925 and last renovated in 1996, the Locke branch is an extremely well-used location with over 60,000 visitors per year and an annual circulation of over 160,000. The current vestibule dates from the seventies, does not comply with the Ontario Building Code or the City of Hamilton Barrier Free Guidelines and is too small to serve current library needs.

In 2014 a feasibility study of the Locke branch was undertaken. McCallum Sather Architects were requested to investigate increasing the size of the vestibule, assess the existing exterior access ramp, and review the use of the south patio area exploring the potential to create covered space for programming, wifi use and seating.

The report provides a preliminary design for a larger vestibule and a covered south facing outdoor space. The design creates a single accessible and welcoming entrance with an interior ramp, improved street presence and establishes the branch as an attractive "bookend" to Locke Street.

In 2016 the project was submitted for consideration in the Ward 1 Participatory Budget Process and has received preliminary support for significant funding. In addition to the exterior improvements in the vestibule and outdoor space, an investigation into potential interior layout changes will be undertaken. The feasibility of creating a barrier free washroom will be explored. With such a small building footprint, any interior changes will impact both staff and public space and alternative options such as self serve returns will also be considered.

To determine the final project recommendation, further investigation is required and will include a review of project scope, a review of preliminary designs, a review of revised costing estimates, a full site survey and the receipt of an updated proposal from the architect.

Date: October 14, 2016
To: Chair and Members of the Board
c.c.: Paul Takala, Chief Librarian/CEO
From: Karen Anderson, Director Public Service
Subject: **Project Updates –Binbrook, Dundas, Greensville, Valley Park, Westdale,**

RECOMMENDATION:

That the Hamilton Public Library Board receives the following for information and feedback.

That the Hamilton Public Library Board approves an early closure on a single evening at Westdale to facilitate flooring replacement.

BACKGROUND:

Binbrook

Site preparation is underway for the new Binbrook library. Vegetation has been removed, fencing is being erected and demolition will start the week of October 17th. HPL's Communications Dept will share regular construction photo updates on hpl.ca. The temporary branch has been well received by customers and a full slate of offsite programming is scheduled for fall 2016.

Dundas

Interior demolition and asbestos abatement are underway at 18 Ogilvie St. Regular construction meetings will begin late October and a construction schedule will be provided. The project is expected to conclude in spring/summer 2017. Attached is the finalized design for the fencing and canopy in the newly constructed side yard. The redeveloped and fully accessible side entrance and outdoor seating area is a significant part of the renovation and will be a focal point in the downtown Dundas streetscape.

Since the regular branch relocated, both the weekly Bookmobile stop and the temporary branch are very busy and neighbouring branches such as Westdale and Ancaster are also reporting increased use by Dundas customers. Programming for all ages continues at the temporary Dundas location.

Greensville

The approved total capital budget submission for Greensville is \$2,250,000 with funding from three sources: library reserves, development charges and city capital financing. Design discussions for the joint public school/library/community space are ongoing along with extensive site reviews of soil, septic, and water conditions.

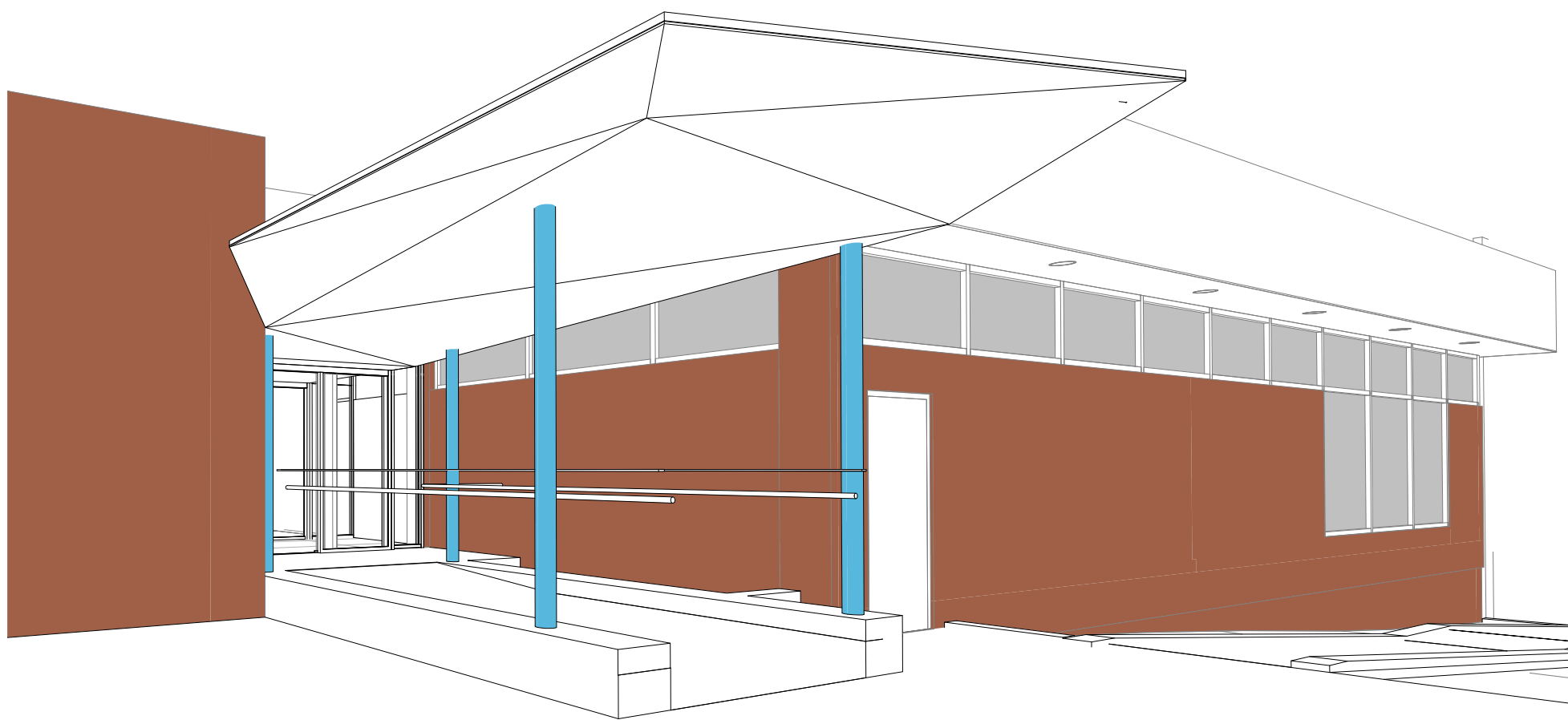
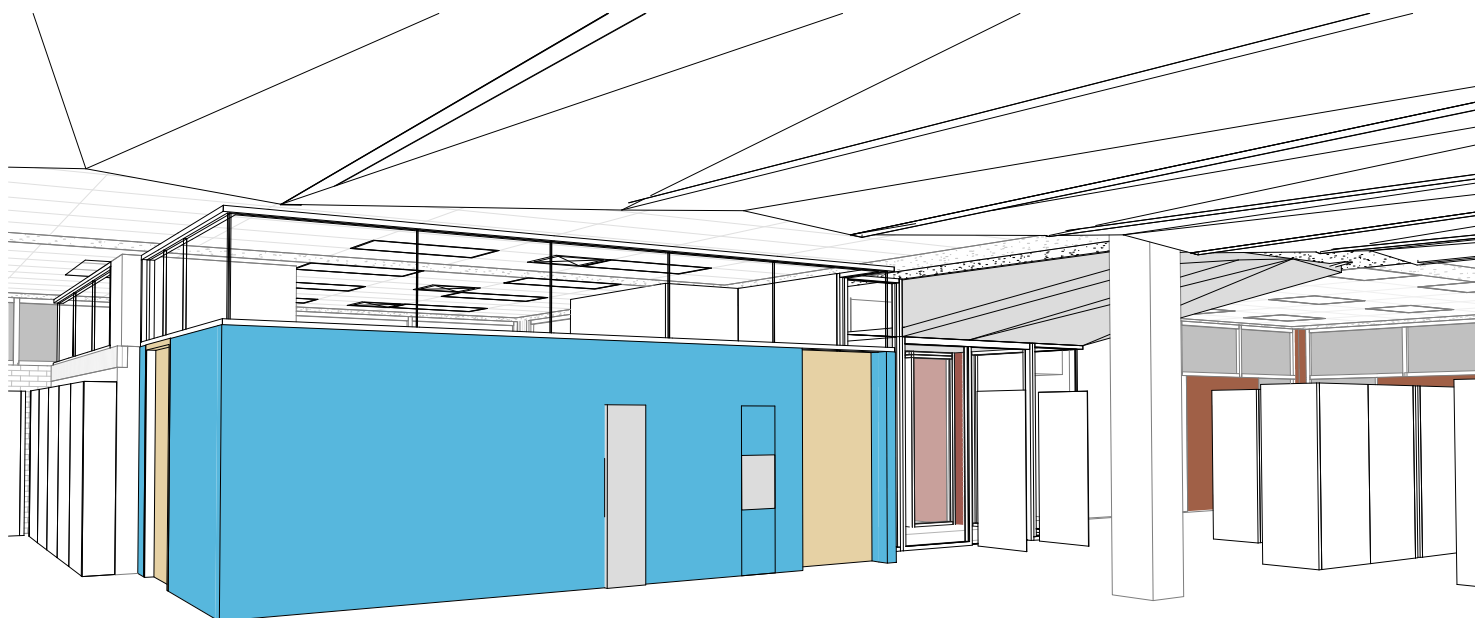
A preliminary design of the library space is attached. The new library design will accommodate a potential service model that would allow residents to access the library beyond typical service hours while the school and community spaces are occupied.

Valley Park

Recently the Board approved a capital budget request for funding for a new Valley Park Branch for submission to the City of Hamilton. The total capital budget submission is \$5,749,000 and sources of funding for the project include library funding, development charges and city capital funding. Staff continues to work with the Heritage Green Community Trust to secure an investment that would fund project enhancements. A report reviewing the feasibility study design, potential investments in the project from the Heritage Green Community Trust and recommendations on next steps will be scheduled for an upcoming meeting.

Westdale

The interior space and finishing of the Westdale branch have been refreshed in 2015/16 with the replacement of some furniture, new children's shelving, and extensive painting. In November 2016 the flooring in the foyer and main library space is scheduled to be replaced. The installation is done in two stages as all furnishings and the collection of over 44,000 items are moved and repositioned. To keep disruption of public service to a minimum, installation will require an early evening start for the first stage. This early closure will impact service on a Thursday evening and customers will be provided with advance notice. Service will resume for regular hours Saturday and then installation continues through Sunday.



Option 1 - Blue proposed on canopy columns and interior accent wall (book drop / staff desk wall).

All drawings and related documents are the property of Workshop Architecture Inc. and may not be reproduced in whole or in part without the architect's permission. This drawing should not be used to calculate areas. All dimensions to be checked on site by the contractor and such dimensions to be their responsibility. This drawing shall not be used for construction unless identified as "Issued for Construction". Drawing errors or discrepancies are to be immediately reported to the architect.

WORKSHOP
architecture
1157 Davenport Road
Toronto ON M6H 2G4
T: 416.901.8055 F: 416.849.0383
www.workshoparchitecture.ca

Rev	Description	Date
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Dundas Library Renovation

18 Ogilvie St, Dundas ON

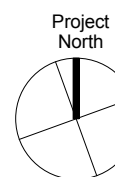
PROJECT No: _____ SCALE: _____

15_19

DATE: _____ STATUS: _____

09/27/16 **Construction**

Colour Option 1

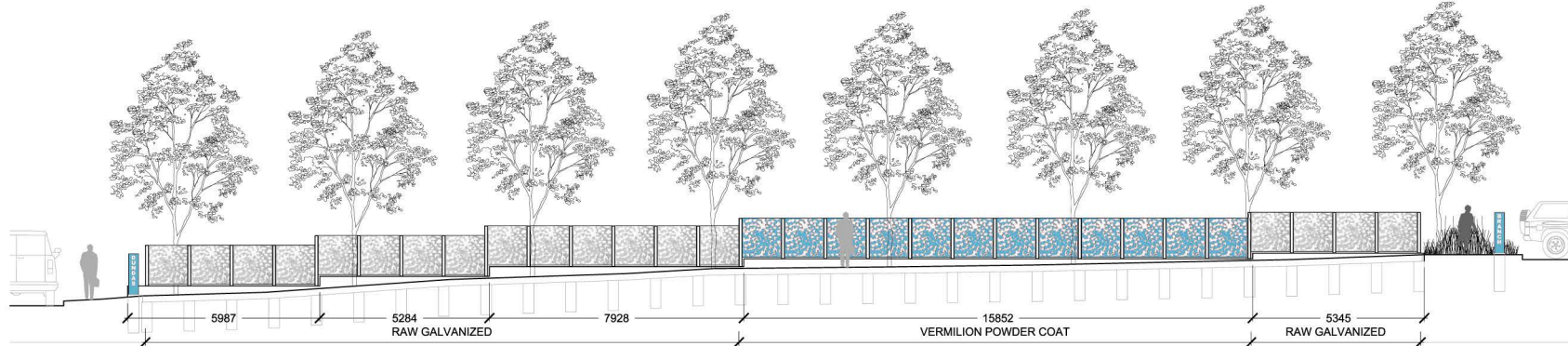


drawing number

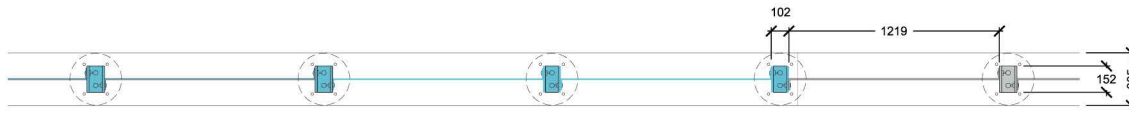
SK10.C

final layout of colours: Tender Drawings

Attachment #10.3



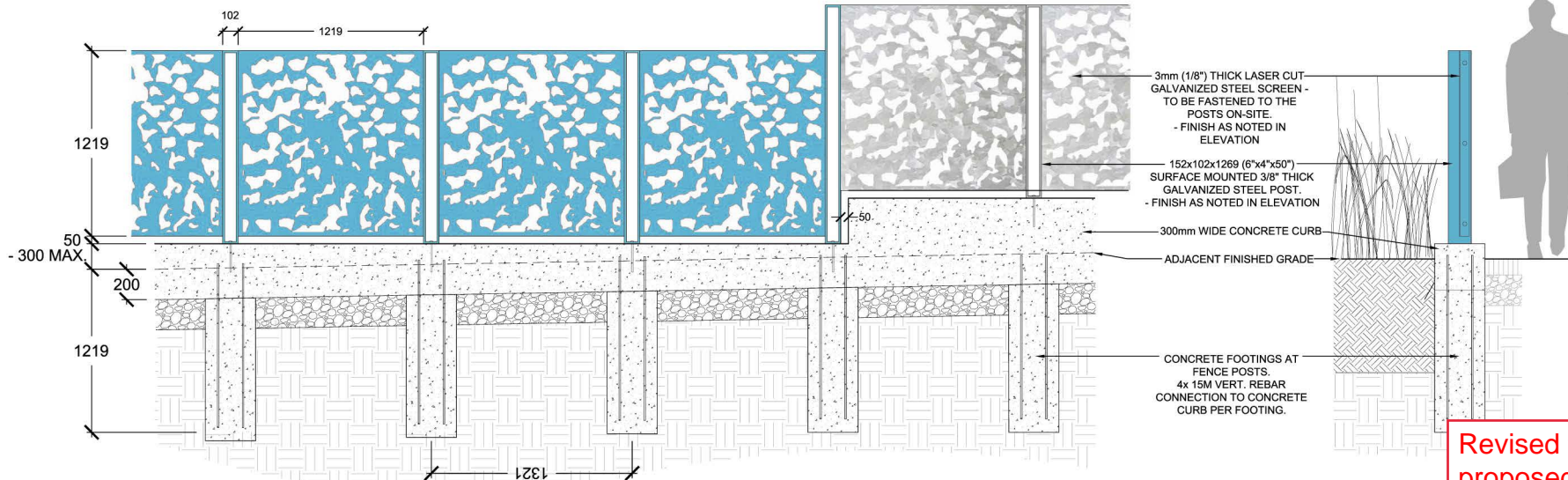
ELEVATION
1:100



PLAN
1:20

NOTES:

1. SUBMIT SHOP DRAWINGS STAMPED BY A CERTIFIED PROFESSIONAL ENGINEER PRIOR TO FABRICATION FOR REVIEW AND APPROVAL BY THE CONSULTANT.
2. DIGITAL AUTOCAD FILES OF THE LASER CUT PATTERN ARE AVAILABLE. THE FILE SHOULD BE USED TO PRODUCE SHOP DRAWINGS AND HAVE THE PATTERN FABRICATED.
3. MATERIALS AND FINISHES
 - A. GALVANIZED STEEL FRAME WITH AND WITHOUT POWDER COATED FINISH AS SHOWN ON DRAWINGS
 - i. STEEL COMPONENTS: COLD ROLLED DOMESTIC STEEL CONFORMING TO ALL RELEVANT STANDARDS.
 - ii. GALVANIZING: PRE-GALVANIZED 0.9 MIL. ZINC COATING.
 - iii. ACRYLIC/POLYESTER COATING: BAKED ON TO A 0.6 MIL. THICKNESS.
 - iv. PRIMER: EPOXY POLYAMIDE PRIMER ELECTROSTATICALLY SPRAYED ON ENTIRE PANEL WITH 2.0 MIL. THICKNESS WET COAT OF PRIMER.
 - v. PAINT: POLYURETHANE COLOR RAL 2002 "VERMILION" ELECTROSTATICALLY SPRAYED ON ENTIRE FRAME WITH 2.0 MIL. THICKNESS WET COAT OF POLYURETHANE TOPCOAT.



SECTION-ELEVATION
1:20

SECTION
1:20

Revised to show proposed blue - same colour as canopy.

2 LASER CUT GALVANIZED STEEL SCREEN ON CONCRETE CURB

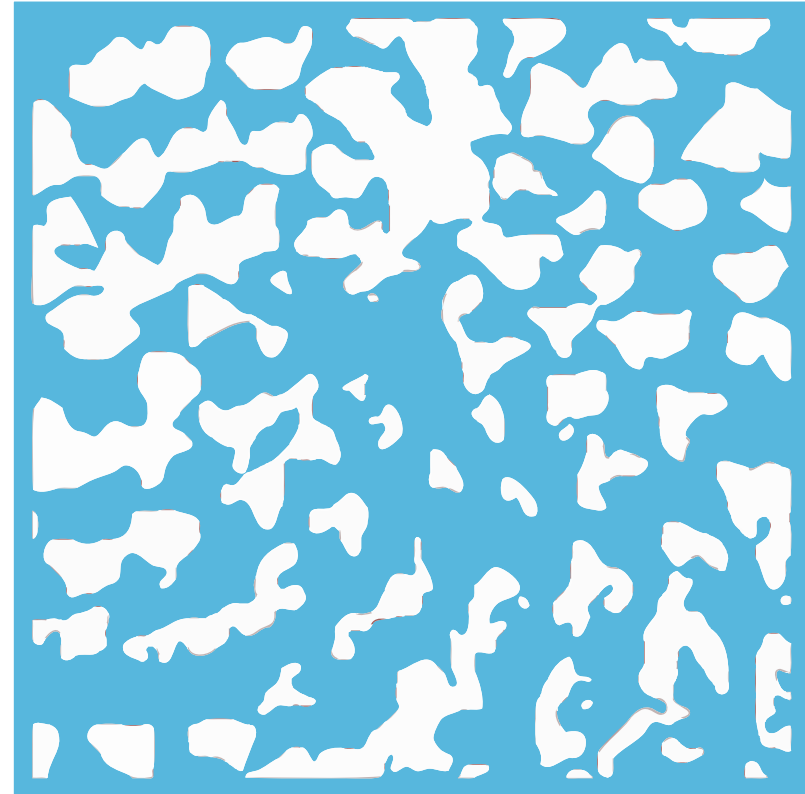
SCALE AS SHOWN

final colours: Tender Drawings

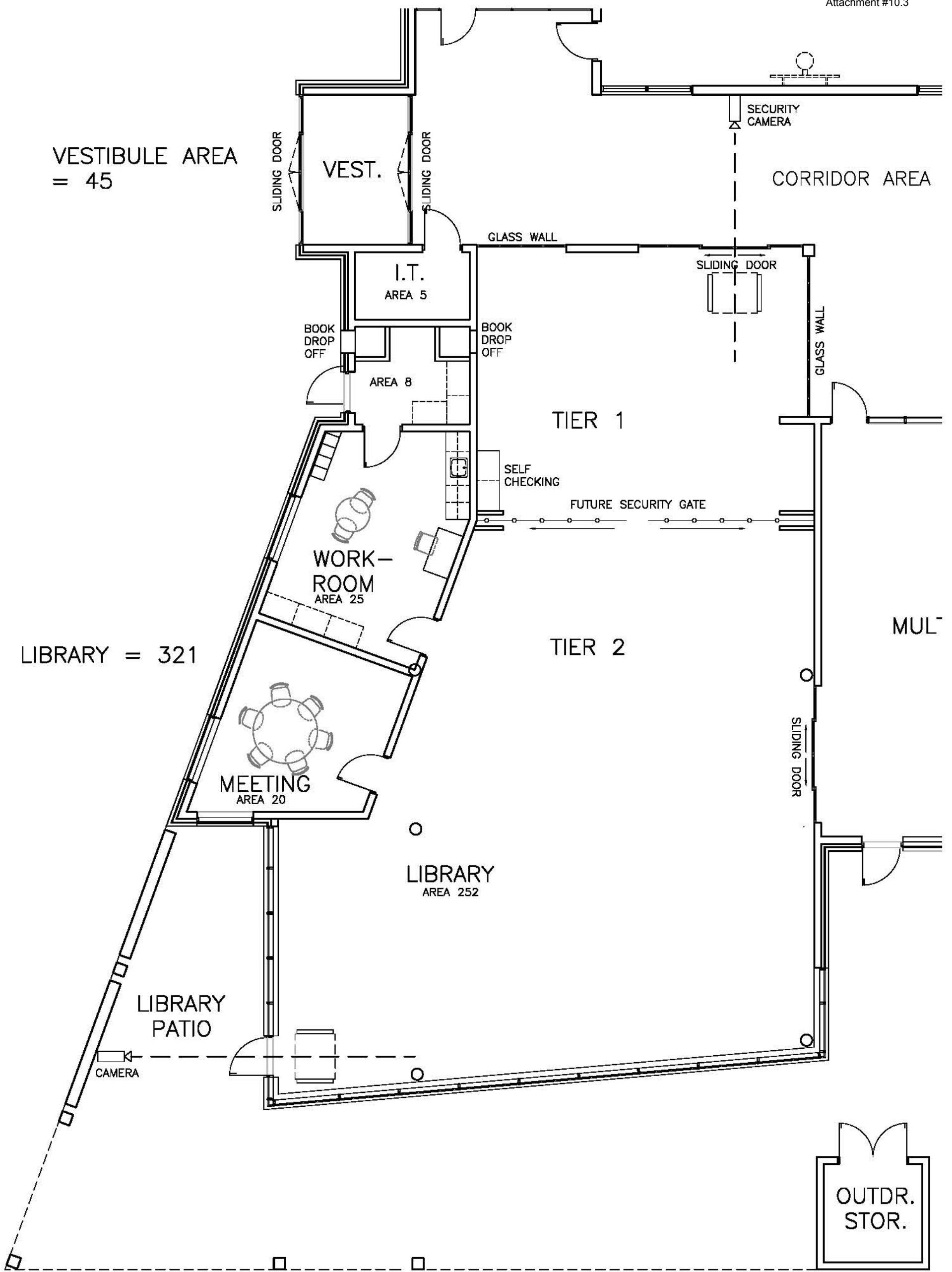
Attachment #10.3



galvanized steel - RAW



galvanized steel - painted



PROPOSED LIBRARY PLAN

GREENSVILLE ELEMENTARY SCHOOL, LIBRARY & COMMUNITY CENTRE
HARVEST ROAD, GREENSVILLE · HAMILTON, ONTARIO

HAMILTON - WENTWORTH DISTRICT SCHOOL BOARD & CITY OF HAMILTON

PROJECT No. 116804
DATE: OCT. 12, 2016
SCALE: 1:100



1084 BOTANICAL DRIVE,
TEL. (905) 306-7771

BURLINGTON, ONTARIO L7T 1V2
FAX. (905) 306-7773

Date: October 14, 2016
To: Chair and Members of the Board
c.c.: Paul Takala, Chief Librarian/CEO
From: Karen Anderson, Director Public Service
Lita Barrie, Director Collections and Youth Services
Subject: Deposit Collection at Mills Library, McMaster

RECOMMENDATION:

That the Hamilton Public Library Board authorizes staff to proceed with a pilot project to place a small deposit collection at Mills Library, McMaster University.

That staff report back to the Board on the cost and benefits of the pilot within twelve months.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

We anticipate the financial and staffing impact of a deposit collection at Mills Library would be minimal. The intention of this pilot project would be to assess the costs and impacts of this project to determine if this model should be continued and/or replicated in other situations.

BACKGROUND:

Staff from the Westdale branch recently attended Library Carnival Day at McMaster University and had an excellent reception, promoting HPL digital collections, issuing 40 library cards and having conversations with over 180 students. Since September, Westdale staff has issued over 140 cards to students as they visited the branch.

Building on various collaborations already in place with McMaster, staff at Mills Library and HPL has discussed the opportunity to place a small book collection at Mills Library to provide students with "a good read", to encourage staff and students to get an HPL card and to showcase the print and digital resources available. Mills staff has recognized that HPL is well positioned to offer students a sampling of more popular fiction and nonfiction material to supplement academic course reading and want to encourage students to get to know what services are available in their wider community. Placed in the lobby of Mills Library, this small HPL branded collection will establish an HPL presence on campus and will support students reading for pleasure. Westdale/Locke staff will support the initiative and will also plan Pop-Up Library visits to personally engage with students and promote HPL.