

Mission Statement

Freedom to Discover

Strategic Priorities

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

HAMILTON PUBLIC LIBRARY BOARD

**Regular Board Meeting
Wednesday, September 19, 2012
Central Library, Board Room**

5:00 p.m. Meeting

7:00 p.m. Dinner

AGENDA

- 1. Discussion Period**
- 2. Acceptance of the Agenda**
- 3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, June 20, 2012** Attachment #3
- 4. Presentations**
- 5. Consent Items**
 - 5.1 Non-Union Benefits – LD Attachment #5.1
Suggested Action: Recommendation
- 6. Business Arising**
 - 6.1 McMaster Partnership –GG/PT Oral Report
- 7. Correspondence**
- 8. Reports**
 - 8.1 Chief Librarians Report Attachment #8.1
Suggested Action: Receive

8.2 Capital Budget

Attachment #8.2

Suggested Action: Recommendation

9. New Business

9.1 Holiday Closures – LD

Attachment #9.1

Suggested Action: Recommendation

9.2 Flamborough Archives – PT/KA

Attachment #9.2

Suggested Action: Recommendation

9.3 Lynden Service Hours – KA

Attachment #9.3

Suggested Action: Recommendation

9.4 CIIF Application – PT/RR

Attachment #9.4

Suggested Action: Recommendation

10. Private and Confidential

11. Date of Next Meeting

Wednesday, October 17, 2012

Central Library, Board Room, 5th Floor

5:30 p.m. Dinner

6:00 p.m. Meeting

12. Adjournment

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HAMILTON PUBLIC LIBRARY BOARD

Regular Board Meeting
Wednesday, June 20, 2012

Central Library, Board Room
5:00 p.m. Meeting
7:00 p.m. Dinner

MINUTES

PRESENT: George Geczy, Jennifer Gautrey, Suzan Fawcett, Wenda Tulloch, Richard Bagdonas, George Nakamura, Kathy Baker, Nicolas vanVelzen, Councillor Pearson,

REGRETS: Councillor Jackson, David Simpson

STAFF: Karen Anderson, Paul Takala, Lisa DuPelle, Robin Hewitt, Karen Hartog

GUESTS: Brent Davis, McMaster University

Mr. Geczy called the meeting to order at 5:05 p.m.

1. Discussion Period

4.1 HPL has been informed that the Central Library renovation has won the OLA Building Award. The award will be presented to HPL at the July symposium. Thank you to Laura Lukasik who worked on the submission.

2. Acceptance of the Agenda

MOVED by Jennifer Gautrey, seconded by Ms Fawcett,

THAT THE AGENDA BE ACCEPTED AS PRESENTED.

MOTION CARRIED.

3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, May 16, 2012

MOVED by Ms Fawcett, seconded by Ms Gautrey,

THAT THE MINUTES OF WEDNESDAY, MAY 16, 2012 MEETING BE ADOPTED AS PRESENTED.

MOTION CARRIED.

4. Presentations

4.1 McMaster Partnership – PT

Mr. Brent Davis was welcomed to the meeting. Mr. Takala and Mr. Davis provided details regarding the proposed partnership with McMaster University. Background, summary of accountabilities, shared commitments, and next steps were reviewed with the Library Board members. Concerns about the costs and the gains for the Library's customers were expressed.

5. Consent Items

MOVED by Ms Fawcett, seconded by Ms Baker,

THAT CONSENT ITEMS 5.1 AND 5.2 BE APPROVED AS PRESENTED.

MOTION CARRIED.

5.1 LTD Contract

That the Hamilton Public Library Board approves Standard Life Assurance Company of Canada as the long term disability insurance provider effective August 1, 2012.

5.2 Vendor of Choice for Group 4 – PT/RH

That the Hamilton Public Library Board identifies G4S Secure Solutions Ltd. as an authorized vendor to provide access control services to the Hamilton Public Library.

6. Business Arising

No business arising items.

7. Correspondence

No correspondence.

8. Reports

8.1 Chief Librarians Report

MOVED by Ms Gautrey, seconded by Ms Baker,

THAT THE REPORT BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

8.2 Report from the Audit Committee

Mr. Geczy provided an update regarding the discussions held at the Audit Committee meeting held May 29, 2012. A couple of elements were raised at the meeting and a follow-up report was sent by Ms Hewitt to the Audit Committee. Ms Hewitt reported there were a couple of typos with the 2010 figures.

MOVED by Mr. Bagdonas, seconded by Mr. van Velzen,

THAT THE 2011 FINANCIAL STATEMENTS FOR THE HAMILTON PUBLIC LIBRARY BOARD AND STATEMENTS FOR THE HAMILTON PUBLIC LIBRARY BOARD – TRUST FUNDS AS AMENDED BE APPROVED.

MOTION CARRIED.

9. New Business

9.1 CEO Performance Management Sub-Committee

MOVED by Ms Fawcett, seconded by Mr. Nakamura,

THAT THE HAMILTON PUBLIC LIBRARY BOARD APPOINT MR. GECZY, MR. BAGDONAS, MS FAWCETT AND MR. NAKAMURA TO BE THE CEO PERFORMANCE MANAGEMENT SUB-COMMITTEE AND REPORT BACK TO THE LIBRARY BOARD NO LATER THAN DECEMBER 1, 2012.

MOTION CARRIED.

9.2 YTD Variance Report 2012 – RH

MOVED by Councillor Pearson, seconded by Ms Baker,

THAT BUDGET VARIANCE REPORT AS AT APRIL 30, 2012 AND ESTIMATE TO DECEMBER 31, 2012 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

9.3 Non-Union Compensation – PT/LD

MOVED by Ms Baker, seconded by Ms Gautrey,

WHEREAS THE HAMILTON PUBLIC LIBRARY BOARD 'S NON-UNION PAY EQUITY AGREEMENT REQUIRES THE BOARD TO MATCH COST OF LIVING INCREASES GIVEN BY THE CITY OF HAMILTON, THE BOARD APPROVES A COST-OF-LIVING INCREASE FOR LIBRARY MANAGEMENT AND PROFESSIONAL EXEMPT EMPLOYEES OF 1.9% TO THE SALARY SCHEDULE EFFECTIVE JANUARY 1, 2012 TO MATCH THE CITY OF HAMILTON INCREASE.

THAT THE NON-UNION CASUAL EMPLOYEES (PAGES AND SHELF READERS) ALSO RECEIVE THE 1.9% INCREASE TO THE SALARY SCHEDULE EFFECTIVE JANUARY 1, 2012.

MOTION CARRIED.

9.4 HWCDSB Proposal – PT

Mr. Takala provided an overview of the proposal being discussed with the Hamilton Wentworth District Catholic School Board.

10. Private and Confidential

MOVED by Mr. Bagdonas, seconded by Ms Fawcett,

THAT THE LIBRARY BOARD MOVE IN-CAMERA TO DISCUSS EMPLOYEE RELATIONS.

MOTION CARRIED.

MOVED by Councillor Pearson , seconded by Ms Tulloch,

THAT THE IN-CAMERA SESSION BE ADJOURNED.

MOTION CARRIED.

11. Date of Next Meeting

Wednesday, September 19, 2012

Central Library, Board Room, 5th Floor

5:30 p.m. Dinner

6:00 p.m. Meeting

12. Adjournment

MOVED by Councillor Pearson seconded by Ms Gautrey

THAT THE MEETING OF WEDNESDAY, JUNE 20, 2012 BE ADJOURNED.

MOTION CARRIED.

The meeting was adjourned at 7:20 pm

Minutes recorded by Karen Hartog.



Hamilton Public Library

DATE: September 19, 2012

REPORT TO: Chair and Members of the Board

C.C.: Paul Takala, Chief Librarian

FROM: Lisa DuPelle, Director, Human Resources

SUBJECT: Change to the Non-Union Full-time benefit plan

RECOMMENDATION:

THAT THE HAMILTON PUBLIC LIBRARY BOARD APPROVE IMPLEMENTATION OF CHANGES TO THE CURRENT FULL-TIME NON-UNION BENEFIT PLAN (IMPACTING OUR MANAGEMENT AND PROFESSIONAL EXEMPT EMPLOYEE GROUP) INCLUDING A CHANGE TO MAJOR DENTAL (\$1,500/YEAR) AND ORTHODONTIC SERVICES (\$2,500/CHILD/LIFETIME)

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The costs for the benefits are within the 2012/2013 operational budget. The costing has been completed by the City for 2012 and it is under \$250 dollars for this year in our overall benefits costs.

BACKGROUND:

The City of Hamilton negotiated CUPE 5167 local agreement includes a change to the dental benefits effective August 28, 2011. Effective May 23, 2012 council agreed that the non-union plan would follow suit. Our benefit plans are separate from the City. The City non-union positions are used as comparators for pay equity purposes for our non-union management and professional employee group. This comparison includes both pay and benefits. The City has approved an increase in dental benefit level to the non-union staff group eligible for benefits which in turn impacts the library non-union full-time benefit plan. This has been confirmed by our pay equity consultant, Judy Kroon from KMAC consulting.

The changes to the plans would be as follows:

1. Major Services – ~~\$1,000~~ \$1,500 combined maximum ~~per Benefit year add-~~
per calendar year
 - a. The former language means that any period of 12 consecutive months from the date on which the first expenses is incurred.
 - b. Under Manulife's system this language needs to change to match the City which is combined maximum per calendar year

2. Orthodontic Services – Lifetime maximum—~~\$2,000~~ \$2,500 per dependent child.

This does not impact our non-union casual staff as this group is not eligible for benefit coverage.

Chief Librarian's Report – September 2012

Tour of Library Branches and Departments

In August I began a system-wide tour of all Library Branches and departments. The goals of my visits have been to: introduce myself in my new capacity as Chief Librarian, learn more about how each location is uniquely serving its community, gain a better understanding of current challenges and explore how we can translate the new strategic priorities into activities that impact the communities we serve. The visits have been very informative and rewarding. A couple messages that I have heard consistently from the Managers around HPL are: admiration for the dedication and commitment of Library staff, a lot of pride in the different ways the library serves people and a strong sense that the new strategic priorities are highly relevant to where we need to go as a public library system.

Integrated Library System (ILS) RFP

The submission deadline for our RFP closed on August 16. There are five qualified proposals representing most of the major vendors that support this function in large public library systems. Members of the ILS Task Force are now hard at work examining each of the proposals.

Meetings are scheduled the week of the September 17th to rate each of the proposals and determine whether they will qualify for Phase 2. Phase 2 will consist of live demos from the qualified proponents, scheduled for the first week of October. Staff will be bringing a recommendation to the Library Board once our evaluation process is complete.

Summer Reading

The revamped Summer Reading Club 2012 was an enormous success with over 50,000 items read, heard, watched or downloaded during July and August. The move to online registration meant that membership was completely portable throughout all library locations and children could track their own progress on our website. A full report will be made at the October Board meeting.

Central Phase II Construction Update

Bids for the Phase II construction at Central came in over budget. Several factors, including the recent construction blitz in local school boards to accommodate full day kindergarten and a shortage of glass, contributed to the unanticipated increase. Staff have been working with the architect and the City's project manager to re-issue the tender so that the project will come in within budget. We anticipate the tender will be reissued later this fall.

Concession Branch

A Heritage Commemoration Plaque titled Black Community on Hamilton Mountain will be installed on the front wall of the Concession Branch. Library staff worked with colleagues in the City of Hamilton Tourism and Culture Division to find an appropriate community location and the library property was selected. With over 7000 branch visits per month the plaque will get great exposure.

Partnerships and Outreach

HPL will have a strong public presence at two high profile events on the weekend of September 15th. Thousands of people attending downtown Hamilton's Supercrawl will enjoy a full slate of arts based programming. At Westfield Heritage Village in Rockton, the 4th annual Telling Tales event is expected to draw the largest crowd yet with award winning children's authors travelling from across Canada to celebrate stories and storytelling.

Publications

Rebecca Raven, together with Lita Barrie, CEO of the Grimsby Public Library and a former HPL employee, has published two articles in Canadian library journals. The articles outline the need for mid career professional development for public librarians and outline the proposed Public Library Leadership Fellowship programme, developed by Rebecca and Lita, which is scheduled to launch as a Certificate programme with the University of Toronto's iSchool in the fall of 2012. Copies of the articles are available at:

<http://journal.lib.uoquelfh.ca/index.php/perj/article/view/1867/2518>

http://www.cla.ca/Content/NavigationMenu/Resources/Feliciter/PastIssues/2012/Feliciter2_Vol_58_web.pdf

Delegation from the Bibliothèque et Archives nationales du Québec

On September 10 we hosted a delegation of staff from the Bibliothèque et Archives nationales du Québec. They were in Ontario visiting Toronto Public Library, Markham Public Library and our Central Library. Their system is investigating a renovation and installation of a materials handling system. We had a very good discussion on a wide range of issues. In addition to exploring how we manage RFID they were interested in our system for managing DVDs.

Paul Takala
Chief Librarian



Date: September 19th, 2012

To: Chair and Members of the Board

c.c. Paul Takala, Chief Librarian

From: Robin Hewitt, Director, Finance and Facilities

Subject: 2013 Capital Budget Submission

RECOMMENDATIONS:

THAT THE LIBRARY BOARD APPROVE THE CAPITAL BUDGET SUBMISSION TO THE CITY OF HAMILTON FOR 2013 AS INDICATED IN TABLE 1.

THAT THE LIBRARY BOARD APPROVE THE ALLOCATION OF LIBRARY RESERVES FUNDS AS INDICATED IN TABLE 1 FOR 2013.

THAT THE LIBRARIES CAPITAL BUDGET SUBMISSION FOR THE BINBROOK LIBRARY RENOVATION/EXPANSION; THE DUNDAS LIBRARY RENOVATION/EXPANSION AND THE VALLEY PARK LIBRARY BRANCH EXPANSION, BE UPDATED AS INDICATED AND SUBMITTED TO THE CITY OF HAMILTON FOR INCLUSION IN THE 2013-2022 CAPITAL BUDGET.

TABLE 1: CAPITAL BUDGET SUBMISSION 2013

LOCATION	FUNDED FROM DC'S	FUNDED FROM LIBRARY RESERVES	TOTAL
BINBROOK	1,350,000	250,000	1,600,000
DUNDAS	85,000	15,000	100,000
WATERDOWN	1,300,000	200,000	1,500,000
TOTAL	2,735,000	465,000	3,200,000

BACKGROUND:

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

1. Library reserves
2. Development charges
3. City Capital budget



Library staff have been in discussions with City of Hamilton staff to ensure we are included in the next study done on Development Charges (DC's). Although the Library was not included in the last study, where there is justification, such as the high growth in an area, DC's can still be allocated. The City is now proposing to fund \$1.3 million of our \$1.5 million pressure for the Waterdown Library from DC's. This pressure was previously identified as a commitment to our reserves. In addition, they are proposing funding \$250,000 for Waterdown furnishings from DC's. They have also agreed to fund a portion of Binbrook and Dundas from development charges. Because this frees up previously committed Library Reserve funds we are being ask to fund the balance of these projects from our own reserves. These funding options will be submitted to City Council for approval.

Binbrook Library Branch Renovation/Addition

Binbrook is a rapidly expanding community, and is underserved by its current library due to its small size and deteriorating conditions. The library requires an expansion to the current site of approximately 3,000 square feet. In addition, the building requires a new roof, washroom and AODA compliance in the existing space.

The design phase is underway in 2012 at an estimated cost of \$100,000. The construction phase would begin in 2013 at an estimated cost of \$1,600,000.

Dundas Library Renovation/Expansion

The current Dundas Library was constructed in 1970, with a renovation in 1979. The building is exceptionally inefficient. To bring the library up to the same standards we expect of library locations, and to allow for far greater efficiency, a feasibility study will be undertaken to determine the best options for reconfiguring and/or expanding the current facility. If expansion is the preferred option, the expansion would encroach onto the black top parking lot at the rear of the building, which is currently owned by the City.

It is estimated the project design and feasibility study would begin in 2013, costing \$100,000. Pending capital requirements, construction would begin in 2014 with completion in 2015.

Valley Park Library Branch Expansion

The Valley Park Branch was built in the early 1980's, and has not been renovated since. The surrounding area is undergoing significant growth. At 3,100 square feet, the Valley Park Branch is not large enough to meet community needs. The City undertook a *Use, Renovation and Replacement Study, Upper Stoney Creek* to review their recreation centres. The result of this study has engaged the City to explore an expansion of the Valley Park Community Centre. The library would like to partner with the City and expand the Valley Park Library at the same time.

A feasibility study and design stage would occur in 2014, costing approximately \$100,000 and construction would commence in 2015, costing approximately \$1,600,000.



Central Library Renovations

Renovations to the 2nd floor of the Central Library were scheduled to begin in the winter of 2011/2012 but a variety of challenges have resulted in the project being delayed. A revised tender for the project will be issued this fall. Funding for this project was secured from Library Reserves in March of 2011. Additional funds to expand the scope of the project to include such items as an upgraded public address system and a move of the Gallery on 4 space to the Jackson Square vestibule was requested from the Community Infrastructure Improvement Fund in August 2012.

The 2011 Library capital funding request to the City of Hamilton included a request for Phase III of the Central Library. At this time we are recommended that we not include a request for Phase III funding in our Capital Budget request to the City. With DC's now being available to fund other Library Capital projects and the fact that the City of Hamilton recently contributed significant funds to the Central 1st Floor Renovation, we should anticipate that the source of Phase III funding will need to come from Library Reserves. Library staff will be reviewing the status of the needs at Central and reporting back to the Library Board.



DATE: September 19, 2012

REPORT TO: Chair and Members of the Board

FROM: Lisa DuPelle, Director of Human Resources

C.C.: Paul Takala, Chief Librarian

SUBJECT: **Christmas and New Year Service Closures 2013**

RECOMMENDATIONS:

THAT THE HAMILTON PUBLIC LIBRARY BOARD APPROVE THE FOLLOWING CHRISTMAS/NEW YEARS CLOSURE PERIODS FOR 2013:

ALL LOCATIONS OF THE HAMILTON PUBLIC LIBRARY WILL CLOSE SUNDAY DECEMBER 22ND AND REOPEN ON DECEMBER 23RD. ALL LOCATIONS OF THE HAMILTON PUBLIC LIBRARY WILL CLOSE DECEMBER 24TH AT 1300HRS AND WILL REMAIN CLOSED THROUGH TO DECEMBER 26TH AND

THAT THE LIBRARY REOPEN ON DECEMBER 27TH AND SERVICE HOURS BE ADJUSTED FROM DECEMBER 27TH THROUGH DECEMBER 31ST AS NOTED BELOW, AND

THAT THE LIBRARY WILL RE-OPEN JANUARY 2, 2014

BACKGROUND:

This closure schedule reflects our desire to provide increased levels of library service to residents over the holiday period and to reduce the number of occasions where branches are closed. There are differences from previous years. One difference is that all branches will be open on December 24th and December 31st from 10 a.m. until 1 p.m. By opening across the system on those days, customers are assured greater access to library services.

During the rest of the year all locations are typically closed on either Friday or Monday. During the Christmas period we are proposing that we open for daytime hours on Friday December 27th, 2013 and Monday December 30th, 2013 to ensure continuity of service. Please note that the Sunday before Christmas will be closed (December 22, 2013) and the Sunday before New Years will be closed (December 29, 2013).



Christmas 2013 Closure Information

All locations of the Hamilton Public Library will close on the Sunday before Christmas December 22nd, 2013, and the Sunday after Christmas, December 29, 2013. Regular operations will resume on Monday December 23rd, 2013. On Tuesday December 24, 2013, all locations will be open at 10 a.m. and will close at 1 p.m. All locations will remain closed through to December 26th, 2013 to recognize Christmas Day and Boxing Day. The Library will reopen on Friday December 27th and service hours will be adjusted from December 27th through December 31st, 2013 as noted below:

➤ December 27th, and 28th :

- December 27th, 2013 all locations will open daytime hours closing at 6pm.
- December 28th, 2013 regular Saturday operational hours (Mount Hope will open 2-5).

➤ December 29th 30th and 31st:

- All locations will be closed on Sunday December 29th, 2013.
- Monday December 30th, 2013 all locations will open daytime hours closing at 6pm.
- On Tuesday December 31st, 2013 all locations will open at 10a.m. and close at 1p.m.

➤ January 1st

- All locations will remain closed on Wednesday January 1st, 2014

Regular operations will resume on Thursday, January 2nd, 2014.



Hamilton Public Library

Date: September 19, 2012

To: Chair and Members of the Board

c.c. Paul Takala, Chief Librarian

From: Karen Anderson, Director of Public Service

Subject: Waterdown-East Flamborough Heritage Society

RECOMMENDATION:

That the Hamilton Public Library Board authorize the Chief Librarian to enter into a partnership agreement between the Hamilton Public Library and the Waterdown East-Flamborough Heritage Society concerning the provision of archival services to Flamborough and to enter into a lease agreement with a minimum five year term with options for renewal.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

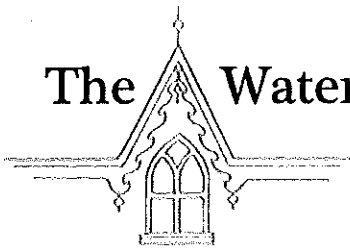
Facilities costs are covered in the overall cost of the Waterdown library.

BACKGROUND:

The Flamborough Archives are temporarily housed at the Central Library and the Library Board has committed to locating them in the new Waterdown Library slated to open in late 2013/early 2014.

In 2010 the Waterdown-East Flamborough Heritage Society wrote the Library expressing a desire to work with the Library Board on a multi-use facility at the former Town Hall/Municipal Service Centre site. This support for the library building project was greatly appreciated and since that time several discussions have taken place. The plan for a new Waterdown Library includes space to house the Flamborough Archives of the Waterdown –East Flamborough Heritage Society within the library branch. The Archive space will be a highly visible and integral part of the library and will attract researchers to the site. This collaboration will benefit residents as it safeguards valuable historical documents and features unique displays and public programs.

Approval of this recommendation will enable Library staff to assist the Heritage Society in their submission for grant funds to cover the purchase of a mobile storage system.



The Waterdown - East Flamborough Heritage Society

P.O. BOX 1044, WATERDOWN, ONTARIO L0R 2H0

The Chairman and Board of Directors,
Hamilton Public Library
55 York Boulevard
Hamilton, Ontario

September 10, 2012

Dear Chairman and Board Members:

The Waterdown-East Flamborough Heritage Society is presently working with the Hamilton Public Library staff to develop a Partnership Agreement that will see the Flamborough Archives, a responsibility of the Heritage Society, move to operate from the new Waterdown Public Library, when it opens.

To support this move, the Heritage Society will be submitting an application to the Ontario Trillium Foundation this Fall to fund the purchase of a high-density mobile storage system to house the Archives' holdings. The purchase is necessary as the storage shelving used prior to the Society's present temporary location on the 4th floor of Hamilton Public Library was reclaimed by the City of Hamilton when the Flamborough Archives left the Flamborough Municipal Service Centre building in 2011. With the reduced storage space allocated to the Archives in the plans of the new Waterdown Public Library and the need to allow for future growth, this type of storage system is a necessary requirement.

When the Archivists met with the Hamilton Trillium representative this summer, they were informed that the storage system would be classed as a Capital Grant application and must therefore be accompanied by a minimum 5 year lease agreement between The Waterdown-East Flamborough Heritage Society and the Hamilton Public Library to protect Trillium's funding of the project. While the lease agreement will be formally covered in the Partnership Agreement, a letter indicating this is needed to accompany the Society's October application.

On behalf of the Society, I am asking that the Library Board support this request by providing a letter confirming a 5 year lease agreement, with options for renewal, will be in place when the new Waterdown Library opens.

I am look forward to continue working with library staff to complete the full Partnership Agreement that will bring long-term stability to the operation of the Flamborough Archives within the Waterdown Library.

Yours sincerely,

Chris Rivait
President
The Waterdown-East Flamborough Heritage Society



Date: September 19, 2012
To: Chair and Members of the Board
c.c. Paul Takala, Chief Librarian
From: Karen Anderson, Director of Public Service
Subject: Lynden Service Hours

RECOMMENDATION:

THAT THE HAMILTON PUBLIC LIBRARY BOARD APPROVE NEW SERVICE HOURS OF 35 HOURS WEEKLY FOR THE LYNDEN BRANCH. THESE EXTENDED HOURS WILL START ONCE OPERATIONS COMMENCE IN THE NEW BUILDING.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The proposed service hours can be provided within the current staff complement. (Lynden and Rockton)

BACKGROUND:

The new Lynden branch is currently under construction and will open in late 2012. As stated in the 2009 Rural Library Services Report, the Lynden branch is being constructed with expanded public space and increased numbers of public computers. The intent is to transfer staff from the Rockton branch (slated for closure) so that the new facility can be open 35 hours weekly (up from 27 hours). New branch hours will be Monday-Wednesday 1-8, Thursday 10-5 and Saturday 10-5.

Other 35 hour branches in the system include Barton, Binbrook, Locke, and Stoney Creek.



DATE: September 12, 2012

REPORT TO: Chair and Members of the Board

C.C.: Paul Takala, Chief Librarian

FROM: Rebecca Raven, Director of Public Service

SUBJECT: Community Infrastructure Improvement Fund (CIIF)
Electronic Vote

RECOMMENDATION:

THAT THE ELECTRONIC VOTE ON THE FOLLOWING MOTION BE CONFIRMED: THAT THE HAMILTON PUBLIC LIBRARY BOARD ENDORSE THE GRANT APPLICATION FOR THE COMMUNITY INFRASTRUCTURE IMPROVEMENT FUND (CIIF).

BACKGROUND:

As noted in the email to Board Members on August 21, 2012, we have submitted a funding request for monies currently available though the Federal Economic Development Agency for Southern Ontario. A quick turnaround time was required in order to complete the application for submission which led to the electronic vote.

The additional funds obtained through the grant will assist the commencement of Phase III construction at the Central Library. The Community Infrastructure Improvement Fund (CIIF) targets the rehabilitation or improvement of existing community infrastructure, leveraging a minimum of 50% funding from other sources. Our plan is to leverage reserve funds approved by the Board for the refreshment of the Central Library to modestly expand the scope of the project. Preference is given to projects requesting funding for not more than 33.3% of the total. To increase our chances of successfully getting this funding we are applying for 33% funding not the maximum 50%.

At the Board meeting of March 9, 2011, the following motion was passed: THAT THE HAMILTON PUBLIC LIBRARY APPROVE THE EXPENDITURE OF UP TO \$600,000 FROM RESERVES FOR THE PHASE I RE-DESIGN AND RE-PURPOSING OF THE CENTRAL LIBRARY'S FLOORS



2-4. Using this funding, we are requesting \$200k from the CIIF to expand the scope of the approved renovations.

The Library would like to improve the functionality and accessibility of floors 2, 3, and 4 of the Central Library. The works will include:

- Installation of spaces fully wired/networked to accommodate computer training and small group technology training
- Installation of upgraded public address system, separate from current fire system, to fully meet AODA compliance
- Removal of carpeting and retro plating of concrete floors (although part of original plan, this currently has been deferred due to budgetary restrictions)
- Relocation of public art display space

The 2010 renovation to the Central Library's first floor resulted in increased circulation, in-person visits and raised community awareness of the library and its services. Extending the 'look and feel' of the 1st floor to floors 2, 3, 4 while also improving accessibility will result in continued growth and use of the facility. With a \$600K renovation planned to update and expand public and staff work space on the 2nd floor, additional CIIF funding will leverage capacity to expand the scope of the project.

Economic benefits that will result from the project may include, but are not limited to:

- Improved access for persons with disabilities
- Improved access for community to computer training/technology space
- Improved visibility and promotion of local artists
- Increased safety of the facility
- Decreased maintenance costs