

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, May 21, 2014
Central Library, Board Room**

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

AGENDA

1. Discussion Period

- 1.1 Bus Tour
- 1.2 Volunteer Recognition Evening
- 1.3 SOLS Meeting
- 1.4 Roberts Rules of Order

2. Acceptance of the Agenda

- 3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, April 16, 2014** Attachment #3

4. Presentations

- 4.1 Counting Opinions Customer Satisfaction Survey
- 4.2 Community Service Worker

5. Consent Items

- 5.1 Casual Staff Compensation Attachment #5.1
Suggested Action: Recommendation

6. Business Arising

- 6.1 Access Card – LB Attachment #6.1
Suggested Action: Recommendation
- 6.2 Technology and Use Policy – LB Attachment #6.2
Suggested Action: Recommendation

7. Correspondence

8. Reports

8.1 Chief Librarian's Report

Attachment #8.1

Suggested Action: Receive

9. New Business

9.1 Retiree Policy

Attachment #9.2

Suggested Action: Recommendation

9.2 Disposal of Surplus Goods

Attachment #9.3

Suggested Action: Recommendation

10. Private and Confidential

11. Date of Next Meeting

Wednesday, June 18, 2014

Central Library, Board Room, 5th Floor

5:00 p.m. Meeting

7:00 p.m. Chairmen's Dinner – Hamilton Club

12. Adjournment

**Mission Statement
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HAMILTON PUBLIC LIBRARY BOARD

**Regular Board Meeting
Wednesday, April 16, 2014
Central Library, Board Room
5:30 p.m. Dinner
6:00 p.m. Meeting**

MINUTES

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

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

REGRETS: Richard Bagdonas

GUESTS: Maureen Johnson, Karen Milligan-Thurston

Ms Fawcett called the meeting to order at 6:01 p.m.

1. Discussion Period

- 1.1 It was reported that the Waterdown project has been delayed due to the winter and the contractor will be issuing an updated timeline. It is anticipated the new branch will open in early 2015.

2. Acceptance of the Agenda

Add: 10.1 Property

MOVED by Councillor Pearson, seconded by Ms Gautrey,

THAT THE AGENDA BE ACCEPTED AS AMENDED.

MOTION CARRIED.

3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, March 19, 2014

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

THAT THE MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, MARCH 19, 2014 BE ACCEPTED AS PRESENTED.

MOTION CARRIED.

4. Presentations

4.1 Local History and Archives

Ms Milligan-Thurston showed the first episode of the video "James Street North".

4.2 Update on Forest of Reading & How To Programs

Ms Johnson and Ms Barrie provided an update on the recently held Forest of Reading program. Ms Anderson highlighted the "How To Programs" recently being held at locations.

5. Consent Items

No consent items.

6. Business Arising

No business arising items.

7. Correspondence

7.1 Response letter to Mr. Bretzner from Ms. Fawcett

MOVED by Ms Gautrey, seconded by Ms Wagner,

THAT THE CORRESPONDENCE BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

8. Reports

8.1 Chief Librarian's Report

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

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

MOTION CARRIED.

9. New Business

9.1 Reciprocal Borrowing –Wellington County

MOVED by Mr. Simpson, seconded by Ms Leach,

THAT THE HAMILTON PUBLIC LIBRARY ENTERS INTO A RECIPROCAL BORROWING AGREEMENT WITH THE WELLINGTON COUNTY LIBRARY SYSTEM, UNDER TERMS SIMILAR TO THOSE USED FOR OUR EXISTING AGREEMENTS WITH OTHER LIBRARY SYSTEMS.

MOTION CARRIED.

9.2 Logo Implementation Update

MOVED by Ms Wagner, seconded by Ms Tulloch,

THAT THE HAMILTON PUBLIC LIBRARY BOARD RECEIVE THE LOGO IMPLEMENTATION PLAN FOR ITS REVIEW AND INFORMATION.

MOTION CARRIED.

9.3 Design & Furniture - Purchasing Policy Amendment

MOVED by Ms Tulloch, seconded by Ms Leach,

THAT AN AMENDMENT BE MADE TO THE HAMILTON PUBLIC LIBRARY PURCHASING POLICY TO ALLOW LIBRARY STAFF TO UTILIZE VENDORS OTHER THAN THE CITY CONTRACTS, WHEN DESIGNING LIBRARY SPACE, AND FURNISHING LIBRARY SPACE. LIBRARY STAFF WILL CONTINUE TO USE THE CITY CONTRACTS WHERE APPROPRIATE.

MOTION CARRIED.

9.4 Computer Use Policy

MOVED by Ms Gautrey, seconded by Mr. Geczy,

THAT THE FOLLOWING MOTION BE TABLED UNTIL NEXT MEETING:

"THAT THE ATTACHED TECHNOLOGY AND INTERNET USE POLICY BE APPROVED."

MOTION CARRIED.

9.5 Exhibits Policy – Update

MOVED by Ms Leach, seconded by Mr. Geczy,

THAT THE ATTACHED DISPLAY AND EXHIBITS POLICY BE APPROVED.

MOTION CARRIED.

10. Private and Confidential

MOVED by Councillor Pearson, seconded by Ms Gautrey,

THAT THE LIBRARY BOARD MOVE IN-CAMERA TO DISCUSS PROPERTY OPPORTUNITY.

MOTION CARRIED.

MOVED by Ms Leach, seconded by Mr. Geczy,

THAT THE IN-CAMERA SESSION BE ADJOURNED.

MOTION CARRIED.

11. Date of Next Meeting

Wednesday, May 21, 2014
Central Library, Board Room, 5th Floor
5:30 p.m. Dinner
6:00 p.m. Meeting

12. Adjournment

MOVED by Ms Gautrey, seconded by Ms Leach,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF
WEDNESDAY, APRIL 16, 2014 BE ADJOURNED.**

MOTION CARRIED.

The meeting was adjourned at 8:15 p.m.

Minutes recorded by Karen Hartog.



DATE: May 21, 2014

REPORT TO: Chair and Members of the Board

FROM: Lisa DuPelle, Director of Human Resources

C.C.: Paul Takala, Chief Librarian

SUBJECT: **Approval of Casual Wage Rates**

RECOMMENDATION:

That the Library Board approves the following wage rates for all casual (Library Page) non-union employees and that these rates will be implemented effective June 1, 2014.

Old Grid effective January 1, 2014	Step 1	Step 2
Library Page (Casuals/Shelf readers)	\$10.84	\$11.38
New Grid effective June 1, 2014	Step 1	Step 2
Library Page (Casuals/Shelf readers)	\$11.00	\$ 11.55

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The costs associated with this change is approximately \$23,000 for the 2014 budget year. There will be an impact to future budget years that we will have to budget.

BACKGROUND:

The Employment Standards Act was amended to reflect new minimum wage levels for 2008, 2009 and 2010. We adjusted the rates with each change and in 2009 the Board approved a new grid for casual staff effective January 1, 2010 as the old grid was eradicated with all of the increases. In 2014 the non-union approved increase of 1.9% was applied but the Employment Standards Act has been amended to reflect a higher minimum wage of \$11.00 per hour effective June 1, 2014. We are recommending that the second step be increased as well so that we maintain the same differential applied previously. It is possible that another amendment to minimum wage will be announced in the next six months. If the minimum wage were to exceed the second step we will be considering a one step grid. If there is a change we will bring a recommendation to the board at that time.



To: Chair and Members of the Board
CC: Paul Takala, Chief Librarian
From: Lita Barrie, Director, Digital Technology
Karen Anderson, Director of Public Service
Michael Ciccone, Director of Collections
Subject: Access Card
Date: May 14, 2014

RECOMMENDATION:

That the Hamilton Public Library Board approve amending the borrowing parameters for the Access Card to include fines of \$0.50 per day, with a \$5.00 limit per item, for Express items and Video games.

BACKGROUND

Staff recommend the amending of the new Access borrower category to include a \$0.50 per day charge for overdue Express items and video games with a limit of \$5.00. During the implementation of the pilot phase, concerns were raised by staff regarding Express items and video games. Express collections are high demand materials and the associated fines are important for ensuring equitable access and deterring misuse. Access card holders do have access to Express items without incurring fines through the regular loan system. Video games is the collection which is most susceptible to overdues and theft and fines are critical to securing their timely return. Generally fines for Express items and video games are \$1.00 per day. The recommendation balances the intention of the Access card borrowing category while safeguarding the Library's collection.

The Access Card concept, initially developed by the Vancouver Public Library, was presented to the Library Board in October 2013. At the February 2014 meeting, the Library Board approved the Access card borrowing category. The Library launched a pilot at Barton, Central and Kenilworth in April to gather feedback from staff about the card's implementation. Promotion of the Access card will be expanded to all Hamilton Public Library branches once we resolved any implementation issues.

Access card members will have the same library card as all other customer but their borrowing privileges will be adjusted. The Hamilton Public Library's Strategic Priorities to be a community beacon and being relevant and responsive identify the need for the Library to examine current practices and look for opportunities to engage the community and reduce barriers to library use. Staff have recognized that the requirement of a piece of identification with a current address is a significant barrier for some members of our community. Many people in our community do not have

a stable address. We see this particularly with computer use where community members use a visitor pass in lieu of a library card because of the identification requirements. Staff have also recognized that for some members of our communities late fines do not act as a deterrent to returning material late, in the manner intended, but become a barrier to use. The Library's goal with the Access card is to engage with members of the community who are not able to access the Library's resources in an equitable manner due to challenges in their lives that make the library guidelines barriers to use. The parameters of the Access card are intended to remove barrier in a balanced manner that allows for access while safeguarding Library resources.

The Access Card will be available to all residents 14 years of age or older. The following card parameters will be applied to this card type:

- Cardholders will be required to have a single piece of identification;
- Cardholders will be limited to 5 checkouts at a time;
- Cardholders will be able to have 2 active hold requests at a time;
- Cardholders would not accrue fines for overdue materials but they will lose borrowing privileges if they have 2 items that are overdue;
- Cardholders can check out 1 express item, express items and video games will be charged \$0.50 per day for overdues with a limit of \$5.00 per item.
- Cardholders will be responsible for the cost of lost items and the materials they borrow will follow the same 6 week loss cycle as all other materials;
- Cardholders will have full access to digital collections wherever possible.

FINANCIAL & LEGAL IMPLICATIONS

Standard security and borrowing responsibilities will apply to the customers using the Access card. The loss of fine revenue is expected to be minimal. For the target groups for this borrower category, once they acquire fines they frequently suspend their use of the Library and therefore is not reflected in our fine revenues.

Library Staff will review and evaluate the use of this card type and provide a report to the Board within 18 months of implementation.



Date: May 15, 2014
To: Chair and Members of the Board
Cc: Paul Takala, Chief Librarian
From: Lita Barrie, Director, Digital Technology, Youth Services.
Subject: **Revised Technology and Internet Use Policy**

RECOMMENDATION:

That the Hamilton Public Library Board approved the attached Technology and Internet Use Policy.

BACKGROUND:

The Hamilton Public Library Board last revised and approved the Computer Use Policy in 2010. As part of the policy review project, the Computer Use Policy has been revised and updated to the Technology and Internet Use Policy to acknowledge and reflect some of the changes in technology and to use patterns of Library customers. The revisions also recognize the Library's ongoing commitment to the Canadian Library Association's Intellectual Freedom and Information and Communication Technology statements.

The discussion at the April Library Board meeting on the policy identified a few amendments were needed to the Policy. The attached version of the policy reflects that discussion.

Technology and Internet Use Policy

Approved Library Board 2010-01-20; 2008-09-17; 2001-04; 1998-04

Definition of Scope

The Hamilton Public Library's Technology and Internet Use Policy applies to all types of computer and mobile device usage on the premises of the Library or on the Library network. This includes but is not limited to: library public computers, laptops and mobile devices using the Library's wireless network, laptops and mobile devices on other networks inside the library.

Policy

Public computer access and wireless access is provided to ensure equitable access to information and online resources. Wireless access complements public computer access and enables library customers to access library resources and the Internet with their own wireless enabled equipment.

The Hamilton Public Library provides access to the Internet and wireless network to fulfill its mission, "Freedom to Discover". In keeping with the Library's Intellectual Freedom Policy and in support of the Canadian Library Association's Intellectual and Information & Communication Technology statements, the Internet provides access to many resources for different age levels and reflects various points of view. Customers should be aware that information might not be accurate, complete, age-appropriate, or current. The Hamilton Public Library's website (www.hpl.ca) recommends sites that provide quality information resources for both adults and children.

The Hamilton Public Library's computers and work tables are located in public areas and the computers and the wireless network are shared by Library users of all ages, backgrounds, and sensibilities. Individuals are expected to consider other Library users when accessing the Internet within the Library. Parents and guardians are reminded that the restriction of a child's use of a Library computer, including Internet and wireless access, is their responsibility. Hamilton Public Library's staff are available to assist in finding and evaluating the quality of an Internet site. Library computers, equipment, facilities and networks may not be used to:

- Access sites or transmit materials that violate any Canadian federal or provincial law or City directive such as defamatory, discriminatory, or obscene materials.
- Display overt sexual images.
- Send fraudulent, harassing, or obscene email messages.
- Violate the privacy of another library patron.

The Hamilton Public Library also prohibits damaging or modifying the Library's computer equipment, software, or network.

The Internet is not a secure medium and third parties may be able to obtain information about users' activities. Please use caution before providing any personal information over the Internet.

The Hamilton Public Library assumes no responsibility for Internet content or damages, directly or indirectly, arising from its website or from its connections to other Internet services.

Anyone not adhering to this agreement or who willfully abuses or damages any computer or software will have their Library privileges suspended and will be legally and financially responsible for damages.

Chief Librarian's Report – May 2014

Centre for Equitable Library Access

The Centre for Equitable Library Access (CELA) is a new not-for-profit entity launched April 2014, effectively replacing the services that were previously provided by the CNIB Partners Program. CELA has been established by Canadian public libraries to support the provision of accessible collections for Canadians with print disabilities (visual, physical or learning disabilities) and to champion the fundamental right of Canadians with print disabilities to access media and reading materials in the format of their choice. The establishment of CELA has been supported by the Canadian Urban Libraries Council (CULC).

HPL, along with other participating libraries, pay a fee to CELA to assist with sustainability. In addition, our role is to assist customers in getting registered to CELA. Customers must have a library card and register for CELA services through a participating public library. Beyond the registration process, most interactions are between CELA staff and the customer directly. We are pleased CELA is now providing service; this is an important step in addressing our commitments to providing accessible services to the residents of Hamilton.

York Boulevard Signage

The Hamilton Farmers Market (HFM) is currently working on new signage that will be located in front of the HFM on York Blvd. We do not yet have a date on when the sign will be installed. They are also in the process of selecting a finalist for their public art installation. Residents have until May 25 to vote for one of the six finalists. Lack of signage on York Blvd has been raised by some as a concern. The design for the HFM sign looks quite good and HPL may want to put a sign in front of the Library. At this point I am advising that we wait to see how the market's sign works and then, if we think it is needed, get a sign designed for HPL that would be compatible with the other sign and the building itself. The cost of a durable high quality sign could be significant. We will report back to the Library Board on this issue.

Trademark HPL's New Logo

A question was raised at the March Board about whether we need to trademark our new logo. Upon investigation, our conclusion is HPL does not need to pursue a trademark for its new logo. A trademark would be recommended if there was a perceived risk that another organization names itself "Hamilton Public Library," and uses a similar logo. The other potential risk would be if another organization designs a logo similar to our own, trademarks it, and then decides to engage HPL

in a legal discourse. Again, the risk is low, and few organizations such as public libraries feel compelled to go through this legal process. Instead, we are planning to use a creative commons copyright license for the new logo. Creative commons licenses are respected internationally and will be the standard used on the site.

VTLS North American Users Group Conference

The Library hosted the North American meeting of the VTLS Users Group from Wednesday, May 7 to Friday, May 9 at the Central Library. Approximately 35 participants from across Canada and the United States as well as a delegate from Sweden attended the 3 day conference. Manager of Technical Services, Aida Rudnik, did a wonderful job as the Library's liaison on the VTLS planning team as well as leading our local organizing team. Hosting the conference was an excellent opportunity to network with other VTLS customers and for Library staff to access additional training.

Marketing eResources: Zinio – for people who LOVE magazines

As reported in April, the Communications Department launched a system wide promotion of the digital magazine service, Zinio, in mid March. Outside advertising vehicles were used, including social media. The key strategy for this marketing initiative was utilizing staff and their interactions with the public. Staff recorded 2,360 conversations with the public about Zinio. As can be seen below, the campaign resulted in a marked increase in the use of this product.

Before & After numbers for the Campaign:

- # of new Zinio customers before (Mar.1-18) = 4.2/day
- # of new Zinio customers after (Mar.19-Apr.16) = 15.6/day
- # of Zinio magazine checkouts before (Mar.1-18) = 238/day
- # of Zinio magazine checkouts after (Mar.19-Apr.16) = 290/day (22% increase)

The Communications Department has already launched its next eResource campaign for Hoopla - a digital media service which enables customers to borrow a wide selection of movies, television shows, instructional videos, documentaries, music, and audiobooks via their browser, smartphone or tablet. Similar marketing strategies will be used. The Hoopla campaign will be followed by an eBook campaign that will continue throughout the summer.

OLA Copyright Users Group

Director of Collections Michael Ciccone has been invited to join the Ontario Library Association's Copyright Users Group. His primary role will be to represent public libraries and the copyright and licensing concerns we face, but the expertise that he will retain in working with renowned experts in the field will greatly benefit HPL going forward as we grow our digital collections.

The OLA Copyright Users Group serve the membership by investigating and reporting on the most appropriate tools that will serve to assist and educate the membership in fulfilling their role(s) as practitioners, intermediaries and/or advisors to their user communities on copyright issues and concerns; act as a resource to the OLA Executive on copyright issues and report to the OLA Board; act in an advisory capacity for the OLA representative on the CLA Copyright Working Group; act in support of CLA initiatives to lobby appropriately on library interests in copyright.

Presidential Award from OALT/ABO awarded to Kate Morrison

The Ontario Association of Library Technicians/Association des bibliotechniciens de l'Ontario Presidential Award is presented annually at their conference. It recognizes the contributions of Library Technicians from communities across Ontario, whose leadership, commitment and persistent endeavours have contributed significantly to advancing the Association and the profession. Kate Morrison, a Librarian's Assistant at Turner Park received the award this year. Kate has been involved as chair of the local chapter, as president of the association and as conference organizer. She has also actively promoted professional development of library technicians by creating a program of events at the chapter and conference levels. Kate actively campaigned for the establishment of a group membership category and once it was established, she became the organizer of the HPL group membership which allows HPL staff to register each year as a group rather than individually and receive a discount on registration fees. Congratulations Kate for receiving this important award, we appreciate your contributions to HPL and to the OALT/ABO.

Paul Takala
Chief Librarian



Date: May 16, 2014
To: Chair and Members of the Board
Cc: Paul Takala, Chief Librarian
From: Lisa DuPelle, Director Human Resources
Subject: Rehiring Retirees Policy

RECOMMENDATION:

That the attached Rehiring Retirees Policy be approved.

BACKGROUND:

The attached policy has been developed to ensure we have a consistent approach to rehiring retirees and that our practices comply will all relevant legislation.

Rehiring Retirees Policy

Author: Director Human Resources

Approval Date: New policy

Policy Statement

The purpose of the Hamilton Public Library's (HPL) rehiring of retirees policy is to identify circumstances where-by a former employee who has retired from the Library can subsequently return to work for the Library.

Scope

This recruitment policy applies to all regular full-time, part-time, contract positions and casual staff who following official retirement elect to seek re-employment with the Library. Official retirement refers to the former employee advising the Library in writing that they are retiring from the organization.

Principles

The policy is based on the need to maintain a consistent and transparent process for hiring departments to follow when contemplating resources options which include the re-hiring of retirees.

Responsibilities

Human Resources – The Director of Human Resources is authorized to ensure that the information within this policy is applied and that all actions comply with the Employment Standards Act, Ontario Human Rights Code as well as any additional provincial legislation and Collective Agreements.

Managers – To ensure that this policy is followed when conducting any recruitment searches. Managers are required to work with Human Resources prior to any offers of employment.

Rehiring Retirees Protocol

As an equal opportunity employer, the Library values diversity and is committed to principles found in the Ontario Human Rights Code.

The Library is committed to effective succession planning and does not intend to use the Library retiree re-employment as a substitute for developing well-qualified staff. The Library will not re-hire its retirees for the sole purpose of convenience.

Re-employment must be in response to a Library need, for example: the retired employee possess skills and institutional knowledge that the hiring department cannot otherwise readily obtain in the community or the hiring department anticipates that the retired employee will assist with the replaced in knowledge transfer not otherwise available, in acquiring necessary skill and knowledge. Retention of retiree must not exceed a total of six (6) months. Any period beyond six (6) months requires approval of the respective Director.

Related Policies: [Hiring Policy](#)



Date: May 16, 2014
To: Chair and Members of the Board
From: Paul Takala, Chief Librarian
Robin Hewitt, Director Finance and Facilities
Subject: Disposal of Surplus Goods

RECOMMENDATION:

That the Hamilton Public Board approves the attached Policy for Disposal of Surplus Goods. That the policy replace the Disposal of Library Board Equipment and Furniture Policy and supersede Section 4.16 of the Procurement Policy.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

In June 2003 the Library Board approved the Disposal of Library Board Equipment and Furniture Policy (Appendix I). In January 2014 the Library Board adopted the City of Hamilton's Procurement Policy, By-Law No. 13-317 (Appendix II). In March 2014 the Library Board approved an updated collections policy which states: "Items withdrawn from the collection are placed on sale annually or shipped to a reseller."

The proposed policy for Disposal of Surplus Goods has been informed by the current City of Hamilton Procurement Policy but adapted to meet the needs of the Hamilton Public Library. The scope of the City Procurement Policy is broader than the scope of the Libraries previous policy and the updated policy addresses that difference in scope.

Disposal of Surplus Goods Policy

Policy Level: Library Board

Authors: Chief Librarian, Director Finance and Facilities

Date: Last revised May 16, 2014

Policy Purpose:

The purpose of this policy is to outline rules for the appropriate disposal of surplus goods. The goal of the policy is to ensure surplus items are disposed of in an ethical manner, cost effectively and in the best interests of the Hamilton Public Library and the City of Hamilton.

Restrictions:

Disposal of surplus goods will be done consistent with the Hamilton Public Library's Conflict of Interest Policy. There will be no disposition of goods to employees of the Hamilton Public Library or the City of Hamilton, members of the Library Board or Council, or their family members unless such good(s) are sold through external advertisement, formal request, auction or public sale and no conflict of interest exists.

Process and Authorized Disposal Methods:

Goods that are no longer needed in one Hamilton Public Library location will be distributed to other library locations if appropriate prior to being declared surplus. The Chief Librarian or designate are authorized to declare a good as surplus. When a good is declared surplus the following are authorized disposal methods:

- Offered to the City of Hamilton for use
- Donated to a non-profit agency or charity
- Library specific goods (i.e. Library shelving) may be donated to other libraries or similar entity such as a school
- By recycling
- By taking to a municipal landfill or destroying if recycling is unavailable
- By sale to public or private sector entities; by external advertisement, formal request, auction or public sale (where it is deemed appropriate, a reserve a reserve price may be established)

Generally, disposing of goods by sale will only be undertaken when the estimated value of the items exceeds the total cost of selling the items (including costs of staff time). When donating items to external agencies, the receiving agencies will generally be responsible for the costs of pick-up.

When disposing of goods staff will complete the Hamilton Public Library Policy 16 Form and file with the Business Office who will then file with the City Procurement Department. Policy 16 Forms are not required for: library collections, Local History and Archive items, obsolete supplies or severely damaged items. Criteria for the deselection of library materials and Local History and Archive items are covered by the Library's Collections Policy.

The value of any declared surplus good cannot be used to offset the value of procurement when determining the procurement process to follow.

Appendix I: Previously Approved Board Policy

Disposal of Library Board Equipment and Furniture Policy

Policy Level: Library Board

Author: Chief Librarian

Date: Approved June 2003

That the Chief Librarian be authorized to dispose of surplus equipment and furniture within the following guidelines and in the following order

1. Equipment and furniture that is no longer needed in one Hamilton Public Library location may be distributed to other library locations, as deemed appropriate;
2. Equipment and furniture that is no longer needed may be offered to the city for use, except for items that are library specific (e.g. Library shelving and microfilm readers)
3. Library specific equipment and furniture may be offered to neighbouring library systems and, if these library systems do not wish such items, may then be offered to the city for use;
4. Where it is apparent that an immediate home can be found, equipment and furniture may be offered to non-profit community agencies;
5. Equipment and furniture may be sold through the use of an appropriate broker/dealer or through the City of Hamilton
6. Equipment and furniture may be discarded.

Appendix II: Section 4.16 of the COH Procurement Policy

City of Hamilton Procurement Policy: POLICY # 16 - Disposal of Surplus Goods

- (1) A Director of the Client Department shall:
 - (a) declare a good as surplus to the needs of the City before the good may be disposed of in accordance with this Policy # 16; and
 - (b) approve the appropriate disposal methods, which are cost effective and in the best interest of the City, for the declared surplus good.
- (2) The Procurement Manager, in conjunction with the City's Director of Financial Services & Corporate Controller, shall have the authority to sell, exchange, or otherwise dispose of goods declared as surplus to the needs of the City by any of the following disposal methods:
 - (a) by sale to other City departments,
 - (b) by sale to public or private sector entities; or
 - (c) by external advertisement, formal request, auction or public sale (where it is deemed appropriate, a reserve price may be established); or
 - (d) by donation to a non-profit agency; or
 - (e) by recycling; or
 - (f) in the event that all efforts to dispose of the goods by sale are unsuccessful, by scrapping or destroying if recycling is unavailable.
- (3) No disposition of such good(s) shall be made to employees of the City, members of Council, or their family members unless such good(s) are sold through external advertisement, formal request, auction or public sale and no conflict of interest exists. Prior to any such disposition, the employee shall declare their interest in writing to their General Manager, who will confirm whether any conflict of interest exists. In the case of an elected official, the elected official shall declare their interest in writing to the City Manager. Family members include those defined by the City's Code of Conduct for Employees Policy, Code of Conduct for Members of Council or such other similar policy currently in force.
- (4) The Procurement Manager shall submit an annual report to the General Manager of Finance and Corporate Services summarizing the disposal of all surplus goods pursuant to this Policy # 16.
- (5) The value of any declared surplus good cannot be used to offset the value of a procurement when determining the procurement process. For example, any trade-in value or salvage value recoverable from a project cannot be used to offset, reduce or change the value of the procurement for purposes of determining the appropriate procurement process to be followed under the Procurement Policy.
- (6) The disposal of artifacts is exempt from the requirements of the Procurement Policy.