

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, November 19, 2014
Central Library, Board Room**

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

AGENDA

1. Discussion Period

- 1.1 Branch Tour
- 1.2 Hamilton Gallery of Distinction

2. Acceptance of the Agenda

3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, October 15, 2014

Attachment #3

4. Presentations

- 4.1 Power of the Pen – LB
- 4.2 Cost Recovery and Revenue Generation – PT

5. Consent Items

- 5.1 Family Day – KA Attachment #5.1
Suggested Action: Recommendation
- 5.2 2015 Meeting Dates – KH Attachment #5.2
Suggested Action: Recommendation
- 5.3 2014 Budget Variance – RH Attachment #5.3
Suggested Action: Receive

5.4 MK Solutions – Change in Name Attachment #5.4
Suggested Action: Recommendation

6. Business Arising

6.1 Advocacy and Political Participation Policy Attachment #6.1
Suggested Action: Recommendation

6.2 Update on Website Renewal Project Attachment #6.2
Suggested Action: Receive

6.3 Update on Waterdown Construction Attachment #6.3
Suggested Action: Receive

7. Correspondence

8. Reports

8.1 Chief Librarian's Report Attachment #8.1
Suggested Action: Receive

9. New Business

9.1 2015 Operating Budget – RH Attachment #9.1
Suggested Action: Recommendation

9.2 Capital Variance Report – RH Attachment #9.2
Suggested Action: Recommendation

9.3 3rd Quarter Statistics - LB Attachment #9.3
Suggested Action: Receive

10. Private and Confidential

11. Date of Next Meeting

Wednesday, December 18, 2014
Central Library, Board Room, 5th Floor
5:30 p.m. Dinner
6:00 p.m. Meeting

12. Adjournment

**Mission Statement
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**Strategic Priorities
A Community Beacon Relevant and Responsive
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**HAMILTON PUBLIC LIBRARY BOARD
Regular Board Meeting
Wednesday, October 14, 2014
Central Library, Board Room
5:30 p.m. Dinner
6:00 p.m. Meeting**

MINUTES

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

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

REGRETS: Suzan Fawcett, Councillor Pearson, Councillor Jackson,

GUESTS: Brendan Howley, Laura Lukasik

Mr. vanVelzen called the meeting to order at 6:00 p.m.

1. Discussion Period

1.1 Branch Tour

An half-day branch tour for some of the remaining branches will be organized on an upcoming Saturday. Ms Hartog will send out possible dates. Branches to be toured will include a drive by the new Waterdown location, Carlisle, Dundas, Greensville, potential site, Lynden, Millgrove.

1.2 125th Anniversary

Mr. Takala reported that the Hamilton Public Library will be celebrating its 125th anniversary on September 16, 2015. Over the next few months discussions for a celebration even will be scheduled.

2. Acceptance of the Agenda

Moving 9.1 presentation to 4.0.

MOVED by Ms Gautrey, seconded by Ms Wagner,

THAT THE AGENDA BE ACCEPTED AS AMENDED.

MOTION CARRIED.

3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, September 17, 2014

1.1 Hailton should read Hamilton.

1.2 Should read 14th.

MOVED by Mr. Bagdonas, seconded by Ms Tulloch,

THAT THE MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, SEPTEMBER 17, 2014 BE ACCEPTED AS AMENDED.

MOTION CARRIED.

4. Presentations

4.0 Soundings Presentation

Brendan Howley and Laura Lukasik provided an overview of the Soundings sessions reviewed the findings from the project.

4.1 Local History Images Sales Follow-up

Mr. Ciccone provided some feedback to the Library Board on the images being created for the customers and the feedback and response so far. Mr. Ciccone reported that next steps include a new platform in order to offer more images at a higher resolution.

4.2 Facilities Master Plan – Next Steps Discussion

Mr. Takala reviewed the progress made from the 2011 Facilities Master Plan and next steps to work towards the updated version of the Facilities Master Plan.

A special meeting of the Library Board will be held in early 2015 to discuss the new plan.

5. Consent Items

MOVED by Ms Gautrey, seconded by Ms Leach,

THAT CONSENT ITEM 5.1 BE APPROVED AS PRESENTED.

MOTION CARRIED.

5.1 Staff Day 2015

That the Hamilton Public Library Board authorize the one-day closure of the system on a date to be determined in 2015 by management in order that a staff professional development day be held.

6. Business Arising

No business arising items.

7. Correspondence

No correspondence.

8. Reports

8.1 Chief Librarian's Report

MOVED by Ms Leach, seconded by Ms Gautrey,

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

MOTION CARRIED.

9. New Business

9.1 Report on Soundings

MOVED by Ms Leach, seconded by Ms Gautrey,

THAT THIS REPORT BE RECEIVED FOR INFORMATION AND COMMENT.

MOTION CARRIED.

9.2 Advocacy and Political Participation Policy

MOVED by Ms Wagner, seconded by Mr. Bagdonas,

THAT THE ATTACHED DRAFT ADVOCACY AND POLITICAL PARTICIPATION POLICY BE RECEIVED FOR REVIEW AND COMMENT.

MOTION CARRIED.

10. Private and Confidential

No private and confidential items.

11. Date of Next Meeting

Wednesday, October 15, 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, OCTOBER 15, 2014 BE ADJOURNED.**

MOTION CARRIED.

The meeting was adjourned at 8:00 p.m.

Minutes recorded by Karen Hartog

Date: November 14, 2014
To: Chair and Members of the Board
c.c. Paul Takala, Chief Librarian
From: Karen Anderson, Director Public Service
Subject: **Family Day Weekend Hours**

Recommendation:

That the Hamilton Public Library Board authorize the opening of the Turner Park Branch and the Red Hill Branch on Monday, February 16, 2015.

Financial/Staffing/Legal Implications:

The Hamilton Public Library conducted a pilot in 2013 to open the Turner Park Branch on the Monday during the Family Day long-weekend. The pilot was a great success and the branch was extremely busy. Several programs were offered during the four-hour opening and attendance was very high. As a result of the successful 2013 pilot, Turner Park was also opened for Family Day in 2014. In 2015 we would like to extend the opening to the Red Hill Branch in order to provide another option for families.

Expanding the pilot to include both Turner Park and Red Hill can be accommodated within the existing operating budget. A further expansion of Family Day service would have a budget impact and staff are recommending that the Library Board's 2015 discussion about Library hours include a review of Family Day service.

Date: November 14, 2014

To: Chair and Members of the Board

c.c. Paul Takala, Chief Librarian

From: Karen Hartog, Administrative Assistant

Subject: 2015 Meeting Dates

RECOMMENDATION:

That the Hamilton Public Library schedule its 2015 Board meetings on the following dates:

- January 21st
- February 18th
- March 18th
- April 15th
- May 20th
- June 17th
- September 16th
- October 21st
- November 18th
- December 16th

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

There are no financial implications.

BACKGROUND:

The above-noted Board meeting schedule has been created based on the Library Board Bylaws (meeting third Wednesday of the month).

Date: November 14, 2014
To: Chair and Members of the Board
c.c. Paul Takala, Chief Librarian
From: Robin Hewitt, Director, Finance and Facilities
Subject: **Budget Variance Report - September 30th, 2014**

Recommendation:

That the Budget Variance Report as at September 30, 2014 and Estimate to December 31, 2014 be received for information.

Summary

Estimated variance at December 31, 2014 - \$165,440 Favourable

- The total 2014 annual operating budget for the Hamilton Public Library has a net expenditure of \$28,145,940 (gross expenditures of \$30,254,410 less gross revenues of \$2,108,470).
- The current estimated variance as at December 31, 2014 is favourable by \$165,440 which is 99.1% of the budgeted net expenditure.
- An explanation of the type of revenues and expenditures contained with each line of the Budget Variance Report is provided below along with an explanation of the significant variances.

Grants and Subsidies

Estimated variance at December 31, 2014 - \$39,780 Unfavourable

- This line includes the annual operating grant from the Province of Ontario which is budgeted at \$949,450 and funding by Provincial and Federal governments for specific grant programs such as Literacy Instruction for New Canadians (LINC).
- The annual operating grant is paid in one lump sum and is normally received in the last quarter of the year. The claims for the funding for the grant programs are submitted monthly to the funding governments.
- Subsidies are subject to what is offered on a year by year basis.

Fees and General

Estimated variance at December 31, 2014 - \$17,750 Unfavourable

- The major items contained in this line are revenues from library fines, book sales, photocopiers, printers and donations.

Reserves/Capital Recoveries

Estimated variance at December 31, 2014 - No Variance

- This line currently contains transfers from City of Hamilton reserve funds to cover specific costs charged to the Hamilton Public Library.
- Transfers from the City's Development Charge reserve fund are intended to cover the repayment of debentures that were issued by the City for a

Library capital project instead of being funded directly from the Development Charge reserve.

Employee Related Costs

Estimated variance at December 31, 2014 - \$350,690 Favourable

- This line includes all the employee related costs such as salaries, wages and government and employer benefits including medical, dental, OMERS, WSIB and Vested Sick Leave payouts.
- The variance is a result of gapping.

Capital Financing

Estimated variance at December 31, 2014 - No Variance

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

Financial

Estimated variance at December 31, 2014 – \$35,390 Favourable

- The favourable variance is attributable to the fact that legal costs have been less than budgeted for.

Materials and Supplies

Estimated variance at December 31, 2014 - \$72,730 Unfavourable

- The major items in this line are library materials and subscriptions, computer hardware, operating supplies and furnishings.
- The unfavourable variance is due to the purchase of computer hardware.
- Library Materials represents \$2,632,570 of the amount budgeted under this line. There is no variance in library materials.

Vehicle Expenses

Estimated variance at December 31, 2014- \$3,450 Favourable

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

Buildings and Grounds

Estimated variance at December 31, 2014 \$62,850 Unfavourable

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

Consulting

Estimated variance at December 31, 2014 - \$8,610 Unfavourable

- The variance is driven by expenditures for consultants for Central renovation planning.

Contractual

Estimated variance at December 31, 2014 - \$8,550 Unfavourable

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

Reserves/Recoveries

Estimated variance at December 31, 2014 - \$13,820 Unfavourable

- This line includes budgeted transfers from operating to Library reserve funds and recoveries related to security service provided to the Hamilton Farmer's Market, transfers for future computer and server purchases.
- This section now also includes both direct and indirect charges from the city that were formerly known as cost allocations.
- The unfavourable variance is driven by internal recoveries which are less than budgeted for due to the transition in the ILS.

BUDGET VARIANCE REPORT

Year End Projections based on Actual Spending to September 30, 2014

REVENUE

Grants and Subsidies
Fees and General
Reserves/Capital Recoveries

DECEMBER		PROJECTIONS	
ANNUAL BUDGET	ESTIMATED ACTUAL	ANNUAL VARIANCE	% SPENT
\$ (1,166,320)	\$ (1,126,540)	\$ 39,780	96.6%
(660,660)	(642,910)	17,750	97.3%
(281,490)	(281,490)	-	100.0%
()	()		%

EXPENDITURES

Employee Related Cost
Capital Financing
Financial
Materials and Supplies
Vehicle Expense
Building and Grounds
Contractual
Consulting
Reserves and Recoveries

\$ 20,288,590	\$ 19,937,900	\$ 350,690	98.3%
344,990	344,990	\$ -	100.0%
397,770	362,380	\$ 35,390	91.1%
3,699,240	3,771,970	\$ (72,730)	102.0%
67,490	64,040	\$ 3,450	94.9%
1,575,200	1,638,050	\$ (62,850)	104.0%
2,000,250	2,008,800	\$ (8,550)	100.4%
	8,610	\$ (8,610)	
1,880,880	1,894,700	\$ (13,820)	100.7%
			%

NET EXPENDITURES

			%
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Date: November 14, 2014
To: Chair and Members of the Board
c.c. Paul Takala, Chief Librarian
From: Lita Barrie, Director, Digital Technology & Youth Services
Subject: MK Solutions – Change in Name

Recommendation:

The Hamilton Public Library Board approves MK Solutions as an authorized vendor to provide materials handling systems (sorters).

Financial/Staffing/Legal Implications:

This recommendation will enable staff to continue to work with the existing authorized vendor.

Background:

In October 2011, the Hamilton Public Library Board approved MK Sorting as an authorized vendor for the Library's materials handling systems (sorters). This past summer, MK Sorting legally changed the name of the company to MK Solutions to better reflect the diversity of their product line and services. In compliance with procurement policy, the Hamilton Public Library Board must officially recognize the change in company name for MK Solutions to continue as an authorized vendor.

Date: November 13, 2014
To: Chair and Members of the Board
From: Paul Takala, Chief Librarian
Subject: **Advocacy and Political Participation Policy**

Recommendation:

That the Advocacy and Political Participation Policy be approved.

Background:

In follow-up to a previous Board discussion about the need for a policy on political participation and advocacy the attached policy has been developed. At the October meeting the Library Board discussed the policy and suggested a couple improvements to it. The attached policy reflects those improvements suggested by the Board. The changes include removing some references to "issues" that were not consistent with *Advocating on Behalf of Libraries* section. As well, the final point around contact with the media has been refined to refer only to "citizen appointees".

The policy has been developed to be consistent with the Board By-Laws and the role description of the Chief Librarian. Although no formal policy previously existed, the draft largely reflects current practices. It is a good idea to have a formal policy in place to give direction to both staff and Board members.



Advocacy and Political Participation Policy

Policy Level: Library Board

Date Approved: November 2014 – 2nd Draft (New Policy)

Policy Purpose and Scope

This policy provides guidance for Hamilton Public Library (HPL) staff and the Library Board in regards to advocacy and participation in elections and political parties.

Background

Public Libraries in Ontario, like HPL, are governed by the Public Libraries Act which establishes that we are governed by independent boards. At HPL a core value is intellectual freedom and our role is to facilitate the expression of a wide range of ideas. Public libraries also play an important role in encouraging democratic participation and awareness. In fulfilling these roles, HPL needs to ensure we preserve the public's trust in us as an independent organization by being careful to avoid the perception of bias or partisanship.

Promoting Democratic Awareness and Participation

The Library Board encourages staff to support non-partisan activities that encourage political participation and voter awareness. Approved activities include things like the following:

- Using library space to serve as polling stations
- Using library space for non-partisan voter registration tables
- Using library space to host all candidates meetings
- Using library space to host programs and discussions about relevant current issues

Approval for using the library space or website for non-partisan activities requires approval of the Chief Librarian or designate.

Maintaining Public Trust and Independence

The Library Board requires staff to refrain from activities that could erode our position of trust and independence. The Library will not support, endorse, or advocate the viewpoints or beliefs of any one candidate, political party, partisan organization or group. The following activities are not permitted:

- The posting or distribution of partisan election or campaign material in or around library facilities or on the website
- Renting library space for partisan events, election or campaign activities

- While at work staff will not wear anything that promotes a specific candidate or party. They will not post, distribute or promote any election candidate or party while on library property

Advocating on Behalf of Libraries

Public Libraries, like the Hamilton Public Library, provide tremendous value and play an essential role in promoting literacy and the love of reading. Libraries help individuals overcome barriers that limit their ability to participate in the economy and in society. Advocating and promoting public libraries and HPL is an important role for all staff and Board members. While advocacy is important, it is also critical that these efforts are done in a thoughtful way that strengthens the depth and breadth of support for libraries over the long term. Some key points around advocacy:

- The goal of advocacy is to promote awareness of the impact and value of public libraries. Our efforts in Hamilton are naturally focused on the impact and value HPL has on our community
- HPL has a long history of nurturing as wide of support as possible. In the process of advocating for HPL, we will focus on the positive merits of our value and avoid criticism of individuals not sharing our perspective
- Where appropriate, HPL will participate in advocacy efforts with provincial and national library organizations. We will partner with the library community to support independent research that improves and deepens our understanding about the impacts of libraries and best practices to achieve those impacts
- The timing and nature of our advocacy will be careful to avoid the appearance that we are endorsing a specific candidate or political party
- In general, formal advocacy efforts that HPL engages in will focus on issues that are related to our mission as a public library. For example, efforts to influence the Ontario and Canadian governments will focus on funding or legislation that impact public libraries or libraries in general. This, however, does not in any way preclude HPL from participating in or supporting awareness campaigns on issues consistent with our values of respect and inclusion or in general support of issues related to health and wellness and democratic participation.

The **Chair** is the official spokes person for the Library Board.

- Only the Chair may represent and speak for the Board in an official capacity to outside parties in announcing Board-stated positions and in stating Chair decisions (from Board By-Laws)

The **Chief Librarian** speaks on behalf of the HPL in matters relating to the operation and procedures of the HPL and may speak on behalf of the Board in cooperation with the chair of the Board.

- The Chief Librarian identifies and maintains effective relationships with appropriate stakeholders such as other libraries, universities, research organizations, governments, agencies, businesses, media, non-governmental organizations, community leaders and related institutions on a provincial, national and international scale (from Chief Librarian role description)
- The Chief Librarian is responsible for ensuring procedures are in place to support effective coordination with media

All **Board members** are encouraged to promote the value of the Hamilton Public Library and its impact on the community. This is done by:

- Sharing stories and relevant information about library programs, services and impact
- Sharing information about the Board's values, vision and strategic plans
- Being an excellent ambassador for HPL and advocating consistent with this policy
- When requested, assisting the Board Chair in officially representing HPL at meetings or other events
- Respecting the confidentiality appropriate to issues of a sensitive nature and understand that it is the Chair's role to represent and speak on behalf of the Board
- If contacted by the media, citizen appointees need to coordinate with the Board Chair and Chief Librarian to ensure appropriate information is shared. Because of their roles the Board Chair and Chief Librarian are normally responsible for responding to media inquiries. This role is often delegated to others, but the delegation requires the approval of the Board Chair or Chief Librarian

Date: November 14, 2014
To: Chair and Members of the Board
c.c. Paul Takala, Chief Librarian
From: Lita Barrie, Director, Digital Technology & Youth Services
Subject: Update on Website Renewal Project

Recommendation:

That this report on the Website Renewal Project be received for information.

Background:

A Community Beacon is one of our strategic priorities, it states: "...The library's buildings and virtual spaces will be flexible and appealing and will create customer experiences that are successful and enticing...". The Website renewal project was undertaken to address both the functionality needs of our customers and its visual appeal.

The public launch of the website is planned for the first quarter of 2015. The new website, like the new logo, pays homage to traditional services but will better represent the array of programs and services we provide.

The development on the new website has been significant. The Web Team has done a tremendous amount of work streamlining system workflows, such as program and event submission process, so that we will be able to showcase the Library's rich array of programs and services efficiently. The Web project is working closely with Communication through the new logo roll out. We anticipate posting a "sneak peek" for our customers early in the New Year.

Date: November 14, 2014
To: Chair and Members of the Board
c.c. Paul Takala, Chief Librarian
From: Karen Anderson, Director Public Services
Subject: Update on Waterdown Library Project

Recommendation:

That this report on the Waterdown Project be received for information.

Background:

The Waterdown project remains on budget but we want to provide an update on the timing. In September of this year we reported that we anticipated the new Waterdown Library would open sometime in the first quarter of 2015. Since then we have continued to express concern about the lack of construction progress and the potential that we could be facing a later opening.

Recently the pace of construction has greatly improved and progress is being made. The installation of exterior glass is scheduled for the week of November 23rd and is a critical step. Currently, there is a typical crew of 30-40 onsite. Once the building is closed in, which is anticipated by month end, we are informed that a typical crew will be 60-80. The parking area of the new site will be paved to accommodate crew parking. This will help to relieve on-street parking in the residential neighbourhood behind the site. As indicated in the September report, all parties are working together to keep the project moving forward.

A late first quarter 2015 opening is still a possibility but not assured at this point. We will be watching the progress very carefully over the next several weeks and we will keep the Library Board up-to-date at the next few meetings as progress on the site unfolds.

While we are excited about the enhanced services we will be able to offer in the new building, service at both the Millgrove and Waterdown branches is not impacted and will continue until we are ready to move the collections to the new facility.

Chief Librarian's Report – November 2014

Nominating Committee

The library board usually appoints its Nominating Committee at its November meeting. However, the bylaws state "In a municipal election year, the outgoing Chair of the Board shall appoint the Nominating Committee from among the members of the new Board immediately following the appointment of the new Board by City Council." Once the new Council has appointed the new Library Board, a Nominating Committee will be appointed. In the meantime, the slate of officers for 2014 will remain in their positions until the new Library Board has been appointed.

City Recruiting for New Library Board

Hamilton City Council is currently inviting citizens to apply to the City's various local Agencies, Boards and Committees (ABC's), including the Hamilton Public Library Board. I will be participating in an Orientation Open House on Thursday, November 20, 2014 from 4:30 p.m. to 8:00 p.m. at City Hall with other ABCs. The deadline for applications for this year is 4:30 p.m. on Friday, November 28, 2014. More information is available on the City website:
<http://www.hamilton.ca/CityDepartments/CorporateServices/Clerks/CitizenAppoin tmentstoHamiltonSubCommittees.htm>

Royal Society of Canada Report on Libraries Released

This week the Royal Society of Canada released their long awaited report, entitled: 'The Future Now: Canada's Libraries, Archives, and Public Memory'. The report contains 70 recommendations in total, and they cover a broad expanse of disciplinary territory and jurisdictions (a collation of all of the recommendations made can be found in Section 3 of the report (pp 189-226). The report is lengthy and staff will be reviewing it over the next while and bringing it to the Board for discussion. The full report is available online on their website:
http://rsc-src.ca/sites/default/files/pdf/L%26A_Report_EN_FINAL_Web.pdf

Digital Collections Update

With the Overdrive eBook and eAudio collection having now reached a critical mass in size and the demand continuing to grow, we have increased both the checkout and hold limit from 10 to 20. That change took place the week of November 10th. We anticipate this will be popular with customers and have a positive impact on our digital circulation which is up almost 20% over last year.

Library Tree at Fieldcote Museum

The Ancaster Branch is entering a "Library Tree" in the Forest of Christmas Trees exhibit hosted by the Fieldcote Museum. This seasonal program focuses on community engagement and is a lighthearted way to highlight the work of community agencies and organizations. Visitors can vote for their preferred tree and the exhibit will run from November 20th through December 24th. The theme of the HPL tree celebrates the love of reading and showcases a wide range of "good reads" for all ages. Bookmark decorations also highlight Hamilton Reads 2014, our new logo, winners from our bookmark contest, as well as some of our digital resources like Hoopla, BiblioCommons and Tumblebooks.

Young Parent Day Stroller Walk

On October 29, the Healthy Birth Weights Coalition and the Hamilton Young Parent Network celebrated Young Parents day with a conference and stroller walk to bring attention to the challenges faced by young parents in our community. Over 80 young parents, children and service providers gathered in the Living Room at the Central Library for a HPL storytime prior to starting the stroller walk. First Books were distributed to all families who participated in the event. The day was a great way to engage young parents to learn more about the free resources available to them at the Library.

OLA Super Conference

The 2015 Ontario Library Super Conference will be held at the Metro Toronto Convention Centre from Wednesday January 28 – Saturday January 31. The conference program is available online at: www.olasuperconference.ca/schedule/. One program that may be of particular interest to Board members is the Ontario Library Board Association (OLBA) has scheduled a special session for trustees on the Saturday morning featuring author Gord Hume. Here is a description of the session: "Public places and spaces are becoming the new community living room for towns and cities. Libraries have a crucial role to play as use of our streets and buildings change with demographic trends, urban living patterns and a renewed focus on community-building... Gord's keynote address will focus on the emerging opportunities for libraries in this new municipal environment, and the critical responsibility library boards have in working with local councils and community leaders to enhance the public realm." Advanced registration for the conference ends December 19.

Paul Takala
Chief Librarian

Date: November 19, 2014
To: Chair and Members of the Board
c.c. Paul Takala, Chief Librarian
From: Robin Hewitt, Director, Finance and Facilities
Subject: **2015 Operating Budget**

Recommendation:

That the 2015 Operating Budget, at an increase of \$431,290 or 1.5%, be approved for submission to the City of Hamilton.

Background:

For the 2014 Operating Budget, the City of Hamilton directed Boards and Agencies to submit a budget based on a guideline of 0%, and that any increase be forwarded for consideration with appropriate explanation.

For the 2015 Operating Budget, verbal direction was given to submit a budget consistent with previous years.

	<u>Direction</u>	<u>Library</u>
2010	2.0%	2.1%
2011	2.0%	0.7%
2012	0.0%	1.0%
2013	0.0%	0.0%
2014	0.0%	0.2%
2015	-----	1.5%

Pressures for 2015

- Opening of the new Waterdown Library
- Increasing salaries and wages of 1.5%
- Facilities building repair costs due to deferred maintenance
- City cost allocations

What would 0% look 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 0% increase, a balanced approach to cuts in those 5 areas would be undertaken.

2015 Budget Submission:

The 2015 Operating Budget is currently at a requested municipal contribution of \$28,513,730 which is an increase of \$431,290 or 1.5% over the 2014 Restated Operating Budget of \$28,082,440. The proposed FTE for 2015 is 308.39, in 2014 the FTE was 308.78.

Cost Category	2014 Budget Council Approved	2015 Budget Draft	2015 Draft/Requested vs. CY Restated Budget	
			\$	%
Net Levy	28,082,440	28,513,730	431,290	1.5%
Expense	29,909,420	30,358,210	448,790	1.5%
Employee Related Costs	20,288,590	20,657,290	368,700	1.8%
Material and Supply	3,699,240	3,697,430	(1,810)	0.0%
Vehicle Expenses	67,490	67,950	460	0.7%
Building and Ground	2,344,800	2,315,700	(29,100)	-1.2%
Contractual	1,230,650	1,240,650	10,000	0.8%
Reserves/Recoveries	1,641,150	1,736,580	95,430	5.8%
Cost Allocations	239,730	238,760	(970)	-0.4%
Financial	397,770	403,840	6,070	1.5%
Revenue	(1,826,980)	(1,844,480)	(17,500)	1.0%
Fees and General	(660,660)	(662,160)	(1,500)	0.2%
Grants and Subsidies	(1,166,320)	(1,182,320)	(16,000)	1.4%

Budget Drivers	Increase/ Decrease	Explanation
Expenses	448,780	
Employee Related Costs	368,700	1.5% salary increase
Material and Supply	(1,810)	
Vehicle Expenses	460	Increase in recovery from the city for vehicle
Building and Ground	(29,100)	\$30K decrease in rent-office equipment, \$10K reduction in water/sewer; both based on actual
Contractual	10,000	Printers
Reserves/Recoveries	95,430	Direct Facilities cost from City due to deferred maintenance
Cost Allocations	(970)	Reduction due to elimination of budgets for libraries we no longer have
Financial	6,070	Budget increased to zero out the over/under budget
Revenues	(17,500)	
Fees and General	(1,500)	Increase in third party contributions/ grants to reflect program actuals
Grants and Subsidies	(16,000)	Increase in grants to reflect program actuals

Date: November 19th , 2014
To: Chair and Members of the Board
c.c. Paul Takala, Chief Librarian
From: Robin Hewitt, Director - Finance and Facilities
Subject: **Capital Variance Report - September 30th, 2014**

Recommendation:

That the Capital Variance Report as at September 30th, 2014 be approved.

Background:

ON-GOING PROJECTS

Central Library Renovations - Phase 3

Phase 3 of the Central Library renovations are in the planning stages. Meetings with the architect and project managers are underway. The DVD area will be done first and quotes are currently being submitted.

Logo & Brand Implementation

Designs for new signs at the branches and Central are in the process of being approved.

Love Your City

This story telling project is being funded by the Hamilton Future Fund and is in the initial stages. A documentary is underway for the Blackie and the Rodeo Kings concert, a local band.

Security Camera Installation

Engineering specifications for Central are being finalized. The tender documents should be ready by the end of December.

Dundas Library Expansion

The feasibility study was completed and a capital request was submitted to the City. The capital approval process will not happen until December or January.

Binbrook Library Branch Renovations

The feasibility study was complete. Waiting for City capital budget approval to continue.

Integrated Library System (ILS)

The project is nearing completion. The outstanding commitment relates to a 3 year maintenance agreement.

Lynden Library Branch

The branch is completed, however the project remains open for the completion of an outdoor, covered patio. The plan requires site plan approval which is underway.

RFID

RFID is continuing to be installed at branches, and new sorters and gates are planned.

Waterdown Branch

Construction is on-going and expected to be completed in 2015.

COMPLETED PROJECTS - TO BE CLOSED

Over spent projects will be funded by under spent projects, and the balance of \$88,656 will be transferred back to the original funding source.

Digital Equipment Upgrade (Servers) - Under budget \$38,096

Central Floors 2 - 4 - Under budget \$50,971

Lighting Retrofit - Under budget \$60,241

Library Branch Renovations - Under budget \$30,246

Public Computing and Printing - Over budget \$36,022

Library Renovations - Over budget \$54,876

Capital Variance - Hamilton Public Library
As at September 30th, 2014

PROJECT ID	DESCRIPTION	APPROVED BUDGET	ACTUAL REVENUES	ACTUAL	COMMITMENTS (adjusted)	BUDGET VARIANCE		% COMPLETE	
				EXPENDITURES LTD		INCLUDING COMMITMENTS			
2014									
7501451401	Central Lib Renos - Phase 3	1,750,000	-	1,028	151,990	1,596,982	8.74%	Project to finish on budget	
7501451402	Logo & Brand Implementation	135,000		4,354		130,646	3.23%	Project to finish on budget	
7501451403	Love Your City	150,000	-			150,000	0.00%	Hamilton Future Fund Story Telling Project	
	Sub-Total	2,035,000	-	5,382	151,990	1,877,628	0.00%		
2013									
3501351303	Security Camera Installation	325,000	325,000	17,775.20	20,036.14	287,189	11.63%	Project to finish on budget	
7501341301	Dundas Library Expansion	100,000	100,000	76,350	1,600	22,050	77.95%	Project to finish on or under budget.	
7501351302	Digital Equipment Upgrade	350,000	350,000	311,904	-	38,096	89.12%	Project finished under budget. To be closed.	
	Sub-Total	775,000	775,000	406,029	21,636	347,334	77.78%		
2012									
7501241200	Binbrook Library Branch Renos	100,000	100,000	22,781	-	77,219	22.78%	Project to finish on budget	
7501241203	Central Library Renos Flrs 2-4	600,000	600,000	549,029	-	50,971	91.50%	Project finished under budget. To be closed.	
7501257201	Integrated Library System	400,000	400,000	293,189	109,497	2,686	100.67%	Project to finish on budget.	
	Sub-Total	1,100,000	1,100,000	864,999	109,497	125,504	88.59%		
2010									
7501041101	Lighting Retrofits-Library	995,850	995,847	935,609	-	60,241	93.95%	Project finished under budget. To be closed.	
7501041102	Library Branch Renovations	285,000	317,453	287,207	-	30,246	100.77%	Project finished under budget. To be closed.	
7501057100	Public Computing and Printng	172,300	218,281	254,303	-	36,022	147.59%	Will be funded from projects with a surplus and closed.	
	Sub-Total	1,453,150	1,531,580	1,477,119	-	54,465	101.65%		
2009									
7500941900	Lynden Branch Library	1,820,000	1,823,572	1,662,377	16,324	144,871	92.24%	It is anticipated the budget will finish on budget. Awaiting approval for patio.	
	Sub-Total	1,820,000	1,823,572	1,662,377	16,324	144,871	92.24%		
2008									
7500841800	RFID Project	3,400,000	3,400,000	3,125,590	194,338	80,072	97.64%	It is anticipated the budget will finish on budget.	
	Sub-Total	3,400,000	3,400,000	3,125,590	194,338	80,072	97.64%		
2007									
7500741701	Library Renovations	1,503,000	1,502,082	1,556,957	-	54,876	103.59%	Will be funded from projects with a surplus and closed.	
	Sub-Total	1,503,000	1,502,082	1,556,957	-	54,876	103.59%		
2006									
7500641101	Waterdown Branch	7,402,000	5,195,095	4,274,775	2,937,481	189,745	97.44%	Project to finish on budget.	
	Sub-Total	7,402,000	5,195,095	4,274,775	2,937,481	189,745	97.44%		



Date: November 14, 2014
Report To: Chair and Members of the Board
C.C.: Paul Takala, Chief Librarian
From: Lita Barrie, Director, Digital Technology & Youth Services
Subject: **Quarterly Statistical Report Update**

Recommendation:

That the Library Board receive the 3rd Quarter Statistical Report Update for information.

Background:

One of the Library's current strategic priorities is to ensure the Library is relevant and responsive. A key component of advancing this strategic priority has been to improve our capacity to gather, analyse and interpret our quantitative data.

The format of the 3rd Quarter statistical report has been updated to provide the Library Board with the comparable 2013 data where possible.

The Library Board will be provided with quarterly updates of our key performances statistics. The quarterly statistical report will provide the Library Board with the key indicators to monitor trends in the use of Library facilities, collections, programs and services and plan for future strategic opportunities and developments. These performance indicators will continue to evolve as Library service evolves. We anticipate having the ability to include wireless usage and visitor in the New Year.

Performance Statistic Definitions:**Library Cardholders**

The number of library cardholders who have used their library card in the past two years. This statistic is taken as a snapshot at the end of the given period.

*In 2013, this number was recorded annually. In 2013, the Library also transitioned to a new ILS retains and the new platform tracks this data differently than our former ILS.

New Registered Cardholders

The number of library cardholders who have registered for a new library card or have updated their existing card (but not necessarily active) within the given period.

Circulated Items (Physical)

The number of physical items borrowed/checked out from the library's collection (holdings) for use outside of the library during the given period. Items that are used within the library that have not been checked out and therefore never physically leave the library facility are not included in this total. Circulated items that are renewed by phone and through the online catalogue are included in this statistic.

Circulated Items (Digital)

The number of items borrowed/checked out by active cardholders of the Hamilton Public Library during the given period. Digital items include eBooks and eAudiobooks, digital magazines and newspapers; and digital media such as music and videos.

Website Visits

The number of visits (user sessions) made to the Hamilton Public Library webpage (www.hpl.ca) during the given period.

Catalogue Visits

The number of visits (user sessions) made to the Hamilton Public Library Catalogue (www.hpl.bibliocommons.com) during the given period.

Number of Programs

The number of programs held during the given period. A program is a planned presentation given at a scheduled time by library staff or another resource person to a group of library users or potential users. Program examples include children's storytime, visits to classrooms and auditoriums; library tours, movie and gaming programs; and talks given to groups that introduce users to library materials and services. Additionally, external authors, presenters or speakers delivering a presentation to library users within the library itself count towards this statistic. Activities such as exhibits, contests, library booths and the use of meeting rooms by external groups are not counted.

Program Attendance

The corresponding attendance from all of the programs listed above that were held during the given period.

Computer Sessions

The number of times the customers log on with their library card and use a library workstation (computer) during the given period. Cardholders who book/sign up in advance to utilize computer time as well as those who require computer use time on an ad hoc basis are counted. The amount of time that the cardholder uses the computer does not count in this statistic. As an example, if the cardholder uses a library workstation for 30 minutes in the morning, and then 30 minutes in the afternoon, the library computer session use for this patron would be 2.

Social Media Fans

The aggregate total of the number of fans and followers of the Hamilton Public Library on the social media platforms Facebook and Twitter. This statistic is taken as a snapshot at the end of the given period.

Performance Measurements: 2013/2014 Q1-Q3 Comparison

Performance Statistic	YTD, 2014	YTD, 2013	Pct. Change	Q3, 2014	Q3, 2013	Pct. Change	Q2, 2014	Q2, 2013	Pct. Change	Q1, 2014	Q1, 2013	Pct. Change
Library Cardholders	146,554	164,258*	(10.9%)	146,554	164,258*	(10.9%)						
New Registered Cardholders	15,021	15,481	(3.0%)	6,140	5,820	5.5%	4,320	4,350	(0.7%)	4,561	5,311	(14.1%)
Circulated Items (Physical)	4,423,022	4,964,076	(10.9%)	1,538,044	1,688,633	(8.9%)	1,413,421	1,586,254	(10.9%)	1,471,557	1,689,189	(12.9%)
Circulated Items (Digital)	677,084	566,596	19.5%	211,611	175,142	20.8%	228,862	199,222	14.9%	236,611	192,232	23.1%
Website Visits	2,378,784	2,487,381	(4.4%)	771,143	840,178	(8.2%)	755,681	801,567	(5.7%)	851,960	845,636	0.7%
Catalogue Visits	1,570,330	1,673,613	(6.2%)	537,672	560,610	(4.1%)	494,548	553,122	(10.6%)	538,110	559,881	(3.9%)
Number of Programs	6,222	5,462	13.9%	2,145	1,713	25.2%	2,037	1,840	10.7%	2,040	1,909	6.9%
Program Attendance	125,998	125,992	0.0%	45,019	39,551	13.8%	51,020	54,012	(5.5%)	29,959	32,429	(7.6%)
Computer Sessions	595,797	638,277	(6.7%)	208,305	214,719	(3.0%)	184,996	202,214	(8.5%)	202,496	221,344	(8.5%)
Social Media Fans	6,702	4,348	54.1%	6,702	4,348	54.1%	6,140	3,936	56.0%	5,662	N/A	N/A