

Mission Statement

The Hamilton Public Library unites people and ideas in a warm and welcoming environment. The library's staff, collections, and access to global electronic resources help to enrich the lives of individuals. The library actively champions literacy, access to information, and the joy of reading.

Strategic Priorities

Strengthen Communities

Support Diverse Needs

Continue to develop and energize our organization

HAMILTON PUBLIC LIBRARY BOARD

Regular Board Meeting

Wednesday, November 15, 2006

Hamilton Public Library, Board Room

5:30 p.m. Dinner

6:00 p.m. Meeting

AGENDA

1. **Discussion Period**
2. **Acceptance of the Agenda**
3. **Minutes of the Hamilton Public Library Board Meeting of Wednesday, October 18, 2006** **Attachment #3**
4. **Presentations**
5. **Consent Items**
 - 5.1 2007 Meeting Dates – KH Attachment #5.1
 - 5.2 Permanent Endowment Fund Request – BH/MS Attachment #5.2

Suggested Action: Recommendation
Suggested Action: Recommendation
6. **Business Arising**
 - 6.1 Naming Opportunity Policy – MS Attachment #6.1
 - 6.2 Naming of Ancaster Program Room – KR Attachment #6.2

Suggested Action: Recommendation
Suggested Action: Recommendation

7. Correspondence

Attachment #7

- Letter to Ken Roberts, Chief Librarian, from Alexandra Rawlings, Coordinator, Advisory Committees, City of Hamilton, dated November 6, 2006 re Citizen Appointments to City Agencies, Boards and Committees

8. Reports

8.1 Chief Librarian's Report

Attachment #8.1

Suggested Action: Receive

9. New Business

9.1 Staff Training and Development Policy – LF

Attachment #9.1

Suggested Action: Recommendation

9.2 Reserve for Accessibility Renewal and Health & Safety - MMcK Attachment #9.2

Suggested Action: Recommendation

9.3 2007 Operating Budget – WG

Attachment #9.3

Suggested Action: Recommendation

9.4 Ontario Library Association Conference – KH

Attachment #9.4

Suggested Action: Receive

10. Private and Confidential

10.1 Labour Relations – LF

11. Date of Next Meeting

Wednesday, December 20, 2006

Central Library, Board Room followed by Chairman's Dinner, Hamilton Chamber of Commerce

5:30 p.m. Meeting

7:00 p.m. Cocktails

8:00 p.m. Dinner

12. Adjournment

**HAMILTON PUBLIC LIBRARY BOARD
Regular Meeting**

**Wednesday, October 18, 2006
Board Room
5:30 p.m. Dinner
6:00 p.m. Meeting**

MINUTES

PRESENT: Maureen McKeating, George Geczy, Mavis Adams,
Santina Moccio, Joyce Brown, Jennifer Gautrey,
Tamara Fernandes, Doreen Horbach, Mac Carson

REGRETS: Councillor Pearson, Councillor Jackson

STAFF: Ken Roberts, William Guise, Linda Foley, Maureen Sawa,
Helen Benoit, Kit Darling, Beth Hovius, Karen Hartog

1. DISCUSSION PERIOD

- 1.1 The Power of the Pen awards evening is scheduled for Friday, October 20, 2006, 7:00 p.m., Central Library. All board members welcome.
- 1.2 The Hamilton Wentworth District Catholic School Board is being honoured for their work to children with disabilities in their class rooms. Jim Hansen has written an adult book about the work and they would like to present the library with a copy of the book. The event is being held on October 30th, 7:00 to 9:00 p.m., Nicholas Mancini Centre.
- 1.3 The Library will be presented with the "Building Better Communities Award" at the upcoming Council meeting on October 25th, 2006 at 7:00 p.m., Council Chambers, City Hall. Ms McKeating and Mr. Roberts will accept the award. All board members are welcome to attend.
- 1.4 The Honourable Caroline Di Cocco, Minister of Culture, visited the Hamilton Public Library on Monday, October 16th in order to launch Ontario Public Library Week. She also announced the shortlist for the Angus Mowat Award and Hamilton Public Library is one of the shortlisted libraries. The winning recipient will be presented with the award at the OLA Conference in February.

- 1.5 Mr. Geczy indicated that he would like to acknowledge and congratulate the RFID team for their efforts and research conducted which contributed to the presentation and report. The report was presented by the team at the September board meeting.

2. ACCEPTANCE OF THE AGENDA

Add: 6.3 Lynden Branch

MOVED BY Ms Moccio, seconded by Ms Gautrey,

THAT THE AGENDA BE APPROVED AS AMENDED.

MOTION CARRIED.

3. MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, SEPTEMBER 20, 2006

Item 3.2 should read "MOVED by Ms Gautrey, seconded by Ms Moccio"

Item 6.1 motion should also include the following: "That the Chief Librarian be authorized to negotiate and enter into a suitable agreement with Libramation Inc.".

MOVED by Ms Brown, seconded by Ms Adams,

THAT THE HAMILTON PUBLIC LIBRARY BOARD MINUTES OF WEDNESDAY, SEPTEMBER 20, 2006 BE ADOPTED AS AMENDED.

MOTION CARRIED.

4. PRESENTATIONS

No presentations.

5. CONSENT ITEMS

No consent items.

6. BUSINESS ARISING

6.1 2007 Operating Budget

MOVED by Ms Adams, seconded by Ms Horbach,

THAT THE DRAFT OPERATING BUDGET WITH A MAINTENANCE BUDGET SHOWING A MUNICIPAL CONTRIBUTION OF \$24,284,480 REPRESENTING AN INCREASE OF \$776,000 OR 3.3% OVER THE APPROVED 2006 BUDGET BE SUBMITTED TO THE CITY OF HAMILTON FOR INCLUSION IN THEIR DRAFT BUDGET, AND

THAT AN ENHANCEMENT BUDGET OF \$58,090 BE SUBMITTED TO THE CITY OF HAMILTON WHICH WOULD ALLOW INCREASING THE HOURS OF OPERATION AT THE VALLEY PARK BRANCH LIBRARY BY TWELVE (12) HOURS PER WEEK.

THAT THE DRAFT OPERATING BUDGET BE ADJUSTED FOR ANY CHANGES TO COST ALLOCATIONS ACCOUNTS THAT MAY BE REQUESTED BY THE CITY DEPARTMENTS.

MOTION CARRIED.

6.2 North End Community Health Care Centre/Picton

Mr. Roberts provided an update. It is expected that firm details will be known by January.

The memo was received for information.

6.3 Lynden Branch

Mr. Roberts reported on the items discussed at the last couple of Lynden Citizen Committee meetings. The citizen committee is costing out the two viable options. Staff were directed to conduct a feasibility study.

7. CORRESPONDENCE

Letter from Mayor Larry Di Ianni to Ken Roberts dated October 11, 2006

The Library Board discussed the suggestion received by the Mayor to name the Ancaster Program Room the "Murray Ferguson Community Room".

MOVED by Mr. Carson, seconded by Ms Brown,

THAT ITEM #7 BE TABLED AND THAT STAFF BE DIRECTED TO DEVELOP THE "NAMING OPPORTUNITY POLICY" AND REPORT TO THE NOVEMBER BOARD MEETING.

MOTION CARRIED.

8. REPORTS

8.1 Chief Librarian's Report

Received for information.

9. NEW BUSINESS

9.1 Hamilton Gallery of Distinction

MOVED by Ms Brown, seconded by Mr. Geczy,

THAT THE HAMILTON PUBLIC LIBRARY BOARD AUTHORIZE THE PURCHASE OF TEN TICKETS (TABLE) FOR THE HAMILTON GALLERY OF DISTINCTION DINNER BEING HELD WEDNESDAY, NOVEMBER 8, 2006 AT A COST OF \$700.00 PLUS G.S.T.

MOTION CARRIED.

Ms Moccio, Ms McKeating, Mr. Geczy and Ms Horbach indicated their interest in attending the dinner.

9.2 Picton Hours

MOVED by Mr. Carson, seconded by Ms Adams,

THAT PICTON LIBRARY'S HOURS BE READJUSTED AS FOLLOWS:

**MONDAY AND WEDNESDAY: 1-5
TUESDAY AND THURSDAY: 4-8**

MOTION CARRIED.

9.3 Cluster C Branch Hour Changes

MOVED by Ms Gautrey, seconded by Ms Fernandes

THAT LYNDEN LIBRARY HOURS BE EXTENDED ON SATURDAYS UNTIL 4:00 P.M. AND THAT ROCKTON LIBRARY OPEN SATURDAY 10 – 1 INSTEAD OF 2 – 5.

**THAT ROCKTON LIBRARY’S WEEKDAY HOURS BECOME:
MONDAY AND WEDNESDAY: 2 – 5
TUESDAY AND THURSDAY: 4 – 8**

**THAT, CONTINGENT UPON THE ABOVE RECOMMENDATIONS BEING ACCEPTED, RED HILL LIBRARY’S HOURS BE READJUSTED AS FOLLOWS:
WEDNESDAY: 10 - 8**

9.4 Capital Budget

MOVED by Ms Horbach, seconded by Mr. Geczy,

THAT THE ATTACHED 2007-2031 CAPITAL BUDGET PROJECT DETAIL SHEETS BE SUBMITTED TO THE CITY OF HAMILTON TO BE INCLUDED IN THE 2007-2031 CAPITAL BUDGET PROCESS.

MOTION CARRIED.

10. PRIVATE AND CONFIDENTIAL

MOVED by Ms Brown, seconded by Mr. Carson,

THAT THE HAMILTON PUBLIC LIBRARY BOARD MOVE IN-CAMERA TO DISCUSS BRANCH LEASES.

MOTION CARRIED.

MOVED by Ms Brown, seconded by Ms Adams,

THAT THE IN-CAMERA SESSION BE ADJOURNED.

MOTION CARRIED.

10.1 Branch Leases

MOVED by Ms Adams, seconded by Ms Gautrey,

THAT THE CITY REAL ESTATE DEPARTMENT BE REQUESTED TO NEGOTIATE A RENEWAL OF THE LEASE ON THE CURRENT GREENVILLE BRANCH LIBRARY FACILITY WHICH EXPIRES ON DECEMBER 31, 2006 FOR AN ADDITIONAL TERM OF FIVE YEARS, AND

THAT THE CITY REAL ESTATE DEPARTMENT BE REQUESTED TO NEGOTIATE A RENEWAL OF THE LEASE ON THE CURRENT LYNDEN BRANCH LIBRARY FACILITY WHICH EXPIRES ON DECEMBER 31, 2006 FOR ADDITIONAL TERM OF ONE YEAR WITH AN OPTION TO RENEW FOR ONE OR TWO ADDITIONAL TERMS OF ONE YEAR.

MOTION CARRIED.

11. DATE OF NEXT MEETING

Wednesday, November 15, 2006
Central Library, Board Room
5:30 p.m. Dinner
6:00 p.m. Meeting

12. ADJOURNMENT

MOVED by Ms Gautrey, seconded by Mr. Geczy,

THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, OCTOBER 18, 2006 BE ADJOURNED.

MOTION CARRIED.

The meeting was adjourned at 7:40 p.m.

Minutes recorded by Karen Hartog.



Hamilton Public Library

Date: November 10, 2006
To: Chair and Members of the Board
c.c. Ken Roberts, Chief Librarian
From: Karen Hartog, Administrative Assistant
Subject: 2007 Meeting Dates

RECOMMENDATION:

That the Hamilton Public Library hold its 2007 Board meetings on the following dates.

- **January 17th**
- **February 21st**
- **March 21st**
- **April 18th**
- **May 16th**
- **June 20th**
- **September 19th**
- **October 17th**
- **November 21st**
- **December 19th**

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

There are no financial implications.

BACKGROUND:

We were asked to create a Board meeting schedule that tried to avoid conflicts with Council meetings. Council meets on the 2nd and 4th Wednesdays of the month. Usually, there will be a conflict during the months where there is five Wednesdays. This conflict will occur during the month of May 2007. Council is scheduled to meet on May 16th as well.

We have kept the March meeting on the third Wednesday evening but it is scheduled during the March Break.

There is normally a conflict in June with the CLA Conference however, in 2007 the CLA Conference is scheduled from May 23rd to 26th and so the Library Board will be able to meet on the third Wednesday.

We have left the December meeting on the third Wednesday since moving it earlier conflicts with Council. This is the annual Chairman's Dinner and councilors have noted that they always miss the Board dinner because the meeting is scheduled earlier in the month.



Hamilton Public Library

Date: November 9th 2006

To: Chair and Members of the Board

c.c. Ken Roberts, Chief Librarian

From: Beth Hovius, Director, Public Service and Collection Development
Maureen Sawa, Director, Public Service and Community Development

Subject: **Request for Funding from Permanent Endowment Fund**

RECOMMENDATION:

That \$50,000.00 be allocated from the Permanent Endowment trust funds (Deptid CTRUS 125025) to enhance collections for seniors and sight-impaired.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

There are sufficient funds available for distribution from the Permanent Endowment trust fund.

BACKGROUND:

The Permanent Endowment fund was established with monies received from Estate of Edward A. Dowler. In Mr. Dowler's will, the monies were left to "The Bookmobile Service of the Hamilton Public Library". The Board accepted the Dowler bequest and according to Board motion passed April 17, 1996 directed that the funds be placed in the appropriate trust fund to be managed by the Hamilton Community Foundation, and that the annual expenditures of the income earned be made honouring the intent of Mr. and Mrs. Dowler. Extension services staff are encouraged to suggest ways to use the income earned.

The intended use of the funds being requested are:

- 1) \$35,000.00 for the large print collections for the bookmobile and visiting library services.

There is a growing demand for large print books among senior and disabled populations in the community. In recent years, the size of the collections budget has only allowed for the purchase of a single copy of most large print titles. As a result the collections for extension services have not grown to meet the demand. In order to increase the size of the large print collection, funds would have to be reallocated from the budgets of other collections or an additional source of funding is required. An allocation from the Dowler endowment would allow the



library to establish an adequate large print collection for bookmobile and VLS without a negative impact on other collection budgets.

- 2) \$15,000 to be used to establish an audio book collection in the new digital format DAISY for sight impaired library customers

In 2004 the CNIB moved to full adoption of DAISY audio books for the visually impaired and no longer produce taped books. DAISY is an audio format that uses the DAISY standard – it stands for **D**igital **A**ccessible **I**nformation **S**ystem. DAISY talking books have narration that is linked to some or all of the text from a printed book. The DAISY books at the CNIB Library use human narration. DAISY was developed in 1995 by a large collective body of experts based on input from readers who are blind or visually impaired from around the world. The CNIB Library and its clients participated extensively in the development of the DAISY standard. The DAISY format gives people who are blind a better way to read a book.

Hamilton Public Library has not yet acquired audio books in the DAISY format. The library's large existing taped book collection for the visually impaired is no longer serving the needs of this user group.

For more info on DAISY books:

http://www.cnib.ca/library/daisy_info/daisy_faq.htm



Hamilton Public Library

Date: November 9, 2006
To: Chair and Members of the Board
c.c. Ken Roberts, Chief Librarian
From: Maureen Sawa, Director, Public Service and Community Development
Subject: **Facilities Policy 8-7: Naming Opportunities**

RECOMMENDATION:

That the Public Policies and Procedures, Section 8 Facilities, be amended to include a Naming Opportunities policy, as per attached 8-7.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

None.

BACKGROUND:

As requested at the October, 2006 Library Board meeting, a Naming Opportunities Policy has been prepared for Board approval.

8-7 NAMING OPPORTUNITIES

Policy Level: Library Board
Author: Director, Public Service and Community Development
Revision Date: November, 2006
Date of Formal Board Approval:

PURPOSE

To provide opportunity for public recognition of distinguished individuals who have made a lasting contribution to the development of library services in the City of Hamilton or significant financial donors.

GUIDELINES

The naming of a room or facility in recognition of a significant financial donor or distinguished individual is a decision that requires special consideration by the Library Board of the value and benefits of such recognition and the suitability of the room or facility for such recognition purposes.

Recommendations for the naming of a room or facility after an individual may be considered to honour the individual's contribution to the Hamilton Public Library; the naming of a room or facility may also be considered in recognition of a significant financial donation to the Hamilton Public Library.

Rooms or facilities named after the implementation date of this policy require a review by the Hamilton Public Library Board every five (5) years at which time Board approval will be required to renew the named room/facility.

1) Naming a room or facility after an individual to honour achievements

Requests for naming a room after an individual to honour achievements must be directed to the Hamilton Public Library Board in writing.

The letter of request shall include a short biography of the honouree, past or ongoing association with the Hamilton Public Library, community involvement, and (as appropriate), a description of exceptional achievements (e.g. philanthropy, leadership, professional excellence, distinguishing honours)

The letter will be reviewed by the Library Board, and, if required, an assessment of the request will be prepared by the Director of Public Service and Community Development, in consultation with Administration. Included in the assessment will be a report on the physical condition of the room or facility to ensure that it will project a positive image of the individual.

If approved, the Library Board will make a recommendation for acceptance of the request and respond to the nominator in writing. To proceed with the naming opportunity, the Director of Public Service and Community Development will be authorized to initiate the following actions:

- (a) determine specific placement of a plaque/signage for the designated room/facility
- (b) prepare draft wording and a cost estimate to produce a plaque/signage
- (c) when final copy and design is approved by the nominator, produce and install the plaque/signage
- (d) determine what type of ceremony/reception, if any, is to accompany installation of the signage/plaque in recognition of the naming (or, in some cases, re-naming)

2) Naming a room or facility in recognition of a significant financial donation

The Library Board may initiate the naming of a room for fundraising purposes.

Recommendations for naming a room after an individual or organization in recognition of a significant financial donation will be presented to the Library Board after the Director of Public Service and Community Development prepares an evaluation of the naming opportunity.

Requests to name a room or facility to recognize a donation or bequest are evaluated by the following criteria:

- The name should be appropriate for a public library
- In the case of an individual, agreement to the naming proposal must be confirmed with the individual to be named, and if deceased, by the immediate family.
- The physical condition of the room or facility must be assessed to ensure that it projects a positive image of the donor
- The proposed naming opportunity should complement the purpose of the donation.
- When a naming opportunity is to be established as part of a capital campaign, the monetary value of the donation must be considered in relationship to the entire building/renovation cost and not just the portion that is raised by a fundraising campaign.

To proceed with the naming opportunity, the Director of Public Service and Community Development will be authorized to initiate the following actions:

- (a) determine specific placement of appropriate signage for the designated room or facility
- (b) prepare draft wording and a cost estimate to produce the signage
- (c) when final copy and design is approved by the donor, produce and install the signage
- (d) determine what type of ceremony/reception, if any, is to accompany installation of signage and/or opening/renaming ceremonies of the room/facility.



Hamilton Public Library

Date: November 9th 2006
To: Chair and Members of the Board
From: Ken Roberts, Chief Librarian
Subject: **Naming of the Ancaster Branch Library Program Room**

RECOMMENDATION:

That the Program Room in the newly renovated Ancaster Branch be named the Murray Ferguson Room and in accordance with Policy 8-7 Naming Opportunities be reviewed in five years.

BACKGROUND:

The mayor of Hamilton, Larry Dilanni, has written to the Hamilton Public Library Board and requested that the Board name the Ancaster Program room in honour of retiring Councillor Murray Ferguson.

City Council has been searching for a suitable naming opportunity that is acceptable to Councillor Ferguson. Councillor Ferguson has indicated a strong preference for the Ancaster Branch program room, if Council is so determined.

Councillor Ferguson was instrumental in securing the funding for the former Town Hall renovations and was also instrumental in ensuring that the wood paneling from the former Council Chamber was relocated, during the renovations, to the program room



October 24, 2006

MAYOR LARRY DI IANNI
CITY OF HAMILTON

Ms. Maureen McKeating
Chairperson
Hamilton Public Library Board
55 York Blvd
Box 2700
Hamilton, ON
L8N 4E4

Dear Ms. McKeating:

It is my pleasure to lend my support to the suggestion that the Ancaster Square Community/Program Room be named after Councillor Murray Ferguson. I am providing biographical information to assist you in your decision. Given Murray's outstanding commitment to the Ancaster community and his involvement in this initiative, I feel naming the room in his honour is most fitting.

Murray is in his second term of office for the City of Hamilton and prior to that was an Ancaster Councillor for 2 terms. In December of 2005, Murray suffered a stroke and he is currently recovering at home while still keeping abreast of all the issues associated with his position. He continues to be involved in many community activities including the Ancaster Heritage and Fieldcote Museum, Ancaster Senior Achievement Centre, Ancaster Heritage Days and the Ancaster Village Core Advisory Committee. He is most proud of the Ancaster Community Committee which he established to provide community input through his first term of office. This model was well received and again has been implemented for a second term.

Prior to Murray's illness in December of 2005, he was Chair of the Corporate Administration Standing Committee, and a member of the Planning & Economic Development; Public Works, Infrastructure and Environment and the Budgets and Strategic Planning Standing Committees. He was also the Chair of the City School Board Relations Committee; Chair of HECFI Operational Review; sat on the Board of Directors for Tourism Hamilton and the Children's Aid Society; and is a member of the Agricultural Advisory Committee.

Following an assessment by an Architectural Consultant in May 2004, Councillor Ferguson arranged the first Ancaster Municipal Building Committee Meeting that was held in July of 2004. The objective was to form a committee of staff, stakeholders and residents to make the best use of the existing Town Office/Library building; "One stop shopping" for the community of Ward 12. After much persistence and cooperation from all parties concerned, the newly renovated building is finally opening its doors next month to the public. His stroke, though

"GOOD GOVERNMENT FOR A GREAT CITY"

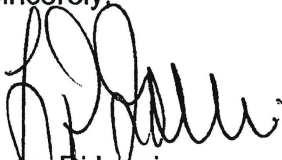
impairing his body, has not diminished his passion for this project. Almost daily, he continues to visit the renovation site. To Murray Ferguson, this project has represented more than just a library expansion. It represents a partnership and Murray's vision of community cohesion and community spirit.

Twice nominated for Ancaster Citizen of the Year, his activities as a volunteer are widely known throughout the community. He is a member of the Ancaster Chamber of Commerce and is an active Rotarian and Paul Harris Fellow. Murray owns and operates a small business. He has lived his entire life in Ancaster and is happily married to Anne with whom they have 3 children and 3 grandchildren.

Murray Ferguson is a great community advocate. He is a man of honour, compassion and his dedication to his community has been unwavering. We have been the beneficiaries of his outstanding commitment to improving the quality of life both within the community of Ancaster and the City of Hamilton as a whole. I can think of few who are more deserving than Murray of having his name on this community room.

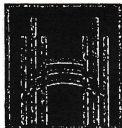
I trust this information is helpful to your quest. Please do not hesitate to contact me should you have any questions or concerns regarding this matter.

Sincerely,



Larry Di Ianni
Mayor

c.c. Kathy Bishop, Administrative Assistant



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

Attachment #7

Co-ordinator, Advisory Committees

Phone: 905.546-2424 x 2729 Fax: 905.546-2095

Email: arawling@hamilton.ca

Hamilton

November 6, 2006

Ken Roberts
Chief Librarian
Hamilton Library Board
55 York Blvd.
Hamilton, Ontario L8N 4E4

Re: Citizen Appointments to City Agencies, Boards & Committees

With the Municipal Election taking place on November 13, 2006, we are now working on the process of appointing citizens to the Agencies, Boards and Committee's (ABCs) who need a City-appointed representative. We are therefore writing to give you an overview of this process and the timing involved, and to give you information on some of the changes since 2003.

The first change to highlight is that the new municipal Council term is for four years, instead of the previous three, and so the Council appointments will also be for four years, except where other legislation or practice prevails.

Secondly, Council has recently approved a new policy and application form for citizen appointments, which has been revised to reflect current standards and practices, and to streamline the process. While some of the ABCs currently have "staggered" terms, these will be phased out, over the next few years. The new Council policy also includes "short-listing" of applicants, and we are hoping that this will reduce the number of interviews being held and will speed up the whole Selection process. A third change to the policy under sub-section (m) (ii), states that "citizens who have been absent for more than fifty per cent (50%) of the meetings during their term of appointment shall not be eligible for reappointment". Could you please advise under separate cover if any of your members should not be considered for reappointment in 2006.

With respect to the timing of the recruitment process, we would like to advise of the following;

- Notice to Citizens

A Notice to Citizens who are interested in serving on an Agency, Board or Committee will be placed in the Spectator and Brabant Newspapers, as well as other news media as appropriate, on Friday, December 1, 2006, with a closing date for applications to be received in the Office of the City Clerk by no later than Friday, December 15, 2006.

Application forms will be made available at all Municipal Service Centres, Hamilton City Hall and on the City's website on Friday, December 1, 2006.

**Citizen Appointments to City
Agencies, Boards & Committees
November 6, 2006**

- 2 -

- Orientation

An orientation session for citizens interested in serving on an Agency, Board or Committee has been tentatively scheduled for Monday, December 11, 2006 in Room 110, Hamilton City Hall, from 4:00 p.m. to 7:30 p.m. A representative from your organization will be asked to be in attendance at this session in order to provide general information and to respond to questions that the citizens may have. We will send out further information regarding this Orientation session, once details have been finalized.

- Interview Schedule

Tentative dates towards the end of January, 2007, have been scheduled for the Selection Committee to conduct their interviews, but details can not be finalized until the new Committee has been appointed in December. The City of Hamilton will be requesting your assistance in providing a representative from your organization to attend the interviews and serve as a non-voting resource person. Again, further information regarding the interview process will be provided once details have been finalized.

Once again, we would ask that you confirm the membership of your Agency, Board or Committee and advise us whether the number of appointments is still appropriate for the 2006 – 2010 Term of Council or whether it should be increased or decreased.

As the terms of the current citizens will soon be coming to an end, it would be appreciated if could you please advise those members on your ABCs of the pertinent dates regarding the upcoming recruitment process.

A copy of the new Council policy and the revised application form is enclosed for your information.

Your assistance in providing the information requested above is greatly appreciated. Should you have any questions, please do not hesitate to contact the undersigned.

Yours truly,



Alexandra Rawlings, A.M.C.T.
Co-ordinator, Advisory Committees

/AR
Enclosure

***Policy Respecting the Appointment of Citizen Members
to Agencies, Boards and Committees***

Date Approved: February 14, 2001
Amended: January 28, 2004
Amended: September 15, 2004
Amended: October 25, 2006

Recruitment

- (a) That the Selection Process be open to all residents and business owners of the City of Hamilton who are at least 18 years of age, unless otherwise stated (Note: Additional requirements may be requested by the individual Agencies, Boards and Committees, if they are governed by separate legislation, policies or mandates);
- (b) That City Council wishes to ensure that its Agencies, Boards and Committees reflect the diverse nature of the City of Hamilton's population and encourages all residents to consider this opportunity. Applications from women, persons with disabilities, native persons, and racial and ethnic minorities are especially encouraged;
- (c) That membership on all City Agencies, Boards and Committees, with the exception of those terms of office defined by provincial or federal legislation, will be recommended to the incoming Council, to serve for a period of four years, which coincides with the Term of Council;
- (d) That the City Clerk's Office be directed to advertise all citizen member vacancies on City Agencies, Boards and Committees in the Hamilton Spectator and/or relevant Community Newspapers, on the City's web-site and through other appropriate methods;
- (e) That applicants be permitted to apply for membership on no more than two (2) City Agencies, Boards and Committees;
- (f) That an Orientation Session(s) be held at the start of the term of each new Council.
 - (i) That arrangements be made for a representative (either an Agency, Boards and Committee member or staff) to attend the Orientation Session(s) and provide information regarding the Committee, Local Board or Commission and to answer any questions applicants may have; and,

- (g) That a standard Application and Tracking form (attached as Appendix A) and information regarding all the Committees (ie. Terms of Reference, Mandate, approximate number of meetings per year etc.) be made available at the City Clerk's Office, at all Municipal Service Centre locations and the City's web-site (www.hamilton.ca); and
 - (i) Completion of the Tracking Form, which is for statistical purposes only, be optional.
- (h) That completed application forms be returned to the City Clerk's Office or any of the Municipal Service Centres by the application deadline date, as set out in the advertised Public Notice.

Selection Process

- (i) That a minimum of five (5) members of Council be appointed to the Selection Committee, during the Caucus of the new Council, whose mandate will be to:
 - (i) Review citizen member applications to City Agencies, Boards and Committees to determine a short-list of applicants.
 - (ii) Interview applicants; where required; and
 - (iii) Make recommendations to City Council for the appointment of citizen members to the various City Agencies, Boards and Committees; and
- (j) That one (1) representative of the Agencies, Boards and Committees to which the citizen member vacancy applies, attend the interviews and serve as a non-voting resource person.

Interview Process

- (k) That Interviews be conducted, where required, with those applicants who are most suited to serve on the City Agencies, Boards and Committees as follows:
 - (i) Applicants will be notified verbally or in writing of their interview date and time by the City Clerk's office; and
 - (ii) The allotted time for each interview will be approximately ten (10) minutes in length; and,
 - (iii) An established set of interview questions will be developed by the various City Agencies, Boards and Committees with the assistance of the City Clerk's Office; and,
 - (iv) The City Clerk's Office will notify all applicants in writing once the appointments have been approved by Council.

Role and Responsibility of Members

- (l) Citizen members will be appointed to City Agencies, Boards and Committees based on their interest, experience and availability. All applicants are encouraged to make themselves familiar with the Terms of Reference and Mandated activities of the Agencies, Boards and Committees; and
- (m) Citizen members are required to attend and participate fully in the meetings;
 - (i) Citizen members of the City Agencies, Boards and Committees, who miss three (3) consecutive meetings without Committee approval, may be subject to replacement on the Agency, Board or Committees; and
 - (ii) Any citizen member of the City Agencies, Boards and Committees who is absent for more than fifty per cent (50%) of the meetings during their term of appointment shall not be eligible for reappointment; and
- (n) Citizen members of City Agencies, Boards and Committees are bound by the Municipal Conflict of Interest Act. Copies of this act are available in the City Clerk's Office or on the Province of Ontario's e laws web-site:

www.e-laws.gov.on.ca/DBLaws/Statutes/English/90m50_e.htm

Review of Process

- (o) That an Equitable Representation Survey of the City Agencies, Boards and Committees be conducted at the end of each term of Council by the Access & Equity Co-Ordinator, and that a report be presented thereafter to the Selection Committee.

Recognition of Members

- (p) That following the completion of their term of appointment, members of the City Agencies, Boards and Committees be recognised for their work by the Mayor, in the form of a written certificate of thanks, where appropriate.



Hamilton

**APPLICATION FORM
FOR CITIZEN APPOINTMENT TO
CITY AGENCIES, BOARDS AND COMMITTEES**

The City of Hamilton encourages all residents and business owners of the City of Hamilton, over the age of 18 years of age, to apply for appointment to a City Agency, Board or Committee. Most positions are volunteer, however a few offer remuneration.

City Council wishes to ensure that its Agencies, Boards and Committees reflect the diverse nature of the City of Hamilton's population and encourages all residents to consider this opportunity. Applications from women, persons with disabilities, aboriginal persons, and racialised persons are especially encouraged.

Please complete the attached application form, together with the optional tracking form, and return to the City Clerk's Office, or at any of the Municipal Service Centres, by the application deadline. Application forms will be reviewed by the City Council's Selection Committee and applicants will be considered for interviews based on the information provided in their application. Citizen members will be appointed to the City Agencies, Boards and Committees based on their interest, experience and availability. Written notification will be sent to all the applicants once Council has made their final appointments.

Your co-operation is also requested in completing the attached Tracking Form. This information is for statistical purposes only and will assist the City in determining the successfulness of its existing outreach program as well as identifying any changes needed to promote fair appointment practices in the future.

If applying for more than one City Agencies, Boards and Committees, applicants are asked to complete separate application form for each submission and to **limit themselves to a maximum of two.**

For further information regarding Citizen Appointments to City Agencies, Boards and Committees, please contact:

Irene Sturgeon, A.M.C.T., Legislative Assistant
Office of the City Clerk, Hamilton City Hall
71 Main Street West, 2nd Floor
Hamilton, Ontario L8P 4Y5

Phone No. (905) 546-2424 ext. 5987

Fax No. (905) 546-2095

SAMPLE



Hamilton

APPLICATION FORM

(PLEASE PRINT)

1. Application for Appointment to:

1. _____

2. Name: _____

3. Mailing

Address: _____

4. Telephone Number(s): Home: _____

Work: _____

5. E-mail Address: _____

6. Business/Work Experience in the Past Five (5) Years: (Note: if self-employed or retired,
please indicate your current or previous occupation)

SAMPLE

7. How is your business/work experience or educational background related to the mandate of the Agency/Board Committee? Please explain.

8. Please state why you are interested in serving on this Agency/Board/Committee?

9. What skills, abilities and specialized knowledge do you have that will assist this body?

SAMPLE

10. Have you read the Agency/Board/Committee description and are you able to commit the time required to carry out these duties?

11. Have you previously been a member of this or any other City of Hamilton Agency/Board/Committee? If "yes," please identify which Committee and when you served.

12. Are you applying to serve on another Agency/Board/Committee? If "yes," please indicate the name of the Committee.

13. How did you learn about this position:

(i) ___ Newspaper (please specify)

(ii) _____

(iii) ___ City's Web-site

(iv) ___ Community Organization

(v) ___ Radio/Television

(vi) ___ Word of Mouth

(vii) ___ Other (please specify)

SAMPLE

14. Please add any additional information and/or comments below:
(Resumes may be submitted with your application form but will not be accepted instead of).

Signature

Date

Personal information on this form is collected under the authority of Section 238 of the Municipal Act, 2001, S.O.2001,5.25 (amended) and will be used to determine the qualifications for appointment to City Agencies, Boards and Committees. Names of successful applicants may be made public, provided to the media and posted on the City of Hamilton's web-site. Questions about this collection should be directed to the Co-Coordinator of Elections and Freedom of Information and Protection of Privacy Act, City Clerks Office, 71 Main Street West, 2nd Floor, Hamilton, Ontario. Telephone: 905-546-2424 (extension 2753).

PLEASE RETURN TO: **The City Clerk's Department**
Hamilton City Hall
71 Main Street West
2nd Floor
Hamilton, Ontario
L8P 4Y5

or

Any Municipal Service Centre
(Please call (905) 546-City (2489) for the locations of Municipal Service Centres)

Chief Librarian's Report November, 2006

Ancaster Renovations

The Ancaster Branch will re-open in the renovated former Town Hall building on Monday, November 27th. There will be a formal ribbon-cutting at 11:30 a.m. At present, the Mayor or designate and the Library Board Chair are scheduled to re-open the building together.

Accessibility Workshops

Michelle Penta, Adult Services Librarian for Diverse Communities, recently presented two half-day workshops entitled "AccessABILITY 101: Delivering Top-Notch Service and Support to Patrons with Disabilities" for the Southern Ontario Library Services' Library Development program. The workshops were presented in Hamilton and Aurora and were attended by managers and CEOS from throughout the province

Gallery of Distinction

The annual Gallery of Distinction dinner took place on November 8th. The Hamilton Public Library (particularly the work done by Karen Hartog) was repeatedly praised at the dinner. It was gratifying to all in attendance to hear the repeated acknowledgement and thanks to the Hamilton Public Library for their contributions to the success of the event. The Special Collections Department, Electronic Services Department and the Communications and Community Development Department continue to provide significant contributions to this annual event.

Knowledge Ontario Pilot Training

The first training for the new Knowledge Ontario licensed products took place at the Hamilton Public Library training facility on November 9 – 10th. Almost 200 library staff members attended the training. I took part in noon time conversations with representatives from the public library community. It was a great start.

Knowledge Ontario Celebration and Organizational Assembly

The Minister of Culture is going to launch, officially, the Knowledge Ontario licenses, at a special Knowledge Ontario Assembly on November 20th. I will be a speaker at the day's event.

Week of the Child Award

Debbie Earle, from the Terryberry branch, is this year's recipient of the Week of the Child and Youth award for the Hamilton Public Library. Debbie received the award on Friday, October 20 at a special luncheon. Debbie was recognized for her ongoing contributions to children's programming at the library. The luncheon was attended by a number of library staff members and by the Board Chair, Maureen McKeating.

Swedish Children's Literature Group

We were contacted by the Swedish Embassy regarding a special opportunity to introduce area students and staff to their award winning children's books and authors. HPL was one of a number of Ontario libraries chosen for book donations as well as a site for author readings, seminars and discussions. On Tuesday, October 24, we were visited by Carin Wirsén and Alireza Afshari who spent the day at Central.

GritLit

The Hamilton Public Library hosted a number of programs in partnership with GritLit, the Hamilton Writers Festival.

Ontario Library Association Conference

Hamilton Public Library staff and Board members are involved in the following OLA programs.

OLBA's Conference within a conference – Doreen Horbach – Friday, February 2nd

Preconference Session #P012 – Every Child Ready to Read – Helen Kelly and Helen Benoit – Wednesday, January 13, 2006

Session #405 – Hearing Voices? Hamilton Public Library's e-audio Collection & Listen and Learn – Sean Crowe, Dijia Qin, Aida Rudnik – Thursday, February 1st

Session #617 – Community Portals and the Public Library: myhamilton.ca A New Model – Kit Darling and Daphne Wood – Thursday, February 1st

Session #1114 – Working with your Municipal IT Department? Ingredients for Success – Christine Swenor and Fred Snelling – Friday, February 2nd

Session #1413 – Empowering Public Service on your website through a content management system – Darcy Glidden and Paul Takala – Friday, February 2nd

Session #1915 – What's the Big Idea? Perceptions and Expectations of the Library Brand – Ken Roberts and Daphne Wood – Saturday, February 3rd

Dundas Programming

The following excerpt is from Dundas Branch manager Karen Peters in her report to the Dundas Friends group.

"Last January Dundas Library added a part-time adult programming position to our staff complement. Currently in addition to our regular 6 weekly story time programs, after school homework club, 2 adult book clubs, class visits for grades 2,4 & 7's, computer instruction classes, and participating in local Festivals, we added a number of excellent adult/senior programs, these included: author reading with John Terpstra, short listed for the Governor General's award, Turkish delights with local artist & photographer Gino Lorcini, a wonderful family program "The Amazing Race" which encouraged families to discover Dundas, mystery author reading with Jean Rae Baxter and a women's journal writing course. This month to celebrate Women's History Month we are hosting a series of three programs on L.M. Montgomery, Nellie McClung & Emily Carr.

"The refurbishing of the building, inside and out continued, thanks to the friends, the BIA and individual donors. The table & chairs in the teen area and the matching lounge chair in the children's area brings us to – over \$10,000.00 worth of donations – mostly raised by the Friends, in the past 5 years."

10th Annual Bookclub Tea

John Terpstra was our special guest for the 10th Annual Bookclub Tea that took place October 24 at the Terryberry Branch Library. The Hamilton Public Library now supports more than 70 bookclubs across the community.

Mary Lawson

The Central Library welcomed back HPL's first One Book, One City author Mary Lawson on October 25th as part of roster of events for Canadian Library Month and 'Hamilton Celebrates'. This was the last stop of the author's cross-Canada tour to promote her second novel. In her words, "Hamilton will always have a special place in my heart."

As in 2005, our roster of programs, partnerships and services exceeded available space for our Fall, 2006 program guide. We ran a supplementary full-page colour ad in the October 21 edition of the Hamilton Spectator, highlighting many of the events taking place during Canadian Library Month.

One Book, One City: Tackling Poverty Through The Arts

The community launch event is scheduled for later this month. Details about this exciting joint Arts Hamilton, Hamilton Community Foundation and Hamilton Public Library project kick-off will be announced at our November board meeting.

Bookmobile 50th Anniversary

Our Bookmobiles will be celebrating 50 years of service to the community on December 5th. This marks a year-long celebration of activities and special events for our Bookmobile customers. Watch for an HPL Bookmobile in the Santa Claus parade on November 18 -- equipped with a giant festive bow on the hood and a gift tag that reads "Our gift to the Hamilton community - 50 years of Bookmobile Service."

'Said The Source'

A reception for Canadian artist Micah Lexier, in partnership with Arts Hamilton, took place on November 10. This was an opportunity for the public to meet the artist and discuss his work, both past and present. 'Said The Source' was Micah Lexier's first commissioned piece in 1989 - in celebration of the Hamilton Public Library centennial.



∴ ontario library association
November 4, 2006.

Ken Roberts
Hamilton Public Library
55 York Blvd.
Hamilton, ON L8N 4E4

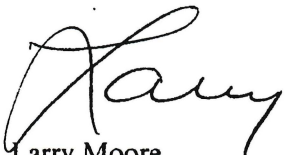
Dear Ken Roberts,


Welcome to Super Conference 2007, Canada's largest and most attended library education event. This is the 105th annual conference that the Ontario Library Association has put on its 107-year history. Each year, programs get better and the response of the library community gets stronger. We are delighted that you have agreed to participate as a speaker in this year's event and to contribute your expertise and experience. The Ontario Public Library Association 2007 planning team is very pleased to have you.

By e-mail, your planners will have sent information about speaker's special registration rates and procedures, hotel and travel arrangements, expectations before, during and after Super Conference, and other information. This package is your Super Conference Registration program. Do not use the registration form in this book.

Over the next few weeks, your section planners will be identifying a convenor who will be handling your session on site. He or she will be in contact with you to obtain a biography for the purpose of introducing you. Feel free to talk about specifics related to the actual presentation of your session.

In the meantime, if you have any questions about the content of your session, about the interests of your audience, or about your session's relationship to other sessions, please do not hesitate to contact one of us below and we will connect you to the planners who can help.


Larry Moore
OLA Executive Director
info@accessola.com


Liz Kerr
OLA Education Director

HERE WE GO AGAIN, KEN.
THANKS AS ALWAYS TO YOU
AND THE VERY GENEROUS PARTICIPATION
OF YOUR STAFF. IT IS GREAT.



ontario library association
50 wellington street east, suite 201
toronto, ontario, canada
m5e 1c8

a member of **the PARTNERSHIP**

phone: 416.363.3388
∴ toll-free: 1.866.873.9867
fax: 416.941.9581
∴ toll-free: 1.800.387.1181
email: info@accessola.com
web: www.accessola.com



DATE: November 10, 2006

REPORT TO: Chair and Members of the Board

C.C.: Ken Roberts, Chief Librarian

FROM: Linda Foley, Director, Human Resources

SUBJECT: Staff Training and Development Policy

RECOMMENDATION:

That the attached Staff Training and Development Policy 45-1 be adopted effective January 1, 2007; that the former Education Policy 45-2 be deleted December 31, 2006.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Financial

The adoption of the new policy implies an ongoing financial commitment to a variety of training and development activities within the Hamilton Public Library. Funds currently exist in the operating budget to cover conferences, workshops, and tuition assistance. Funding levels may change dependent upon budgetary pressures. In the adoption of this policy, the Library Board is acting upon its 2005 Strategic Priority #3 – Continue to Develop and Energize our Organization.

Staffing

As outlined in the Human Resources Report to the Board, November 2004, recruitment and retention issues are an important matter to the sustainability of our Library services. The policy is broad in nature, and represents a change in how the Library describes its training and development initiatives and will require a communication strategy for employees in order to ensure that the changes are understood. There is no affect on the staffing levels as a result of this policy.

Legal Implications

N/A

BACKGROUND:

The Hamilton Public Library has a history of providing financial and other forms of assistance to the employees who make up the permanent work force. The Hamilton Public Library Board adopted an Education Policy at the time of the amalgamation of the three former library systems in order to move forward with changes to the qualifications required for all positions within the new system. The policy supported this aim and identified specific qualifications for a variety of public service positions and provided for tuition assistance for those employees who wished to update their skills and qualifications in order that they could apply for the positions created in the amalgamated Library system.

The Education Policy expires December 31, 2006. A summary of the utilization of the tuition assistance is shown in Appendix A.

The Library is now in a position to change how it describes its staff training and development activities. The educational qualifications set out at the time of amalgamation and captured in the Education Policy, will be maintained in another section of the policy manual (Educational Qualifications Policy – 41-7: Appendix B) so that employees can be aware of the educational qualifications required for positions in the organization, and can determine what self-development /career planning steps they may wish to take in order to become qualified for the career opportunities that exist within our system.

A tuition assistance policy has been developed and is shown in Appendix C for information purposes. The policy allows for employees to apply for tuition assistance without specifying which programs of study are included. The effect of this policy change is to allow employees who were not previously able to apply for tuition assistance to do so, within the current funding levels.

45-1 Staff Training and Development

DRAFT

Policy Level: Library Board
Author: L. Foley
Revision Date: New
Date of Former Board Approval:

Policy Statement

The Hamilton Public Library values education, training, and staff development. Opportunities to develop and refresh skills and knowledge are essential to the Library's ability to carry out its mission now and in the future. Opportunities such as those offered by the Hamilton Public Library is integral to the Library's performance and reputation, supporting the Library mission and vision and helping to position itself as an employer of choice both within and outside of the Library community.

Employee participation in staff development may be voluntary or mandatory depending on the purpose of the development activity. Some training activities, for example, are required to satisfy the requirements of health and safety legislation.

Employees interested in a long-term career with the Library should be prepared to develop a plan for their own learning and seek feedback about that plan through their manager. Promotion is not automatic upon the completion of higher levels of education.

Statement of Principles

Hamilton Public Library is committed to

- Providing necessary resources including appropriate funding, qualified staff, learning space and effective technology
- Encouraging and assisting staff to develop their skills and knowledge to improve individual and organizational performance and to promote job satisfaction
- Ensuring equitable access to development opportunities appropriate to the individual's needs
- Ensuring that sound educational principles are applied in all approved education and staff development programs
- Making use of existing staff expertise where appropriate to staff development goals and
- Recognizing that development of staff is a joint responsibility shared by the Library and the employee.

Responsibility

Senior Administration and Management have overall responsibility for the development of Library staff.

While responsibility for staff development at Hamilton Public Library is multilayered, the Director, Human Resources and the Coordinator of Staff Development and Training have overall

New November 7, 2006

DRAFT

accountability for the extent, quality, effectiveness and equitable nature of staff development and for planning and overseeing the funding of education and development initiatives.

The effectiveness of any staff development activity depends on the active and purposeful participation of the individuals involved. Employees have a clear responsibility to develop their skills to enhance performance in their current position and to be ready to assume further responsibilities.

Definitions

Education in this policy refers to formal education qualifications referred to in job descriptions and obtained through study at academic institutions. Educational qualifications are highlighted in Administrative Policy 41-7 – Educational Qualification Policy.

Staff development refers to the provision of resources and the scheduling of activities to advance employees' knowledge, understanding and skills. Staff development is a comprehensive and continuous process of professional growth. It requires and exposure to diversity of ideas and diversity of experience and is fostered through means such as training, formalized activities of mentoring and coaching, and other learning programs.

**Appendix A: Participation and Reimbursement Costs under Current Policy
2001-2005 AND YTD 2006**

	Policy Total 2001-2006	2006 YTD	2005	2004	2003	2002	2001
number of staff participating in program	49	7	15	21	29	25	13
total tuition reimbursement cost	\$77,101	\$5,436	\$12,231	\$14,574	\$18,204	\$19,848	\$6,809
average tuition reimbursement 2001-2005	\$14,333						
average annual tuition reimbursement per staff 2001-2005	\$691	\$447	\$815	\$694	\$628	\$794	\$524
average accumulated tuition reimbursement per staff 2001-2006	\$1,574						
median tuition reimbursement cost 2001-2005	\$366	\$444	\$666	\$226	\$306	\$452	\$366
number of staff that left HPL within two years	3	0	0	0	1	0	2

Appendix B : 41-7 Educational Qualifications Policy

Policy Level: Administration

Author: L. Foley

Revision Date: November 8, 2006

Policy Statement and Purpose

The *Educational Qualifications Policy* pertains to the formal educational qualifications required by the Library. Those qualifications include degrees and diplomas granted by recognized educational institutions and individual courses or certificates required to perform a job. The policy supports the library's commitment to ensuring that qualified staff is available to provide library services. The purpose is also to provide information that can assist staff to understand the career choices and educational qualifications determined to be necessary in the Library system.

The qualifications and competencies for management positions will be added to the document at a later date.

There are primarily four levels of education underpinning public and technical service positions at Hamilton Public Library.

1. Graduation from high school is the minimum requirement for all staff providing circulation services. Employees
2. The Library and Information Technician (LIT) diploma enables staff to provide basic information service, to work in the Technical Services, and to provide children's programs. A list of core course requirements for entry level to information service positions at the library is shown in Appendix 1.
3. An undergraduate degree from an accredited university demonstrates that staff have developed research, analysis and communication skills that provide the foundation for the provision of library programs and advanced information services.
4. The Master of Library and Information Science or equivalent degree enables staff to provide advanced information service, to develop programs and services, to conduct research and to act as a resource for other staff and management.

In all cases the educational requirements for degrees, diplomas or certificates relating to the nature of the position are included in the job description and are based on the work assigned to that position. Some positions may require specialized qualifications and have not been specified above.

Courses required for promotion are the responsibility of the employee and are taken on the employee's own time. Staff interested in a career with the Library should be prepared to develop a plan for their own learning and to seek feedback about that plan through their manager.

Education Records

A record of all formal educational qualifications will form part of the official, confidential Human Resources record of each employee. This information may be accessed by Human Resources staff and by the Managers in the performance of their duties and in the selection process.

Employees education records may be used by Human Resources staff to create aggregate reports for administrative purposes.

It is the responsibility of the individual staff member to notify the employer of their participation in educational programs, and to submit an official transcript from a recognized educational institution to indicate that he/she

has obtained any necessary qualifications for employment or promotion. Incomplete information may disqualify an applicant from a job competition.

If an applicant is deemed unqualified for a position because of a lack of academic qualifications, a letter will be placed in his/her employee file and he/she will no longer be considered for further similar job openings unless their academic qualifications change and official documentation is submitted.

Appendix B : 41-7 Educational Qualifications Policy (continued)

Appendix 1: 2007 Approved List of Library and Information Technician Diploma Courses

For those Hamilton Public Library positions that require “ten (10) full-time credits of an LIT Diploma,” the courses must be from the HPL approved list of courses below. Employees who have completed coursework prior to January 2007 may continue to receive credit for the credits taken provided they have updated their personnel files with the transcripts of such coursework. The Library will review annually the LIT diploma course offerings and update this listing with any changes.

For the purposes of fulfilling the job description requirement, the College offering the courses defines a full-time credit. In the event of a dispute regarding qualifications, a transcript will be required. The list of courses below is taken from Mohawk College's program offering. Staff exploring enrolment in LIT programs at other institutions should consult with Human Resources to determine equivalent. Only the courses shown below are eligible for the remaining 6 credits to reach the ten (10) credit requirement:

Six (6) of the courses submitted to fulfill the “ten (10) full-time credits of an LIT Diploma,” requirement must be from this list:

- Collection Maintenance and Inventory Control
- Children's Services and Issues OR Youth Services and Issues
- Genre Fiction and Readers' Advisory Service
- Introduction to Libraries and the Information Industry
- Information Work I
- Information Work II

The remaining four (4) courses may be any of the courses shown below:

- Acquisitions
- Client Services
- Descriptive Access and Cataloguing 1
- Government Information
- Indexing and Abstracting
- Information Work III
- Human Relations and Supervision
- Literature: A practical approach
- Subject Analysis and Classification

Appendix C: 45-3 TUITION ASSISTANCE POLICY

Policy Level: Administration

Author: L. Foley

Revision Date: November 2006; Supercedes former 45-2 Education Policy

Date of Approval: November 7, 2006

Effective Date: January 1, 2007

Policy Statement and Purpose

Hamilton Public Library encourages its staff to maintain a high level of knowledge and skill in order to provide a high quality service or to upgrade or enhance their work-related skills. To support this, the Library provides tuition assistance to eligible staff as a means of enhancing their level of occupational proficiency or to provide career development potential within the organization.

Eligibility & Authorization

The Tuition Assistance policy applies to all permanent full-time and part-time staff following the completion of the probationary period. Casual staff (pages and/or shelfreaders), summer students, contract staff and volunteers are ineligible.

Employees must apply for financial assistance in advance of registration. Approval for reimbursement is determined within the context of anticipated demands for reimbursement and is informed by the principle of equitable access to available funds for all staff. The availability of financial assistance to cover tuition costs should not be presumed.

The following conditions apply to employees wishing to request tuition assistance:

- A Request for Tuition Reimbursement must be initiated by an employee in advance of enrolment in a program or course.
- Employee must attend courses on non-work time.
- Employee must submit a written request outlining how the course will benefit them and the organization, and identify how the course will facilitate achieving approved developmental goals.
- Courses must be delivered by a provincially recognized institution and be part of a program of study that leads to a degree/diploma/certificate or accreditation. Classroom programs, courses delivered electronically and correspondence courses are acceptable.
- Specialized certificate or other programs will be considered on a case-by-case basis based on the benefit to the Library.
- Fees for proctoring of exams, if required, will be reimbursed for employees who have been approved for reimbursement.
- Reimbursement is contingent upon successful completion of a course as defined by the educational institution.
- Reimbursement is tied to successful completion of the individual course. See below for reimbursement amounts.
- Reimbursement is limited to up to half of the completed program requirements.
- The actual amount of reimbursement any one individual may receive will be based on the available budget.
- Tuition reimbursement requests are reviewed and approved in the order in which they are received.

- Course materials, books, parking, transportation and accommodation fees will not be reimbursed.

Tuition Assistance Levels and Guidelines

Typical Fees: The library does not expect to pay costs greater than those set by Ontario colleges or universities. In some cases, fees for specialized certificate programs may be greater than local college or university course costs. Each application for reimbursement of fees for such programs will be reviewed based on the benefit to the Library and to the employee.

Limit on Annual Number of Courses: The library will not provide tuition assistance for more than three courses per individual per calendar year. In most cases, this will work out to one course per term. The Library limits the eligibility to tuition assistance to 50% of a program of study.

Limit on Number of Diplomas and/or Degrees: The library will provide tuition assistance for no more than one diploma or undergraduate degree. Graduate and postgraduate degrees are to be considered through a separate application and bursary. Candidates will be selected by a panel of Senior Administrative staff through a process of interviews with criteria for selection developed in advance.

Course Exemptions and Transfers: Some colleges and universities allow students to challenge¹ a course to obtain an exemption from coursework and credit based upon such criteria as job or life experience or previous courses from another institution. The Library will pay 75% of the cost of a successful challenge or transfer request when the employee's application for tuition assistance has been approved in advance of the challenge or transfer request.

Use of Library Equipment: The Library allows the use of designated computer equipment and the network for the purpose of completing courses on an employee's own time and when the location is staffed.² A written request must be submitted to the employee's manager indicating when the course will start/end. Staff may use computers in the library's training labs if the use does not conflict with training and with the permission of the Coordinator, Staff Development and Training. Additional software will not be purchased by the library nor may it be installed by an individual on library computers. See 44-5 Staff Computer Use Policy for further information.

Payment of other expenses: The Library does not pay for textbooks, computer software, student fees, exam fees or travel expenses for courses covered by this policy.

Level of Tuition Assistance: Tuition reimbursement levels vary with the grade³ received in the course. The Library will pay upon successful completion⁴

¹ "Challenged Courses" is the term used by educational institutions when a student wants to be exempted from course requirements because of previously taken courses, or previous job and life experiences. In this situation the student pays to challenge a course, and would be expected to either write an exam or submit a portfolio demonstrating their experience and knowledge.

² Staff may work at a location only during those times that are defined by the location's flextime guidelines.

³ Grading structures set out by the institutions will be used to determine grading for reimbursement.

⁴ Specialized programs of study that are not main stream for institutions may receive additional support from the Library.

A/or Numeric Equivalent	90 % of Tuition costs
B/or Numeric Equivalent	80% of Tuition costs
C/or Numeric Equivalent	50% of Tuition costs
Incomplete/Failure	No reimbursement

Procedure

Employee submits completed *Application for Reimbursement of Tuition Fees* form (attached to policy) to their Manager. Copies of course description and cost must accompany the form. (Employee must receive approval for a course before enrolling in order to know if reimbursement has been approved.)

The Manager forwards request on with their recommendation to the Director for final approval, subject to availability of funds and eligibility of employee. Director forwards approved request to Human Resources. Employee receives from Human Resources notification of the status of their request.

To receive approved reimbursement, employee submits a copy of the receipt for payment of tuition and evidence of successful completion, i.e. passing grade achieved in the course, to Human Resources Department. Course description and record of successful completion will be kept in the employee's personal file in the Human Resources Department.

Human Resources Department staff will track the allocation of the tuition reimbursement budget.

Definition

Work related training/development: This applies to courses and programs, other than those offered internally or financially supported by the Library, that lead to a degree/diploma/certificate or accreditation. Courses and programs should provide skills and/or knowledge relevant to an employee's current or future position at the Library in an employee's current or related field of work, and/or related to approved developmental goals.



Hamilton Public Library

Date: November 9th 2006

To: Members of the Board

c.c. Ken Roberts, Chief Librarian

From: Maureen McKeating, Board Chair

Subject: **Accessibility, Renewal and Health & Safety Reserve Fund**

RECOMMENDATION:

That an Accessibility, Renewal and Health & Safety Reserve Fund be established and funded by an annual contribution of \$100,000 from the Operating Budget and that the additional operating budget funding of \$100,000 be added to the 2007 Operating Budget submission to the City of Hamilton to fund renovations to branches related to accessibility, renewal or health & safety issues.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The proposed recommendation would add \$100,000 to the library's budget request (about 0.4%) and would have to be defended at Council.

BACKGROUND:

The Board has previously identified that problems related to facilities exist at multiple locations. Some of these problems, such as accessibility issues, are not provided for by existing City of Hamilton or Hamilton Public Library budgets. A number of HPL branches do not meet the basic Canadian Library Association accessibility standards. Most of the libraries that fit in this category are small, rural locations that became part of the new Hamilton Public Library system during amalgamation.

The Hamilton Public Library Board is aware that, if we are to continue operating many of our small branches or renovating these branches or moving these branches to suitable facilities, then the Board and the City will face a significant financial challenge.

The Hamilton Public Library Board attempted to address this issue by proposing that funding in the City's Capital Budget be set aside (\$100,000 a year) as a block and that such funding be allowed to accumulate in a reserve. The Board's proposal did not form



part of the City's 2006 Capital Budget and is not being recommended by City staff for inclusion in the City's 2007 Capital Budget.

The Library Board's operating budget does include several reserve funds that are designed to cover similar situations. There is, for example, a reserve for bookmobile replacement that is funded by a provision included in the annual operating budget.

By accepting this proposal, the Board would be adding to its budget request. At the same time, the Board would be highlighting an issue that is not covered in any other City or Library budget line.



Hamilton Public Library

Date: November 9th 2006
To: Chair and Members of the Board
c.c. Ken Roberts, Chief Librarian
From: William Guise, Director, Finance and Facilities
Subject: 2007 Budget Update

RECOMMENDATION:

That the 2007 Budget Update be accepted for information.

BACKGROUND:

At its regular meeting on October 18th 2006 the Hamilton Public Library Board approved the following recommendations

That the draft operating budget with a Maintenance Budget showing a Municipal Contribution of \$24,284,480 representing an increase of \$776,000 or 3.3% over the approved 2006 budget be submitted to the City of Hamilton for inclusion in their draft budget, and

That an enhancement budget of \$58,090 be submitted to the City of Hamilton which would allow increasing the hours of operation at the Valley Park Branch Library by twelve (12) hours per week.

That the draft operating budget be adjusted for any changes to Cost Allocations accounts that may be requested by the City departments.

Subsequent to the Board meeting, information was received from the City regarding various cost allocations for services provided by the City totalling \$122,250

Facility Costs	\$84,320
Computer/Server lease costs	\$26,720
Vehicle costs	\$11,210

for library facilities. The facility costs for the 24 library branches have increased from \$2,482,090 to \$2,566,410 (\$84,320 or 3.4% increase over 2006).

As a result of the increase in cost allocation amounts, the proposed Municipal Contribution will increase from \$24,284,480 (or 3.3% over 2006) to \$24,406,730 (3.8% over 2006) before



the enhancement budget. The enhancement budget will increase the proposed Municipal Contribution to \$24,464,820 (4.1% over 2006).

The Municipal Contribution amount includes the budget for repayment of debenture costs included under the Financing category.

**HAMILTON PUBLIC LIBRARY
Proposed 2007 OPERATING BUDGET
BY COST CATEGORY**

2007 Approved/2006 Approved

	2006 Approved Budget	2006 Projected Actual	2007 Mtce Budget Budget	2007 Program Enhancement	2007 Requested Budget	\$	%
Employee Related Expenses	17,842,030	17,131,170	18,442,890	58,090	18,500,980	658,950	3.7%
Materials and Supplies	3,256,270	3,152,490	3,472,390	-	3,472,390	216,120	6.6%
Vehicle Expenses	1,170	55,180	1,170	-	1,170	-	0.0%
Building and Grounds	447,260	596,980	447,260	-	447,260	-	0.0%
Consulting	-	-	-	-	-	-	N/A
Contractual	573,230	786,680	638,030	-	638,030	64,800	11.3%
Reserves/Recoveries	24,910	492,100	24,910	-	24,910	-	0.0%
Cost Allocations	3,097,590	3,140,260	3,221,510	-	3,221,510	123,920	4.0%
Financial	63,120	42,500	53,120	-	53,120	(10,000)	(15.8%)
Capital Financing	206,500	206,500	206,500	-	206,500	-	0.0%
TOTAL EXPENDITURES	<u>25,512,080</u>	<u>25,603,860</u>	<u>26,507,780</u>	<u>58,090</u>	<u>26,565,870</u>	<u>1,053,790</u>	<u>4.1%</u>
Municipal Contribution	23,503,300	23,503,300	24,406,730	58,090	24,464,820	961,520	4.1%
Fees and General	673,370	733,760	693,250	-	693,250	19,880	3.0%
Grants and Subsidies	1,335,410	1,366,800	1,407,800	-	1,407,800	72,390	5.4%
Reserves	-	-	-	-	-	-	N/A
TOTAL REVENUES	<u>25,512,080</u>	<u>25,603,860</u>	<u>26,507,780</u>	<u>58,090</u>	<u>26,565,870</u>	<u>1,053,790</u>	<u>4.1%</u>
Surplus (Deficit)	-	-	-	-	-	-	N/A



Hamilton Public Library

Date: November 10, 2006
To: Chair and Members of the Board
c.c. Ken Roberts, Chief Librarian
From: Karen Hartog, Administrative Assistant
Subject: **OLA Conference – January 31 to February 3, 2007**

BACKGROUND:

The 2007 OLA Conference will be held from January 31 to February 3, 2007 at the Metro Toronto Convention Center.

The earlybird registration deadline is November 30, 2006.

If you are intending on reapplying to the Library Board and are interested in attending the conference, please contact Karen Hartog by November 27th in order that we may submit your registration by the earlybird deadline.