

## **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, January 17, 2007**

**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, December 20, 2006

Attachment #3

4. Presentations

5. Consent Items

6. Business Arising

6.1 Facilities Masterplan – KR

Attachment #6.1

**Suggested Action: Recommendation**

6.2 Turner Park Update

Oral Report

**Suggested Action: Receive**

**7. Correspondence**

**8. Reports**

8.1 Chief Librarian's Report

Attachment #8.1

**Suggested Action: Receive**

8.2 Report from the Audit Committee

Oral Report

**Suggested Action: Receive**

**9. New Business**

9.1 myhamilton.ca Portal – KR/KD/PT

Attachment #9.1

**Suggested Action: Receive**

9.2 Ancaster Notes

Attachment #9.2

**Suggested Action: Receive**

**10. Private and Confidential**

**11. Date of Next Meeting**

Wednesday, February 21, 2007

**Central Library, Board Room**

5:30 p.m. Dinner

6:00 p.m. Meeting

**12. Adjournment**



**HAMILTON PUBLIC LIBRARY BOARD  
Regular Meeting**

**Wednesday, December 20, 2006**

**Board Room**

**5:30 p.m. Dinner**

**6:30 p.m. Meeting**

**MINUTES**

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

**REGRETS:**

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

**1. DISCUSSION PERIOD**

**2. ACCEPTANCE OF THE AGENDA**

**MOVED** by Ms Moccio, seconded by Ms Horbach,

**THAT THE AGENDA BE APPROVED AS PRESENTED.**

**MOTION CARRIED.**

**3. MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF  
WEDNESDAY, NOVEMBER 15, 2006**

**MOVED** by Ms Gautrey, seconded by Ms Adams,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MINUTES OF  
WEDNESDAY, NOVEMBER 15, 2006 BE ADOPTED AS PRESENTED.**

**MOTION CARRIED.**

**4. PRESENTATIONS**

**4.1 Donation from the Hamilton Naturalists' Club**

Mr. Glenn Barrett presented to the library board boxes of books donated to the Library from the Hamilton Naturalists' Club.

**4.2 Hamilton Public Library – A Year in Review**

Mr. Roberts provided a PowerPonint presentation on the Hamilton Public Library during 2006.

**5. CONSENT ITEMS**

**6. BUSINESS ARISING**

**6.1 Draft Facilities Masterplan**

Received for information.

**6.2 2007 Operating Budget Update**

Received for information.

**7. CORRESPONDENCE**

Letter from Mary Gallagher, City Hall, dated December 11, 2006 re City of Hamilton Representation on Boards/Agencies/Commissions

Received for information.

**8. REPORTS**

**8.1 Chief Librarian's Report**

Received for information.

**9. NEW BUSINESS**

**9.1 Knowledge Ontario**

Received for information. Mr. Roberts reported that Mr. Geczy has been nominated for the Knowledge Ontario Board.

9.2 Red Hill Hours

**MOVED** by Ms Adams, seconded by Ms Horbach,

**THAT RED HILL OPEN 10:00 – 9:00 ON TUESDAY,  
WEDNESDAY AND THURSDAY EVENINGS EFFECTIVE  
JANUARY 9, 2007**

**MOTION CARRIED.**

9.3 Bookmobile RFP

**MOVED** by Councillor Jackson, seconded by Ms Moccio

**THAT THE HAMILTON PUBLIC LIBRARY BE DIRECTED TO  
PREPARE AND ISSUE A REQUEST FOR PROPOSAL FOR THE  
REPLACEMENT OF A BOOKMOBILE.**

**MOTION CARRIED.**

9.4 Request for Special Gifts Fund

**MOVED** by Ms Horbach, seconded by Ms Adams,

**THAT AN AMOUNT NOT TO EXCEED \$15,000 BE ALLOCATED  
FROM THE SPECIAL GIFTS FUND TO FUND THE PRINTING  
COST OF 2 YOUTH SERVES PUBLICATIONS (READING  
TOGETHER AT THE LIBRARY AND EVERY CHILD READY TO  
READ).**

**MOTION CARRIED.**

**10. PRIVATE AND CONFIDENTIAL**

No confidential items.

**11. DATE OF NEXT MEETING**

Wednesday, January 17, 2007  
**Central Library, Board Room**  
5:30 p.m. Dinner  
6:00 p.m. Meeting

**12. ADJOURNMENT**

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

Minutes recorded by Ken Roberts.



**DATE:** January 11, 2007

**REPORT TO:** Chair and Members of the Board

**FROM:** Ken Roberts, Chief Librarian

**SUBJECT:** Facilities Master Plan

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**RECOMMENDATION:**

**THAT THE HAMILTON PUBLIC LIBRARY BOARD APPROVE THE ATTACHED FACILITIES MASTER PLAN FOR THE LIBRARY SYSTEM, AND THAT**

**THE FACILITIES MASTER PLAN BE A LIVING DOCUMENT IN WHICH THE INDIVIDUAL APPROVED ACTIONS CAN BE AMENDED AS PLANS FOR EACH BRANCH ARE DEVELOPED AND APPROVED, AND THAT**

**THE SET OF APPROVED ACTIONS BE REVIEWED AS A WHOLE BY THE LIBRARY BOARD AT LEAST ONCE EACH YEAR, AND THAT**

**THE ENTIRE FACILITIES MASTER PLAN, INCLUDING PRINCIPLES AND TRENDS, BE REVIEWED WITHIN FIVE YEARS.**

**BACKGROUND:**

The Hamilton Public Library Board has been working through the various components of the Facilities Master Plan over the past three years of its term. We believe that the attached plan captures the Board's priorities and directions as a result of those discussions and its conversations with the public.

# Facilities Master Plan

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THE HAMILTON PUBLIC LIBRARY

SECOND DRAFT  
JANUARY 2007

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## Do our buildings allow us to meet user needs?

All public library systems try to ensure that their spending represents a healthy balance between collections, buildings and the staff that provide important services.

On the surface, the Hamilton Public Library does not appear to be facing problems in terms of its facilities. The library system has the appropriate amount of square feet recommended to serve a community our size. The library system has branches scattered throughout the city in more or less the proper places. Hamilton Public Library branches are loved and well supported by their surrounding neighbourhoods. The Hamilton Public Library Board does, however, face some significant problems. These include:

- The fact that many of the small, rural branches do not meet even minimal standards for accessibility and are not capable of meeting such standards;
- The fact that no funds have been set aside to correct the library's accessibility and ongoing refurbishing and maintenance issues;
- The fact that the Library Board operates too many small branches: Correcting accessibility issues might mean that some small branches would offer more floor space devoted to washrooms than to library services;
- The fact that the library system has so many branches that each small branch is open limited hours. As a result, valuable resources such as collections and public access computers sit in locked buildings while, at other libraries, customers cannot find the material they need or use the computers they require;
- The fact that some library branches cannot meet the Library Board's vision for libraries as places that are comfortable and inviting and that contain meeting spaces as well as computers and collections of appropriate material.

The Library Board has held numerous public meetings over the past few years. The Library Board understands that neighbourhood libraries act as anchors to the communities they serve.

## Background

The Hamilton Public Library is an amalgamated library system serving the new City of Hamilton. Six municipalities and the Region of Hamilton-Wentworth merged through provincial legislation that came into effect January, 2001.

The new Hamilton Public Library system serves 520,000 people spread over a large geographic area, more than 1,200 square kilometres. The 2011 projected population is 540,000 people. The Library provides services through a Central Library, twenty-three branch libraries, two bookmobiles and a Visiting Library Services outreach program.

The Hamilton Public Library has fewer branches than it did at the time of amalgamation. Two library branches in the former City of Stoney Creek were closed in order to open a new Stoney Creek Branch in the former City of Stoney Creek Town Hall. The Sheffield Branch, located in the former Town of Flamborough, was closed when the property on which it sat was sold by the Hamilton District School Board. The former Town of Ancaster had a new branch planned but not funded at the time of amalgamation. These plans were abandoned and the current Ancaster Branch, located in



the former Town of Ancaster Town Hall, was expanded. Each of these changes resulted in increased service and increased use. The changes were generally supported by the communities they served, and they made efficient use of library staff.

Some significant areas of growth were not covered by any former municipal plans for library services. The community of Waterdown in Flamborough has been growing rapidly but, until recently, no Development Charges had been collected for library services. The community of Binbrook and the area surrounding Valley Park are also growing, with no funds set aside for library improvements.

## Hamilton Public Library Strategic Priorities

### Strengthen Communities

Library branches and the Central Library will be places for neighbours to get together, for ideas to be shared, for events to take place and for people to spend time together. "I'll meet you at the library" will be a phrase that people use with pride. Hamilton Public Library branches will be social forces within their communities and good partners to community organizations. The Hamilton Public Library will support community development and will assist people as they broaden their horizons.

### Support Diverse Needs

The Hamilton Public Library system will serve people in ways that are relevant to their unique circumstances. The library will align services to recognize the fact that Hamilton residents come from a wide variety of experiences and backgrounds. The library will have conversations with those we serve and those we could serve in order to ensure that the Hamilton Public Library is a source for relevant information, community joy and hope.

### Continue to Develop and Energize Our Organization

The Hamilton Public Library will work with current and future staff members to harness energies and opportunities, to identify emerging trends, and to ensure that the library's workforce continues to acquire the training and personal growth necessary to support the changing needs of those we serve. As an organization, the Hamilton Public Library commits itself to a work environment where staff are acknowledged and contributions are recognized.

## Principles adopted by the Library Board (June, 2005)

- Library branches should be quality facilities that can also act as "community meeting places".
- The sustainability of the entire system is dependent on balancing the resources that are spent on services, collections, staff, and facilities.
- The Library Board is committed to delivering equitable service that is appropriate to each library branch and the communities they serve.
- New branches should be located, whenever practical, in a multi-use facility shared with partners that possess a vision compatible with that of the library system.
- New branches should be located on main thoroughfares and should have a visible street presence.

- Library branches should be accessible and should meet provincial and city building accessibility requirements. The Library also adheres to the guidelines of the *Accessible Canadian Library II*, (National Library of Canada) to ensure that library facilities, furnishings and services are accessible to all.
- The Library increasingly provides services through means that do not necessarily rely on physical space. Library service delivery must accommodate new service models and the changing demands of new customers.
- Changes in the ways that library services are delivered means that staff space needs to be re-evaluated and improved. The provision of virtual services requires staff space to accommodate those who provide such service.
- The Library Board is committed to providing new branches or expanding the size of existing branches where appropriate, which generally means where there is a new planned population cluster of at least 15,000 people. This principle does not include the need to renovate or replace some existing branches.
- Branches serving growth areas should be full service branches of at least 12,000 square feet.

## Best Practices and Trends

North American cities have discovered that attractive downtown libraries are powerful magnets that draw people to city cores, both to visit and to work. Almost every major American urban centre has either built a new downtown central library in the past ten years or has plans to build a new central library. Using the west coast as an example, major new central library buildings have been built in Los Angeles, San Jose, San Francisco, Portland, Seattle, and Vancouver. San Diego plans to build a new central library and has approved funding.

There is general recognition that library facilities can no longer convey a bland institutional look and remain effective. People react to space. The quality of the space that is provided affects the way people use their libraries. Library systems such as Chicago and Miami are creating facilities in inner city areas that are truly inspirational for their users. The Model City Branch Library in Miami has meeting rooms and houses exhibits of artwork created by neighbourhood artists. The North Branch Library in Chicago also contains meeting rooms and local art. Each is designed to reflect their communities and include literacy and career programming as well as computer instruction.

The Seattle Public Library's Central Library acts as a cornerstone of downtown development and helps to define the new City of Seattle. It also states, quite aggressively, that libraries are places that are here to stay and that continue to flourish.

Public libraries have learned that the public likes facilities that look attractive and that make them feel comfortable. While inside library branches, people want to use cell phones, eat, drink, and stay connected. At the same time, others demand space that allows them to escape. The nature and the quality of the space that is provided affects the way that people use that space, the frequency with which they will use that space, and their attitudes toward the library system. There is an expectation that facilities will be cleaned, maintained, and upgraded on a regular basis.



There is a trend toward larger library branches. At one time, libraries housed only books. Buildings were relatively inexpensive to operate. As well, limited hours did not inconvenience two parent families with one parent working. Now, libraries are expected to provide public access computers and multiple material formats as well as hours to accommodate work demands. Buildings require broadband Internet connections and security to protect valuable resources when they are closed. In response to such trends, one building principle of the Phoenix Public Library is that all new branches must be at least 15,000 square feet in size.

In some circumstances, larger branches are not the answer (e.g. communities where the population is spread over a large geographic area). Some libraries have responded to this challenge by providing extremely small branches with limited services. A Miami-Dade branch serves the commuting population from a kiosk. Montreal also offers a kiosk location. Extremely small locations cannot provide the full range of library services but they can be conveniently located for a niche population group. The Orlando Public Library has carried this trend one step further and developed mail service for underserved areas.

About fifteen years ago, the Dresden Public Library in Germany began to experiment with "themed" library branches. Up to half of the services in a themed branch were devoted to the established theme. The practice has been adopted by a number of North American libraries. The Toronto Public Libraries Lillian H. Smith Branch houses the Osborne Collection of Children's Books, a collection that was once housed in its own building. Branches that cater to children or teens or to a specific linguistic group are the most popular themed branches.

Library branches now house an increasing array of services that are delivered by third party agencies or under contract to third party agencies. The Hamilton Public Library provides career and job counselling in five library branches under a contract with the federal government. Hamilton delivers literacy training to new Canadians and is participating in a pilot project aimed at determining the role of public libraries in the delivery of government services. Libraries such as the Richmond Public Library in British Columbia have provided government services through an in-library kiosk for more than ten years. Almost all large public library systems offer some form of literacy training and assistance, often under grant funding.

There has been a trend for some time to house library branches, whenever possible, in multi-use facilities. Recreation facilities are probably the most prevalent partnership, although there are a number of potential partners with compatible missions and values.

Library customers increasingly wish to place items on Hold using a remote computer connection to the library's catalogue. Customers then want to pick up their selection at the nearest library location. The impact on library branches is significant. Although this service is viewed as a positive change in the way libraries do business by our customers, moving material and contacting customers is time consuming and demanding. The physical changes to library branches are significant. More space for material On Hold has to be created, more storage area has to be provided, and more technologies (such as RFID) must be employed. There are higher expectations that staff space will be ergonomic and comfortable. In general, legislation pertaining to Health and Safety issues continues to evolve and to require the attention of employers.

The move to customer placed Holds means that more and more material is shipped between branches. The Hamilton Public Library has a number of small, rural locations that serve a small population base. It appears that, if we were to apply standards relating to collection size and use, small locations would be left with almost no material.

## An Overview of Branch Requirements

Branch libraries must be designed in such a way that people passing by in a car, in a bus, or on foot become aware of the building and are attracted to enter and use the facility. The branch must appear open, inviting, and attractive with a clearly visible entrance. It is recommended that, where possible, each branch library be a single story building.

A branch library is a civic building that will be used at least fifty to seventy-five years. Therefore, materials used for the façade, as well as for the structure and interior, should be durable and easily maintained. Branch libraries must allow easy adaptation due to rapidly changing technologies throughout the life of the building.

Branch libraries must be fully accessible, meeting all provincial and federal standards and guidelines designed for public libraries

## Listening to those we serve

The Hamilton Public Library Board is committed to consultation.

Consultation is not an easy process. In 2000, for example, the Library Board was donated a beautiful former bank building two doors from one of the system's oldest branch libraries. By the end of a planning process, it became clear that renovating the bank building would make it an expensive building that could not provide better services than those offered in the current branch. The Library Board took part in multiple public community meetings over a four year period. While Board members tried to convey the problems with the renovation, some residents were so insistent that the building be used that little was resolved. Almost six years later, the building still sits empty.

The 2003 – 2006 Library Board undertook a process of consultation in the development of this Facilities Master Plan. The Library Board held public meetings in several rural communities in order to let residents know the problems that a specific local branch might face and to ask for both advice and opinions. In many cases, no advice or opinions were given, although it was clear that people love, support and adore their local library branches.

The Hamilton Public Library Board is aware that face-to-face meetings are an important part in any consultation process. The Library Board is also aware that public meetings can allow for a skewed view of public opinion and that, when advice and options are being considered on emotional issues, other means of consultation must also be used.

The Library's circulation system and other reporting mechanisms provide accurate aggregate information about patterns of use. The activity by postal code report, for example, shows where people in particular neighbourhoods are likely to turn for library services. The provision of this information is seen as another means of consultation.

Focus groups, public meetings, surveys, mailings, comment forms, discussions with councillors, and on-line forums and feedback mechanisms are all seen as appropriate ways to create dialogue.

## THE EVALUATION OF BRANCHES/APPROVED ACTIONS

Detailed evaluations of all existing Hamilton Public Library branches can be found in the appendices. The ratings in this section are designed to show, visually, the strengths and weaknesses of each library branch and to highlight the strategies that are available to deal with weaknesses. The approved actions that have been accepted by the Hamilton Public Library Board are also provided..

The Library Board's Facilities Master Plan is expected to be a living document. Changes to the Approved Actions can take place at any Library Board meeting and the changes will be reflected in the Facilities Master Plan.

The entire Facilities Master Plan, including the principles and trends upon which it is based, will be reviewed by the Library Board no later than 2011.

While this Facilities Master Plan identifies proposed "actions" that staff are to take, it does not set out either a source of funding for all of these actions nor a timeline. Both a funding model and a timeframe will be added after the Facilities Master Plan is approved by the Library Board.

This Plan does not include the need to refurbish and renew branches on an ongoing basis, within the operating budget.

### Definitions for the Rating System

Superb	★★★★★
Excellent	★★★★★
Very Good	★★★★★
Good	★★★★★
Adequate	★★★★★
Inadequate	★★★★★
Poor	★★★★★
Needs immediate care	★★★★★
Unsustainable	★★★★★



## The Central Library

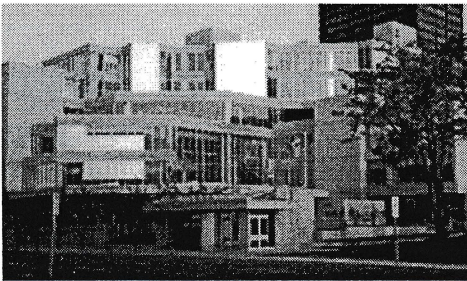
The Central Branch of the Hamilton Public Library opened in 1980. It is a six story building that, considering the time it was built, has some strong physical characteristics. It has numerous large windows. The ceilings are high. There are other architectural features that provide impact. A *Hamilton Spectator* article listed the view from the fifth floor of the library as one of the best features of the City.

There are, however, some significant problems with the building. The main floor is too small and does not provide a welcoming entry to library services. The entry point ignores one of the best architectural features (a multi-floor atrium), leaving this feature almost unseen.

The York Blvd entrance to the building is set too far from the street, making it impossible for people to stay inside and see the street. The entrance to the Jackson Square mall has heavy, cumbersome doors that discourage traffic.

The Central Library has a Board approved, phased plan to re-energize the facility. The first two phases are nearing completion. There is approval, through the City of Hamilton's Capital Plan for design funds that will correct many of the problems with the main floor of the Central Library. An expansion and renovation of the first floor is expected to be passed by Council as part of the 2007 Capital Budget.

The fifth floor will undergo renovations early in 2007, with completion slated for the spring.



Construction date	1980
Physical Condition of Building	★★★★☆
Quality of Space	★★★★☆
Physically capable of renovation or expansion	★★★★★
Accessible	★★★★★
Location	★★★★★
Ability to provide appropriate services to local community	★★★★★
Capable of meeting Board Principles	★★★★★
Staff Work Areas	★★★★★
OVERALL RATING	★★★★★

**Approved Action:** Continue to implement the Central Library renewal plan

Buildings that can, with maintenance, continue to provide appropriate service for their communities and neighbourhoods.

### Ancaster

The Ancaster Branch was renovated and expanded in 2006. The renovations added a library programming room that can be rented and used by the public. With the expansion, the newly renovated Ancaster Branch barely meets standards for a branch serving a community the size of Ancaster. It is, however, located in a beautiful spot near the centre of the Town.



<b>Construction date/Renovation and Expansion</b>	1986/2006
<b>Physical Condition of Building</b>	★★★★★
<b>Quality of Space</b>	★★★★★
<b>Physically capable of renovation or expansion</b>	★★★☆☆
<b>Accessible</b>	★★★★★
<b>Location</b>	★★★★★
<b>Ability to provide appropriate services to local community</b>	★★★★★
<b>Staff Work Areas</b>	★★★★★
<b>Capable of meeting Board Principles</b>	★★★★★
<b>OVERALL RATING</b>	★★★★★

**Approved Action:** Maintain. Monitor use of the facility and growth in the community.

## Barton

The Barton Branch was completely renovated in 1999. It is an attractive building, both inside and outside. It contains a public meeting room and is capable of providing appropriate services to the surrounding neighbourhoods. It meets all accessibility standards that were in place when it was renovated and meets all current provincial accessibility standards. There is some desire to make the parking area more secure.

The design of the circulation desk is problematic as it affects the flow of traffic in and out of the building. It is not handling the large volume of delivery well, nor does it enable staff to oversee the public areas easily while they work. It needs to be reconfigured and rebuilt. The drop box must be made fireproof.



Construction date/Last Renovation	1963/1999
Physical Condition of Building	★★★★★
Quality of Space	★★★★★
Physically capable of renovation	★★★★★
Accessible	★★★★★
Location	★★★★★
Staff Work Areas	★★★★★
Ability to provide appropriate services to local community	★★★★★
Capable of meeting Board Principles	★★★★★
OVERALL RATING	★★★★★

**Approved Action:** Maintain

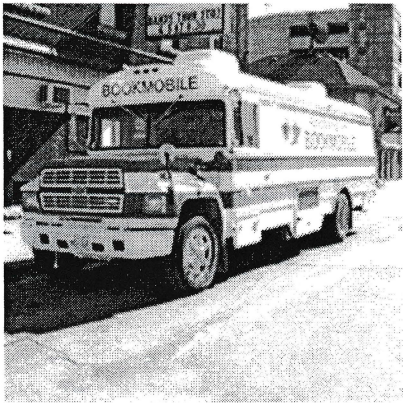


## Bookmobiles

The Hamilton Public Library operates two bookmobiles. The bookmobiles provide outreach services to senior citizens, and to neighbourhoods where the Library Board determines that library outreach presence is a necessity. Bookmobiles are a popular service with those who use them and can be employed to fill service gaps.

The replacement cost for new bookmobiles is carried in a library reserve account,

One issue that the bookmobiles currently face is that they are an off-line service, meaning that the circulation system does not communicate with the library's Integrated Library System (ILS) except through off-line or batch processes.



**Approved Action:** Review the locations served by the library's bookmobile service once the Facilities Master Plan is approved by the Library Board. The review should be used to determine if there are opportunities where the bookmobile can provide services to neighbourhoods where current branches cannot be sustained.

## Concession

The Concession Branch opened in 1994. It contains a public meeting room and is capable of providing appropriate services to the surrounding neighbourhoods. It meets all accessibility standards that were in place when it was renovated and meets all current provincial accessibility standards. There is a lack of public parking close to the branch but there are no known issues that require the infusion of Capital dollars within the lifetime of this plan.

In 2006 significant improvements were made at a cost of \$30,000. The shelving has been reconfigured, the collection re-sized, and a new combined circulation/information desk installed. Some of the furnishings were replaced as they were worn or too large for the space. The lighting is being upgraded in early 2007 and it requires painting. This is typical of the refurbishing required every 10 – 15 years to maintain a well-used facility at an acceptable standard.



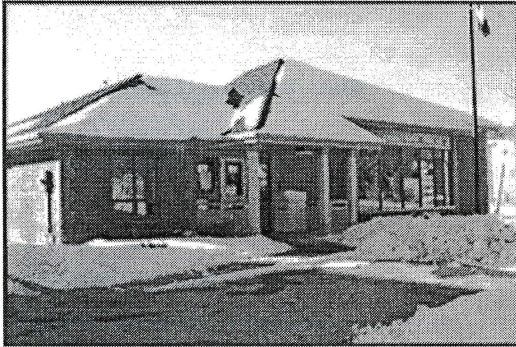
Construction date	1994
Physical Condition of Building	★★★★★
Quality of Space	★★★★★
Physically capable of renovation	★★★★★
Accessible	★★★★★
Location	★★★★★
Staff Work Areas	★★★★★
Ability to provide appropriate services to local community	★★★★★
Capable of meeting Board Principles	★★★★★
OVERALL RATING	★★★★★

**Approved Action:** Maintain

## Freelton

The Freelton Branch is located in the Village of Freelton. It is close to Highway 6 which acts as a barrier. The branch does not tend to attract people living east of Highway 6, even when they live fairly close to Freelton. Freelton is a nice building located in an area with a very small population (3165) and limited growth potential. The building is accessible and attractive.

The circulation desk needs to be rebuilt. There are ongoing minor maintenance issues which need to be addressed.



<b>Construction date</b>	1995
<b>Physical Condition of Building</b>	★★★★
<b>Quality of Space</b>	★★★★
<b>Physically capable of renovation or expansion</b>	★★★★
<b>Accessible</b>	★★★★
<b>Location</b>	★★★★
<b>Staff Work Areas</b>	★★★★
<b>Ability to provide appropriate services to local community</b>	★★★★
<b>Capable of meeting Board Principles</b>	★★★★
<b>OVERALL RATING</b>	★★★★

**Approved Action:** Maintain. Monitor use of the facility and growth in the community.



## Greensville

The Greensville Branch is located in leased space on Highway 8 in Greensville. While the space is pleasant, it does have some liabilities. It faces away from the street and provides poor street visibility. It is not located close to any housing, requiring almost all customers to drive or to ride bikes along a busy street. The Library Board held a community meeting in Greensville in November, 2005 and learned that the community members at that meeting did not want to see longer hours in the Dundas Branch in lieu of their own branch, with its limited service hours. There was a strong desire to keep the Greensville Branch. The lease has been extended for five years. Some furnishings were upgraded, window coverings replaced, and the facility repainted in 2005/6.

This branch is both central and large enough to serve a larger rural community, and offer limited programming.



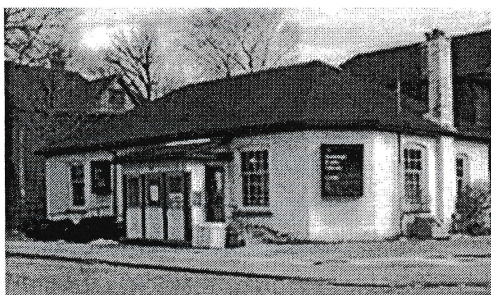
Construction date	1989
Physical Condition of Building	★★★★
Quality of Space	★★★★
Physically capable of renovation or expansion	★★★★
Accessible	★★★★
Location	★★★★
Ability to provide appropriate services to local community	★★★★
Staff Work Areas	★★★★
Capable of meeting Board Principles	★★★★
OVERALL RATING	★★★★

**Approved Action:** Maintain. See also Rockton and Millgrove.

## Locke

The Locke Branch was renovated in 1996. It does not contain a public meeting room and is classed as a neighbourhood library branch. It meets all accessibility standards that were in place when it was renovated. Although small, the Locke Branch is sufficient to meet the appropriate library needs of the surrounding neighbourhood. The funds from a neighbourhood donated CIBC building are to be dedicated for the enhancement of library services in this area. It is assumed that this means an enhancement to the physical branch and might include the purchase of adjacent property when such an opportunity arises.

In 2006 a new roof, drains and weeping tile were installed to address water and dampness issues. Most of the furniture was upgraded in 2004/5 when the collection was re-sized and shelving changed. The carpet in the workroom needs to be replaced as it has become a safety hazard. The broken tiles in the lobby require replacement.



Construction date/Renovations	1925/1996
Physical Condition of Building	★★★★
Quality of Space	★★★★
Physically capable of renovation or expansion	★★★★
Accessible	★★★★
Location	★★★★
Ability to provide appropriate services to local community	★★★★
Staff Work Areas	★★★★
Capable of meeting Board Principles	★★★★
OVERALL RATING	★★★★

**Option A:** Expand facility when circumstances allow, provided there are funds available through the sale of the donated CIBC building.

**Option B:** If no funding becomes available through the sale of the former CIBC building, maintain.

**Approved Action:** Maintain. Expand when and if donated funds and opportunity allow, but not as a high priority.

## Red Hill

The Red Hill Branch is located in a strip mall. It is accessible, and it is bright. It has good parking. It has a meeting room. There is no Wow factor that creates excitement when entering the facility. It is an attractive facility that is heavily used.

However, the maintenance of this branch has been problematic for some time, detracting from its appearance. The furniture and carpeting needs to be cleaned and replaced on a more frequent basis than is currently done because of the heavy use. The children's area was refurbished in 2005/6. The circulation/delivery areas could be better configured to reduce materials handling and ergonomic issues.



<b>Construction date/Renovations</b>	1983/2000
<b>Physical Condition of Building</b>	3.5 stars out of 4
<b>Quality of Space</b>	2 stars out of 4
<b>Physically capable of renovation or expansion</b>	2 stars out of 4
<b>Accessible</b>	3.5 stars out of 4
<b>Location</b>	3.5 stars out of 4
<b>Ability to provide appropriate services to local community</b>	3.5 stars out of 4
<b>Staff Work Areas</b>	2 stars out of 4
<b>Capable of meeting Board Principles</b>	3.5 stars out of 4
<b>OVERALL RATING</b>	3 stars out of 4

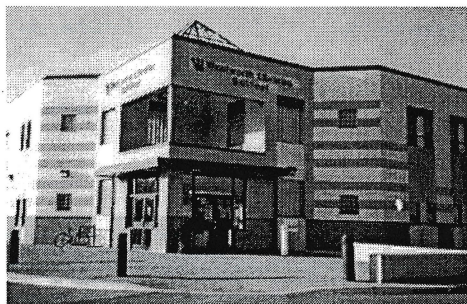
**Approved Action:** Maintain



## Saltfleet

The Saltfleet Branch opened in 2000. It is attached to the Hamilton District Catholic School Board's Cardinal Newman High School. Saltfleet contains a public meeting room as well as a computer training room. It is capable of providing appropriate services to the surrounding neighbourhoods. There are some senior citizen and local resident concerns about coming to a branch that tends to have more high school students as customers. It meets all current provincial accessibility standards. There are no known issues that require the infusion of Capital dollars within the lifetime of this plan.

Parking is inadequate. In 2006 some furniture more suited for teens was added.

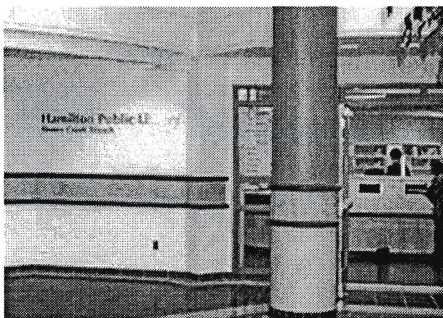


<b>Construction date</b>	2000
<b>Physical Condition of Building</b>	★★★★★
<b>Quality of Space</b>	★★★★★
<b>Physically capable of renovation or expansion</b>	★★★☆☆
<b>Accessible</b>	★★★★★
<b>Location</b>	★★★★★
<b>Ability to provide appropriate services to local community</b>	★★★★★
<b>Staff Work Areas</b>	★★★★★
<b>Capable of meeting Board Principles</b>	★★★★★
<b>OVERALL RATING</b>	★★★★★

**Approved Action:** Maintain

## Stoney Creek

The Stoney Creek Branch opened in 2002. It is housed inside the former City of Stoney Creek City Hall which is now owned by the RCMP. While it does not contain a public meeting room a room is available within the building. There is also a substantial auditorium. The branch is capable of providing appropriate services to the surrounding neighbourhoods. One failing of the branch is the lack of street presence. Good signage on the street is essential to the success of the branch. There is not sufficient expansion room.



<b>Construction date</b>	2002
<b>Physical Condition of Building</b>	★★★★★
<b>Quality of Space</b>	★★★★★
<b>Physically capable of renovation or expansion</b>	★★★★★
<b>Accessible</b>	★★★★★
<b>Location</b>	★★★★★
<b>Ability to provide appropriate services to local community</b>	★★★★★
<b>Staff Work Areas</b>	★★★★★
<b>Capable of meeting Board Principles</b>	★★★★★
<b>OVERALL RATING</b>	★★★★★

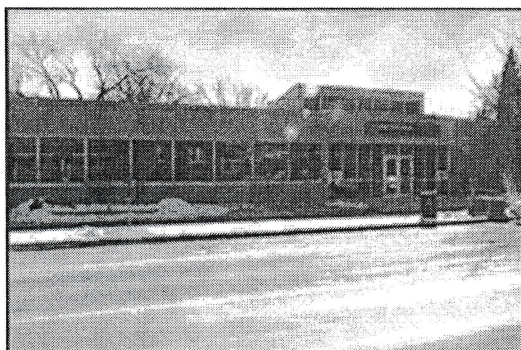
**Approved Action:** Maintain



## Westdale

The Westdale Branch provides all services on a single floor. There are some storage areas and maintenance services on a lower level. The building was renovated in 1998 and was expanded at that time. It has a program room and is capable of meeting the needs of the surrounding community. There is little growth in the surrounding neighbourhoods. There is not a great deal of parking. The branch is very well-used and “bursting at the seams”, so that, at times, it can be too small for the number of customers.

In the future, this branch will require changes to its work and delivery areas in the future to stream-line the work flow and fully reap the benefits of RFID technology. Its furnishings/ carpeting will require upgrading within the next few years because of its heavy use.



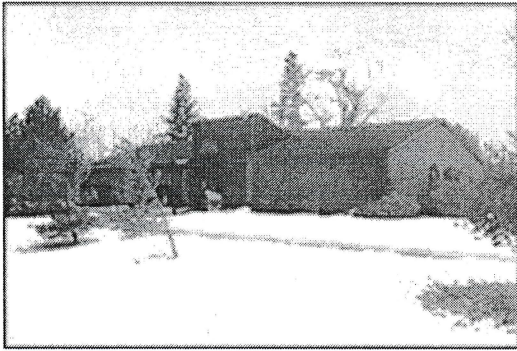
<b>Construction date/Renovation and Expansion</b>	1957/1998
<b>Physical Condition of Building</b>	★★★★★
<b>Quality of Space</b>	★★★★★
<b>Physically capable of renovation or expansion</b>	★★★★★
<b>Accessible</b>	★★★★★
<b>Location</b>	★★★★★
<b>Ability to provide appropriate services to local community</b>	★★★★★
<b>Staff Work Areas</b>	★★★★★
<b>Capable of meeting Board Principles</b>	★★★★★
<b>OVERALL RATING</b>	★★★★★

**Approved Action:** Maintain

## Buildings that need improvements and maintenance to continue providing appropriate services to their communities and neighbourhoods.

### Binbrook

The Binbrook Branch was built in 1982. Significant growth is planned for the surrounding area and it is likely that the building will become too small. While it is pleasant, the tone and mood do not meet the Library Board's high standard as a place in which the community takes pride. On the surface the branch is attractive, but the stream of building problems resulting from deferred maintenance (leaking roof, siding, flooding, and windows with broken seals) is ongoing. The furnishings are dated, the circulation desk worn out. Participation House is located in this neighbourhood and they have raised a number of accessibility concerns. Binbrook, surrounded by Greenbelt, is 11 km from the nearest library, which is Valley Park.



Construction date	1982
Physical Condition of Building	★★★★
Quality of Space	★★★★
Physically capable of renovation or expansion	★★★★
Accessible	★★★★
Location	★★★★
Ability to provide appropriate services to local community	★★★★
Staff Work Areas	★★★★
Capable of meeting Board Principles	★★★★
OVERALL RATING	★★★★

**Approved Action:** Address building deficiencies; refurbish and upgrade interior.  
Monitor growth in community and use of library.

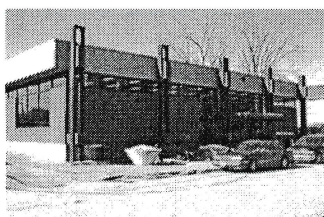
## Dundas

The Dundas Branch was constructed in 1970 with an addition added in 1979. It has two floors totalling 13,712 square feet. There is a split level entrance facing the street and there is a side entrance that is wheelchair accessible. The building does include an elevator. Both entrances are well used. RFID will address one of the building's problems - that people can enter and exit the lower level Children's area without passing by a circulation or security point.

The Dundas Branch still presents as a 1970's library building. Some of the problems with its appearance have been masked by the judicious recent purchase of new furniture and use of trendy colours. The programming/community room space is inadequate and cannot be accessed when the library is closed. The computer training lab is crowded and cannot provide double duty use when no training is taking place. The concept of a children's department being on a separate floor is dated. There are no proper staff work areas – just work spaces shielded from the public areas by book stacks -- which provide no security or privacy. There is wasted space which has no functional use. These problems cannot be addressed without capital expenditure.

The community is growing. There is vacant land next to the library and behind the library. The Dundas Branch should be increased in size and structural/services issues should be addressed. It will be difficult to expand to the strip of land beside the library because of drainage issues and building regulations. The Library should secure additional land behind the library in order to build a larger one-floor facility in the future.

Some short term fixes are necessary now – to enable RFID to work, to address security issues, to create needed staff work areas, and replace shelving. These immediate needs are required to make the branch function until such time as major renovation can take place.



Construction date/Renovations	1970/1979
Physical Condition of Building	★★★★
Quality of Space	★★★★
Physically capable of renovation or expansion	★★★★
Accessible	★★★★
Location	★★★★
Ability to provide appropriate services to local community	★★★★
Staff Work Areas	★★★★
Capable of meeting Board Principles	★★★★
OVERALL RATING	★★★★

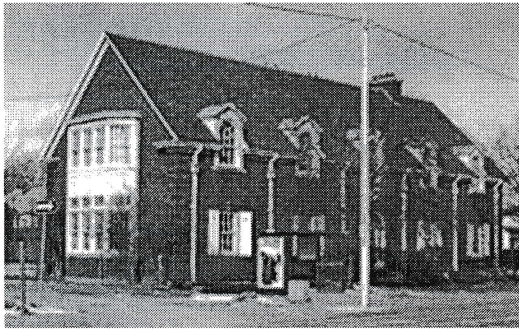
**Approved Action:** Provide for immediate improvement for some critical problems. Begin to plan for a significant renovation and expansion.



## Kenilworth

The Kenilworth Branch is a beautiful building that is modeled after the original Toronto Public Library Boys and Girls House. The exterior is aging. Two story library buildings are not staff efficient but there is no room for expansion on the current site, and no suggestion that the branch be moved. There is not adequate parking, and what parking is available is crowded. The building does not meet the Library Board's desire for community meeting space. Still, the Kenilworth Branch is a sterling example of a quality library facility from another era. The building is atmospheric and, in its own way, delivers on the Library Board's desire to provide space in which the community can take pride.

The Kenilworth branch received a number of cosmetic upgrades in 2005 and 2006 at a cost of \$25,000. Window seats, window coverings and some furnishings were replaced. Staff work areas and the circulation/information desk were reconfigured. In 2007 the HVAC system is being replaced, the fireplaces converted to electricity. It requires painting (scheduled for 2007). The outstanding maintenance issues include the replacement of carpeting, repair and painting of the external woodwork and landscaping.



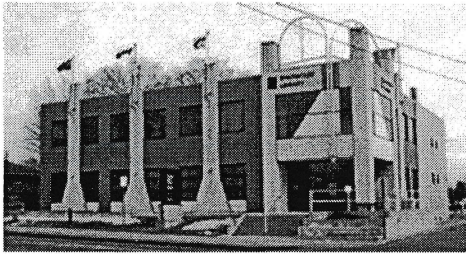
<b>Construction date/Renovations</b>	1932/87
<b>Physical Condition of Building</b>	★★★★
<b>Quality of Space</b>	★★★★
<b>Physically capable of renovation or expansion</b>	★★★★
<b>Accessible</b>	★★★★
<b>Location</b>	★★★★
<b>Ability to provide appropriate services to local community</b>	★★★★
<b>Staff Work Areas</b>	★★★★
<b>Capable of meeting Board Principles</b>	★★★★
<b>OVERALL RATING</b>	★★★★

**Approved Action:** Requires some renovations within the next 6 years.

## Sherwood

The Sherwood Branch is a leased building. It opened in 1986. The lease expires in 2011. The lease for the building does not include an option for purchase and the owner does not wish to sell the building at the conclusion of the lease. The building itself is capable of delivering the appropriate services to the surrounding community, but not efficiently. It is a two story building with meeting and staff rooms in the basement. There is suitable public meeting space and there is adequate parking. The Library Board has instructed Administration to notify the landlord of our desire to clarify what their expectations are, at the conclusion of the lease period. The Library Board does not intend to continue leasing the building under arrangements similar to those it now faces. Administration is directed to work with City Facilities in order to find acceptable alternatives to the current lease agreement well before the lease approaches its expiration date.

The circulation/ delivery areas need to be reconfigured but this can wait until a decision about the location is finalized. The branch is becoming dated, showing signs of wear and will require refurbishing as well as the reconfiguration of space if it remains at its current location.



<b>Construction date</b>	1986
<b>Physical Condition of Building</b>	★★★★
<b>Quality of Space</b>	★★★★
<b>Physically capable of renovation or expansion</b>	★★★★
<b>Accessible</b>	★★★★
<b>Location</b>	★★★★
<b>Ability to provide appropriate services to local community</b>	★★★★
<b>Staff Work Areas</b>	★★★★
<b>Capable of meeting Board Principles</b>	★★★★
<b>OVERALL RATING</b>	★★★★

**Option A:** purchase the existing building if an acceptable cost and acceptable conditions can be negotiated.

**Option B:** Plan for the construction of a new Sherwood Branch to be opened by early 2011.

**Approved Action:** Work with City Facilities to find the best future option.



## Terryberry

The Terryberry Branch was renovated in 1991 and converted into a two story building plus basement. Two story library buildings are not staff efficient but there is no room for expansion on the current site, and no suggestion that the branch be moved. The Branch is heavily used and while some of this use will shift to the Turner Park Branch when it opens in 2009, it is expected to remain a busy branch.

The 1991 renovation include space that is not fully utilized. The entrance is particularly awkward, as are the stairs to the second floor. While the building is accessible, the entry point for wheelchair access is barely acceptable. The building is frayed and worn, as little has been done to maintain it since its renovation. Significant interior upgrades such as replacing the worn flooring, furnishings and shelving is required. It also requires more maintenance than is currently being provided to keep the facility clean and useable in the short term.

RFID technology can improve this functionality of the building. However, the building's design creates additional steps in the work flow and makes materials handling extremely labour-intensive. The branch needs to be redesigned so that there is a flow to the circulation, delivery and work areas (main and lower floors) to handle the large volume of materials more efficiently.



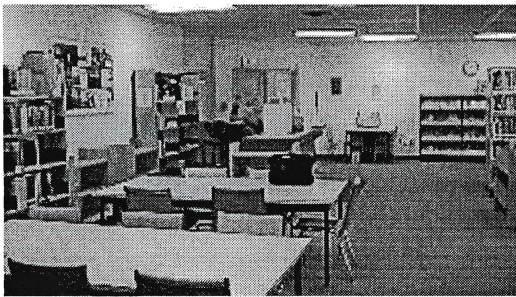
<b>Construction date/Renovation and Expansion</b>	1970/1991
<b>Physical Condition of Building</b>	★★★★
<b>Quality of Space</b>	★★★★
<b>Physically capable of renovation or expansion</b>	★★★★
<b>Accessible</b>	★★★★
<b>Location</b>	★★★★
<b>Ability to provide appropriate services to local community</b>	★★★★
<b>Staff Work Areas</b>	★★★★
<b>Capable of meeting Board Principles</b>	★★★★
<b>OVERALL RATING</b>	★★★★

**Approved Action:** Renovate as a high priority

## Valley Park

The Valley Park Branch was built in the early 1980s. It has not been renovated since that time. For a building of that age, it is in good repair and is accessible. While the location is set back from the main highway, there is good signage and it is part of a multiuse facility. The entire building is dated in appearance and mood. The surrounding area is undergoing significant growth in numbers. The Valley Park Branch is not large enough to meet community needs. The branch is not capable of providing the robust, community oriented services that the Library Board envisions. The branch does not convey the atmosphere that the Library Board feels is a necessity. There is an opportunity to increase the size of the branch and to stay a part of the recreation facility.

Both of the entrances to the complex and to the library do not have automatic door openers. The building size is too small to house the size of collection required for a community of this size. There is no space for staff to work, nor are there facilities for rest breaks.



<b>Construction date</b>	1982
<b>Physical Condition of Building</b>	★★★★
<b>Quality of Space</b>	★★★★
<b>Physically capable of renovation or expansion</b>	★★★★
<b>Accessible</b>	★★★★
<b>Location</b>	★★★★
<b>Ability to provide appropriate services to local community</b>	★★★★
<b>Staff Work Areas</b>	★★★★
<b>Capable of meeting Board Principles</b>	★★★★
<b>OVERALL RATING</b>	★★★★

**Approved Action:** Work with the City to include an expansion as part of the Library Board's Capital Plan. Investigate the extent to which an expansion could be funded through Development Charges.



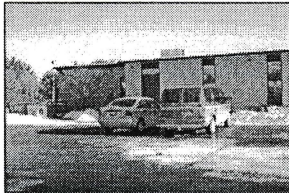
## Buildings that cannot continue to provide services in their current locations

There is no such thing as a building that cannot be renovated or expanded to meet service needs. There are buildings where such improvements cannot be made without incurring unacceptable costs

### Carlisle

The Carlisle Branch is located in a school board style "double portable". It is reaching the end of its expected lifespan. The Branch is located on the same property as the Carlisle Community Centre. The building meets the accessibility code for the time when it was constructed but any new facility will have to meet a higher standard. There is very little growth in the community and, as a result, no Development Charge funding is collected. When the library system opens a new branch in the Waterdown area it may be possible to combine the services and staff currently at the Waterdown, Millgrove and Carlisle branches. The Waterdown Branch can be funded through development charges. This option would depend on the placement of the Waterdown Branch.

There are on going HVAC issues and the building has some structural problems.



<b>Construction date</b>	1989
<b>Physical Condition of Building</b>	★★★★
<b>Quality of Space</b>	★★★★
<b>Physically capable of renovation or expansion</b>	★★★★
<b>Accessible</b>	★★★★
<b>Location</b>	★★★★
<b>Ability to provide appropriate services to local community</b>	★★★★
<b>Staff Work Areas</b>	★★★★
<b>Capable of meeting Board Principles</b>	★★★★
<b>OVERALL RATING</b>	★★★★

**Option A:** Close the existing building and merge it with the new Waterdown Branch when it is opened.

**Option B:** Close the existing building and build a new branch connected to the Carlisle Community Centre

**Option C:** Close the existing location and provide bookmobile service

**Option D:** Replace the existing portable

**Approved Action:** Explore the four options with the residents and with the Councillor, stressing the lack of Capital funding.



## Lynden

The Lynden Branch is located in the village of Lynden on the main street. It is located on the first floor of a leased facility. While there is a ramp, the building is not accessible. There is one washroom, and it does not meet minimum provincial disability/accessibility standards. Other than the ramp, there are no accommodations for anyone with a disability. The building is not suitable for continued library use. The Library Board has held several meetings with members of the community and has conveyed the Library Board's desire to have a library in the area. The Library Board has also conveyed the difficulties it will face in trying to upgrade rural locations. There is an active Lynden citizen's group that is trying to help the Library Board with solutions. The problems are compounded by the fact that the village is surrounded by greenbelt lands where it is not possible to build.



<b>Construction date/Renovations</b>	unknown
<b>Physical Condition of Building</b>	1.5 stars out of 4
<b>Quality of Space</b>	0 stars out of 4
<b>Physically capable of renovation or expansion</b>	0 stars out of 4
<b>Accessible</b>	0 stars out of 4
<b>Location</b>	3 stars out of 4
<b>Ability to provide appropriate services to local community</b>	1.5 stars out of 4
<b>Staff Work Areas</b>	0 stars out of 4
<b>Capable of meeting Board Principles</b>	1 stars out of 4
<b>OVERALL RATING</b>	1.5 stars out of 4

**Option A:** Close the existing building and open in a new location in Lynden.

**Option B:** Close the existing building and consolidate services and hours at a facility that merges the Rockton and the Lynden library services.

**Option C:** Provision of bookmobile service

**Approved Action:** The Library Board will continue to work with the local citizen committee to see if a financially viable way can to provide services in Lynden can be found.

## Millgrove

The Millgrove Branch is a tired building with multiple problems, from water quality to septic field issues to accessibility issues. Any attempt to renovate the building would be extremely expensive and would, in all likelihood, cost more per square foot than new building construction. The building has not been adequately maintained over the years.

New building construction does not seem a viable option. Such construction could not be funded from development charges since there is little growth in the area. The branch serves only a small population base (<2,000) and is lightly used. There is significant overlapping use with Waterdown and Carlisle. Constructing a new library branch would result in high costs for a building that could only open a few hours each week.

The condition and use of the location may force a situation where the branch must be closed before a new Waterdown location can be built.



<b>Construction date/Renovations</b>	1970
<b>Physical Condition of Building</b>	0.5 stars out of 4
<b>Quality of Space</b>	0 stars out of 4
<b>Physically capable of renovation or expansion</b>	0 stars out of 4
<b>Accessible</b>	0.5 stars out of 4
<b>Location</b>	0 stars out of 4
<b>Ability to provide appropriate services to local community</b>	2 stars out of 4
<b>Staff Work Areas</b>	0 stars out of 4
<b>Capable of meeting Board Principles</b>	0.5 stars out of 4
<b>OVERALL RATING</b>	0.5 stars out of 4

**Option A:** Close the existing building and consolidate services and hours into a new East Flamborough Branch (See Waterdown Branch).

**Option B:** Close the existing building and consolidate services and hours at the existing Greenville Branch

**Option C:** Provision of bookmobile service and/or books by mail.

**Approved Action:** Locate a suitable site to build a new Waterdown Branch. Close the existing Waterdown Branch and the existing Millgrove Branch.

## Mount Hope

The Mount Hope Branch is located in an older building that, until 1990, housed municipal offices for the former Town of Glanbrook. The building was partly renovated in 1990. The building is nominally accessible by wheelchair but only if someone calls ahead and arranges for a door to be opened in another part of the building at a set time. The washroom is not wheelchair accessible. There is virtually no workspace. The public washroom doubles as branch storage space. The building is dark and crowded and provides none of the character markings that the Hamilton Public Library requires in its branches.



<b>Construction date/Renovations</b>	Unknown/1990
<b>Physical Condition of Building</b>	2 stars out of 4
<b>Quality of Space</b>	1 star out of 4
<b>Physically capable of renovation or expansion</b>	1 star out of 4
<b>Accessible</b>	0 stars out of 4
<b>Location</b>	3 stars out of 4
<b>Ability to provide appropriate services to local community</b>	1 star out of 4
<b>Staff Work Areas</b>	0 stars out of 4
<b>Capable of meeting Board Principles</b>	1 star out of 4
<b>OVERALL RATING</b>	1 star out of 4

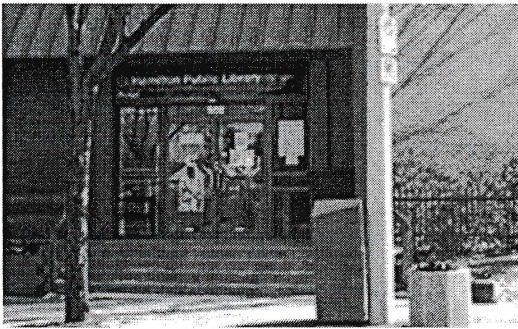
**Approved Action:** Relocate to another location.

## Picton

The Picton Branch opened 1977 in leased premises as a temporary location until the opening of the Central Library. It is still open today.

It serves a small, and declining, population base. Use has steadily decreased since the Central Library, which is only 1.5 km from Picton, was opened. At one time, the primary use of the branch seemed to come from class visits and activity generated through the near-by schools. One school has since closed, another school is slated to close and, for a variety of reasons, class visits have decreased.

The Hamilton Public Library Board has approved a plan that would see this branch move to the North End Community Health Centre if they receive provincial funding for a new building. Moving to the planned Health Centre would change the dynamics of the Picton Branch, making it a themed branch that would cater both to the small number of neighbourhood users and to the clientele of the North End Community Health Centre. If the North End Community Health Centre's funding should fall through, the Picton Branch should be closed.



Construction date	1977
Physical Condition of Building	★★★★★
Quality of Space	★★★★★
Physically capable of renovation or expansion	★★★★★
Accessible	★★★★★
Location	★★★★★
Ability to provide appropriate services to local community	★★★★★
Staff Work Areas	★★★★★
Capable of meeting Board Principles	★★★★★
OVERALL RATING	★★★★★

**Approved Action:** Re-locate to the North End Community Health Centre and convert it to a small themed branch. If relocation is not an option, then this branch is not feasible.

## Rockton

The Rockton Branch is a former municipal hall building now occupied by both the library and the Women's Institute. The building does not meet accessibility standards and cannot be easily retrofitted. The building presents poorly. The location is good for those who live in Rockton and poor for residents of the surrounding area. Little can be done to improve the current space. The Branch serves an extremely small population base, the smallest of any branch.



<b>Construction date/Renovations</b>	1955/1981
<b>Physical Condition of Building</b>	2 stars out of 4
<b>Quality of Space</b>	0 stars out of 4
<b>Physically capable of renovation or expansion</b>	1.5 stars out of 4
<b>Accessible</b>	1 star out of 4
<b>Location</b>	2 stars out of 4
<b>Ability to provide appropriate services to local community</b>	1 star out of 4
<b>Staff Work Areas</b>	0 stars out of 4
<b>Capable of meeting Board Principles</b>	0.5 stars out of 4
<b>OVERALL RATING</b>	1.5 stars out of 4

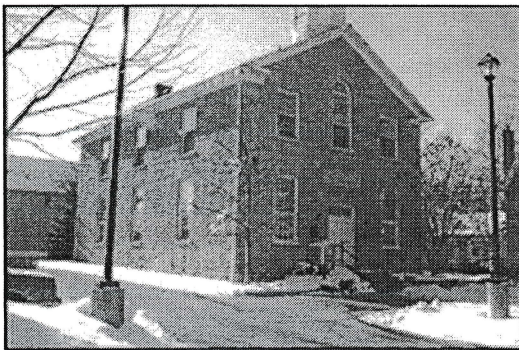
**Approved Action:** Work with residents and with Councillor to find an acceptable solution. None is currently apparent. See Lynden and Greenville.



## Waterdown

The Waterdown Branch is attractive and is centrally located in the heart of downtown Waterdown. The building is not large enough to serve the growing community of Waterdown. It is located in an historic two-story building which has ongoing maintenance issues. The elevator is small. There is no very little workspace for staff to provide basic circulation functions, let alone the space required to support the growing issue of patron placed Holds. There is no meeting room, yet a high demand for children's programming. Parking is increasingly inadequate. The community of Waterdown deserves a much larger library branch, one which only becomes financially feasible if both this location and Millgrove were to close. The overall rating is generous as continued growth in the community will place even more pressure on such a small facility.

The City of Hamilton has approved design funds for a new Waterdown Branch but a site has not yet been found.



Construction date/ last renovation	1957/1979
Physical Condition of Building	★★★★
Quality of Space	★★★★
Physically capable of renovation or expansion	★★★★
Accessible	★★★★
Location	★★★★
Ability to provide appropriate services to local community	★★★★
Staff Work Areas	★★★★
Capable of meeting Board Principles	★★★★
OVERALL RATING	★★★★

**Approved Action:** Locate a suitable site to build a new Waterdown Branch. Close the existing Waterdown Branch and the existing Millgrove Branch.

## Visions for the Future: New Branches

### Turner Park

Construction is expected to start on the Turner Park Branch during the spring, 2007. The Branch is slated to open either in the late Fall, 2008 or early winter, 2009. It will be a 25,000 square foot facility in shared premises with a YMCA. The branch will serve a large population on the South Mountain. The Turner Park Branch is located in Turner Park on Rymal Road. The Branch has not yet been officially named by the Hamilton Public Library Board.

### East Flamborough

This area of rapid current and future growth requires a large library branch of approximately 20,000 sq. feet, similar in design to the new Turner Park branch. At present, the library has no partners and no property. City Facilities is looking at several possibilities. Resident of the area should be encouraged to look at the nearly renovated Ancaster Branch in order to see the type of library facility that is intended for their community.

If a suitable location, such as Joe Sams Park, is available then the communities of Waterdown, Millgrove and Carlisle could be served by this single facility and the proposed branch would be financially feasible. However, if a location cannot be found that is accessible to all three communities, then it is likely that another option for Carlisle will be required.

### Upper Stoney Creek and Binbrook

The Upper Stoney Creek area is showing growing rapidly and requires a large library branch of approximately 20,000 sq. feet, similar in design to the new Turner Park branch. While the location with the Valley Park recreation complex is good, the relationship and centrality of this location vis-à-vis the future areas of growth needs to be considered. It is not clear what our opportunities are to expand on the Valley Park site. Alternative library locations need to be investigated before a final decision is made.

Within the Binbrook development area (which is surrounded and protected by the Greenbelt legislation), it appears that the library is well positioned in its current location near the hamlet's centre. Again, it is not clear what the opportunities are to expand on the Binbrook site when an expansion is required in the future.

## Summary of Approved Actions by branch

Branch	Approved Actions
Ancaster	Maintain. Monitor use of the facility and growth in the community.
Barton	Maintain
Bookmobiles	Review the locations served by the library's bookmobile service once the Facilities Master Plan is approved by the Library Board. The review should be used to determine if there are opportunities where the bookmobile can provide services to neighbourhoods where current branches cannot be sustained.
Binbrook	Address building deficiencies; refurbish and upgrade interior. Monitor growth in community and use of library.
Carlisle	Explore the four options with the residents and with the Councillor, stressing the lack of Capital funding.
Central	Continue to implement the Central Library renewal plan



Concession	Maintain
Dundas	Provide for immediate improvement for some critical problems. Begin to plan for a significant renovation and expansion.
Freelton	Maintain. Monitor use of the facility and growth in the community.
Greensville	Maintain. See also Rockton and Millgrove.
Kenilworth	Requires renovations within the next 6 years
Locke	Maintain. Expand when and if donated funds and opportunity allow, but not as a high priority.
Lynden	The Library Board will continue to work with the local citizen committee, to see if a financially viable way can to provide services in Lynden can be found.
Millgrove	Locate a suitable site to build a new Waterdown Branch. Close the existing Waterdown Branch and the existing Millgrove Branch.
Mount Hope	Relocate to another location
Picton	Re-locate to the North End Community Health Centre and convert it to a small themed branch. If relocation is not an option, then this branch is not feasible.
Red Hill	Maintain
Rockton	Work with residents and with Councillor to find an acceptable solution. None is currently apparent. See Lynden and Greensville.
Saltfleet	Maintain
Sherwood	Work with City Facilities to find the best future option
Stoney Creek	Maintain
Terryberry	Renovate as a high priority
Valley Park	Work with the City to include an expansion as part of the Library Board's Capital Plan. Investigate the extent to which an expansion could be funded through Development Charges.
Waterdown	Locate a suitable site to build a new Waterdown Branch. Close the existing Waterdown and Millgrove branches.
Westdale	Maintain

## Next Steps

The Facilities Master Plan is designed to catalogue, as accurately and as factually as possible, the current condition of library facilities as well as the Library Board's vision for the desired tone and feeling for library facilities.

The Facilities Master Plan does not address how existing facilities that fall short of the Library Board's vision – or fail to meet minimum standards for public library buildings – can be brought up to an acceptable standard, both in terms of physical accessibility and in terms of mood and atmosphere.

Once the Library Board approves this Facilities Master Plan, the process of setting timeframes and priorities as well as identifying sources of potential funding will begin.

## Appendices

Assessment of Current Library Facilities

Summary of Assessment of Current Library Facilities

Application of Per Capita Measures and Library Standards to  
Branch Data

Branch Library Roles, 2006 – 2011

Trends Affecting Public Library Facilities

## **Chief Librarian's Report January, 2007**

### **General Staff Meeting**

The General Staff Meeting was held on January 11<sup>th</sup>. Our featured speaker, Kate McNally of the Richmond Public Library system, was unable to attend due to an unavoidable situation. We had to adjust the entire program in a very short period of time and decided to focus on celebrating some of the achievements of the past year and to highlight some of the changes that we know are coming soon.

### **Career Centres**

You may have noticed that, early in January, the federal government and the provincial government announced that a number of federal responsibilities related to career counselling and job placement were being transferred to the Province of Ontario. This was not an unexpected move since most other provinces have already assumed these responsibilities. The transfer will affect us since we have contracts for our five Career Centres. These contracts will be transferred to the Province of Ontario. The transfer will affect us when it is time for them to be renewed. We do not have any reason to believe that they are in jeopardy but there will certainly be different expectations and processes.

### **Pilot Project with SISO**

The library is partnering with Settlement and Integration Services Organization (SISO) and Citizenship and Immigration Canada (CIC) in order to provide year-round settlement services to newcomers at selected branches of the Hamilton Public Library. The focus of the program is to provide settlement services to youth and their families by connecting them to the resources in the community that support their settlement and lifelong learning needs and to facilitate the introduction of newcomer youth and their families to the library's programs, services and collections. The first settlement information worker is scheduled to start in January 2007 and will provide services at the Central Children's Department, Red Hill, Terryberry and Westdale branches.

### **Hamilton Families Read**

In Hamilton, National Family Literacy Day has become a week-long celebration (January 22<sup>nd</sup>– 27<sup>th</sup>) of the importance and the joy of reading. We've expanded on the success of the Hamilton Public Library's "One Book One City" and selected great Canadian books for every age group and reading level that families can share together. Hamilton Families Read is designed to:

- encourage families and young people to read together.
- focus on the talent of Canadian authors.
- celebrate books and reading across our community.
- experience the magic of hearing authors read from their books and illustrators demonstrating their skills.
- learn first hand what it is like to write a book.

### **Chamber of Commerce**

The Library hosted a Chamber of Commerce Breakfast meeting on Tuesday, January 9<sup>th</sup>. It was well attended. Paul Takala and Dija Qin demonstrated how the resources on the portal can be used to assist local businesses. It was extremely well received.

**Partnership Agreement with the Catholic School Board**

We are hopeful that a partnership agreement with the Hamilton-Wentworth Catholic District School Board can be reached by the February or – at the latest – the March Board meeting.

**Operating Budget**

There has been no change to the submitted operating budget and no time for presentation has yet been set.

**North End Community Health Centre**

We have no word from the North End Community Health Centre regarding any provincial funding for their proposed new facility at the Bennetto site. I hope to have some news by the Board meeting.





**DATE:** January 10, 2007

**REPORT TO:** Chair and Members of the Board

**FROM:** Ken Roberts, Chief Librarian

**SUBJECT:** myhamilton.ca

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Paul Takala will be coming to the Board meeting so that Kit, and Paul and I can discuss the myhamilton.ca portal with Board members.

There are three partners in the myhamilton.ca project – the City of Hamilton, the Hamilton Public Library, and the community itself. The community's collective voice is heard through the "Community Portal Advisory Committee" or CPAC.

The City of Hamilton originally embraced the "building community capacity" component of the vision for myhamilton.ca. Some departments within the City of Hamilton have now raised legitimate issues that arise from that vision. It appears that there may be a desire to re-define the role that the City of Hamilton plays in the future development of myhamilton.ca.

The decisions that the City of Hamilton is making affect the other two partners. This is a fluid situation that can change and will change between Library Board meetings. We are continuing to discuss the situation with our partners. It appears that both the community partners and the City of Hamilton would like to see the library assume some new responsibilities in order to ensure that the portal can grow. We are discussing the nature and scope of these expectations with our partners.

The exact nature of the City's future actions is not yet determined. As a result, we do not know how their decisions may affect the community partners or the library itself. The library and the City are the only agencies whose web presences reside on the portal. One impact may be that the library is left as the only agency with a presence on the portal itself.

The current situation is, like most challenges, an opportunity. We want Board members to be aware of the nature of the discussions so that, when we speak with our partners, we do so with the knowledge that the Library Board has been informed about the conversations.

**Library Programming Room Meeting  
Notes of Maureen McKeating, Board Chair  
December 21, 2006**

This meeting was held at Ancaster Square on Monday, December 18th. It was attended by Maureen McKeating, Library Board Chair; George Geczy, Library Board Vice Chair; Ken Roberts, Chief Librarian; Lloyd Ferguson, Councillor for Ward 12, and Kathy Bishop, Administrative Assistant to Councillor Ferguson.

The purpose of the meeting was to clarify issues related to the programming room.

Councillor Ferguson did ask about the lack of a partnership agreement/contract between the library board and the city for the use of the room. Library Board members made it clear that their position is that no partnership agreement is needed as responsibility for the room is clear. The room has been under the control of the Hamilton Public Library Board and its predecessor organization, Wentworth Libraries, since its construction. The Library Board has never relinquished its control of that space and has never been asked to relinquish that responsibility

The Library Board approved use of the space as a library program room in its plans for renovation. The intent and function is similar to that for the program rooms in virtually all other community library branches. Councillor Ferguson did not agree or disagree with the position of the Board members but did indicate that he was still learning.

The Board members and Councillor Ferguson did agree that:

1. The program room is to be used as much as possible and that there must be a fair opportunity for community groups to rent the room.
2. Evening programming will include public programs that are aimed at attracting an audience and that are organized by the library system, many times in partnership with community organizations.
3. The Program Room can be used by Councillor Ferguson every Monday evening for those local committees of which he is a member and regularly attends. The Library Board does not employ staff who set-up the room or who return it to its original condition. As is the case with all such uses, it is the responsibility of the group using the room to set-up the room and to return it to the condition in which it was found. The room will be released for evenings when it is not used.
4. Councillor Ferguson may use the programming room without charge on other evenings for local committees of which he is a member. This agreement was reached with the understanding that some of the meetings that are currently held on Monday evenings may wish to move the evening on which they meet. It is expected that Councillor Ferguson would, then, release the room on the affected

Monday evenings. Room bookings must be made through the Branch Manager, Rebecca Raven and may be dependent on availability.

5. All bookings will be made through the Branch Manager, as is the case at other library locations.
6. The library does provide partnership agreements with agencies from which it receives a service or is formally partnered. For example, the local Horticultural Society maintains the gardens around the building. In return, the library is willing to allow for some free use of the programming room. Any such use must always abide by the normal conditions for room use. For example, the library provides its rooms for community groups only for meetings that are open to the public. While we did not cover this issue on Monday, libraries that allow meetings that are not open to the public have encountered a number of problems in other Canadian and American municipalities.
7. The agreements that were reached will be reviewed in six months. Board members want to ensure that public organizations have a reasonable chance to use the room.