

HAMILTON PUBLIC LIBRARY BOARD

Regular Board Meeting
Wednesday, October 17, 2001

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

AGENDA

1. Discussion Period
2. Acceptance of the Agenda
3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, September 19, 2001 **Attachment #3**
4. In-Camera Information Session
 - 4.1 Implementation Plan for Staff Qualifications and the Staff Complement Report **Attachment #4.1**
 - 4.2 Negotiations Update **Oral Report**
5. Business Arising
 - 5.1 Implementation Plan for the Service Hours Report and background report A Model for Service Hours and Qualifications **Attachment #5.1 Suggested Action: Recommendation**
6. Reports
 - 6.1 Quarterly Statistical Reports **Attachment #6.1 Suggested Action: Receive**
7. New Business
 - 7.1 Educational Policy and Implementation Plan **Attachment #7.1 Suggested Action: Recommendation**
 - 7.2 Digital Copyright Issues **Attachment #7.2 Suggested Action: Recommendation**

8. In-Camera Session

- 8.1 In-Camera Minutes of the Hamilton Public Library Board Meeting of Wednesday, September 19, 2001 Attachment #8.1
- 8.2 Implementation Plan for Staff Qualifications and the Staff Complement Report **Suggested Action: Recommendation**

9. Motions Arising from the In-Camera Session

10. Date of Next Meeting

Wednesday, October 24, 2001
5:30 p.m. Snack
6:00 p.m. Meeting

11. Adjournment

Minutes of the Hamilton Public Library Board Meeting of
Wednesday, September 19, 2001

Attachment #3

**HAMILTON PUBLIC LIBRARY BOARD
Regular Meeting**

**Wednesday, October 17, 2001
Board Room
5:30 p.m. Dinner
6:00 p.m. Meeting**

MINUTES

PRESENT: Anne Gravereaux, Glen Whitwell, Peter Rogers, Mavis Adams, Maureen McKeating, Chris McLaughlin, George Geczy, Doreen Horbach, Joyce Brown, Councilor Jackson, Councilor Caplan

REGRETS: Anita Culley, Mac Carson, Dawna Petsche-Wark,

STAFF: Ken Roberts, Don Kilpatrick, Kit Darling, Beth Hovius, Helen Benoit, William Guise, Pam Haley, Eileen Thoms, Karen Hartog

Ms Gravereaux called the meeting to order at 6:00 p.m.

1. DISCUSSION PERIOD

- 1.1 Mr. Roberts was congratulated on his recent review in *Horn Book* for his recent book entitled *A Thumb in the Box*.
- 1.2 Councilor Caplan announced that effective January 2002, Council will be meeting on the 2nd and 4th Wednesday instead of Tuesdays.

2. ACCEPTANCE OF THE AGENDA

MOVED by Ms Horbach, seconded by Mr. Whitwell,

THAT THE AGENDA BE ACCEPTED AS PRESENTED.

MOTION CARRIED.

3. MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, SEPTEMBER 19, 2001

MOVED by Mr. Rogers, seconded by Ms Brown,

THAT THE HAMILTON PUBLIC LIBRARY BOARD MINUTES OF WEDNESDAY, SEPTEMBER 19, 2001 BE ADOPTED AS PRESENTED.

MOTION CARRIED.

4. IN-CAMERA INFORMATION SESSION

MOVED by Ms Brown, seconded by Mr. Whitwell,

THAT THE IN-CAMERA SESSION BE CONVENEED.

MOTION CARRIED.

Board Members conducted an in-camera information session.

MOVED by Ms Adams, seconded by Mr. Whitwell,

THAT THE IN-CAMERA SESSION BE ADJOURNED.

MOTION CARRIED.

5. Business Arising

5.1 Implementation Plan for the Service Hours Report and Background Report A Model for Service Hours and Qualifications

MOVED by Mr. Rogers, seconded by Ms Horbach,

THAT THE HAMILTON PUBLIC LIBRARY BOARD ADOPT THE FOLLOWING SERVICE HOURS FOR HAMILTON PUBLIC LIBRARY LOCATIONS

Proposed Hours for each Location

Central Library								
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Hrs.
Central	9-9	9-9	9-9	9-9	9-6	9-5	1-5	69
District Libraries								
Terryberry	10-9	10-9	10-9	10-9	Closed	10-5	1-5	55
Saltfleet	10-9	10-9	10-9	10-9	Closed	10-5	1-5	55
Community Libraries								
Ancaster	10-9	10-9	10-9	10-9	Closed	10-5		51
Dundas	Closed	10-9	10-9	10-9	10-6	10-5		48
Sherwood	10-9	10-6	10-9	10-9	Closed	10-5		48
Westdale	10-6	10-9	10-6	10-9	Closed	10-5		45
Concession	Closed	10-8	10-6	10-8	10-6	10-5		43
Red Hill	Closed	10-8	10-6	10-8	10-6	10-5		43
Kenilworth	10-6	12-8	10-6	12-8	Closed	10-5		39
Neighbourhood – Service Level III								
Barton	1-8	10-5	1-8	10-5	Closed	10-5		35
Binbrook	1-8	10-5	1-8	10-5	Closed	10-5		35
Stoney Creek (new)	1-8	10-5	1-8	10-5	Closed	10-5		35
Locke	10-5	1-8	10-5	1-8	Closed	10-5		35
Valley Park	2-8	10-8	2-8	2-8	Closed	10-5		35
Waterdown	10-8	10-8	10-8	10-8	Closed	10-5		47
Neighbourhood – Service Level II								
Carlisle	2-8	2-8	2-8	10-5	Closed	10-5		32
Lynden	2-8	2-8	2-8	2-5	Closed	10-1		24
Neighbourhood – Service Level I								
Mount Hope	2-5	2-8	2-5	2-8	Closed	Closed		17
Millgrove	2-5	4-8	2-5	4-8	Closed	10-1		17
Freelton	4-8	2-5	4-8	2-5	Closed	2-5		17
Greensville	4-8	2-5	4-8	2-5	Closed	2-5		17
Rockton	2-5	5-8	2-5	5-8	Closed	2-5		15
Sheffield	5-8	2-5	5-8	2-5	Closed	Closed		12

Temporary Hours for Picton (to March, 2002)

Picton	10-5	1-8	10-5	1-9	Closed	10-5		35
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THAT THE NEW SERVICE HOURS TAKE EFFECT AT CENTRAL, TERRYBERRY AND SHERWOOD WHEN THE STAFF REDEPLOYMENT PROCESS IS DEEMED BY MANAGEMENT TO BE SUFFICIENTLY COMPLETE.

THAT THE NEW SERVICE HOURS FOR ALL LIBRARY BRANCHES EXCEPT CENTRAL, TERRYBERRY, SHERWOOD STONEY CREEK, AND WINONA TAKE EFFECT JANUARY 2, 2002.

THAT THE PHYSICAL AND HUMAN RESOURCES OF THE STONEY CREEK AND WINONA BRANCHES BE MERGED TO PROVIDE A NEW LIBRARY BRANCH LOCATED AT THE FORMER STONEY CREEK CITY HALL AND THAT THIS BRANCH BE KNOWN AS THE STONEY CREEK BRANCH.

THAT THE CURRENT STONEY CREEK BRANCH HOURS BE DECREASED TO MATCH THOSE OF THE NEW STONEY CREEK BRANCH, EFFECTIVE JANUARY 2, 2002.

THAT THE CURRENT WINONA BRANCH HOURS BE DECREASED TO 17 HOURS WEEKLY, EFFECTIVE JANUARY 2, 2002 IN ORDER TO MAINTAIN EQUITABLE SERVICE HOURS WITH OTHER LEVEL 1 NEIGHBOURHOOD BRANCHES.

THAT THE FEASIBILITY OF CLOSING THE GREENSVILLE BRANCH AND USING THE SAVED FUNDS TO PROVIDE SUNDAY SERVICE AT THE DUNDAS BRANCH BE FURTHER INVESTIGATED IN 2002 AND THAT COMMUNITY COMMENT BE OBTAINED.

THAT THE FEASIBILITY OF CLOSING THE SHEFFIELD BRANCH AND CONSOLIDATING SERVICE AT THE ROCKTON BRANCH BE FURTHER INVESTIGATED IN 2002 AND THAT COMMUNITY COMMENT BE OBTAINED.

THAT THE HOURS AT THE PICTON BRANCH BE TEMPORARILY SET AT THOSE OF THE LOCKE BRANCH FROM JANUARY 1, 2002 TO MARCH 4, 2002 IN ORDER TO ALLOW TIME FOR A NORTHEAST STRATEGY CONCERNING THE FUTURE OF THE BENNETTO CENTRE TO BE DEVELOPED.

6 in favour
3 opposed

MOTION CARRIED.

6. REPORTS

6.1 Quarterly Statistical Report

Received for Information.

9. **Motions Arising from the In-Camera Session**

Union Staff Complement

MOVED by Ms Horbach, seconded by Mr. Whitwell,

THAT THE UNION STAFF COMPLEMENT AS DESCRIBED IN THE IMPLEMENTATION PLAN FOR STAFF QUALIFICATIONS AND STAFF COMPLEMENT REPORT BE ADOPTED BY THE BOARD TO BECOME EFFECTIVE ONCE THE REDEPLOYMENT OF STAFF IS DEEMED TO BE COMPLETE.

THAT THE APPROPRIATE PROCESS FOR NOTIFYING UNION STAFF ABOUT THE CHANGES IN THEIR POSITIONS AND IMPLEMENTING THE REDEPLOYMENT OF UNION STAFF BE PUT INTO EFFECT.

THAT INFORMATION ABOUT NUMBER AND NATURE OF POSITIONS WITHIN THE NEW UNION STAFF COMPLEMENT BE PROVIDED TO CUPE 932 AT A SPECIAL LABOUR MANAGEMENT MEETING, AFTER WHICH THE INFORMATION SHALL NO LONGER BE CONFIDENTIAL.

THAT THE UNION STAFF COMPLEMENT FOR THE HAMILTON PUBLIC LIBRARY SYSTEM BE SET AT 192 FTE STAFF MEMBERS, EFFECTIVE ONCE THE REPLOYMENT OF STAFF IS DEEMED TO BE COMPLETE.

MOTION CARRIED.

Negotiations Update

MOVED by Ms Brown, seconded by Mr. McLaughlin,

THAT THE HAMILTON PUBLIC LIBRARY BOARD AUTHORIZE THE BOARD CHAIRMAN TO REVIEW THE PROPOSED AGREEMENT AND RATIFY IT ON BEHALF OF THE BOARD.

MOTION CARRIED.

7. NEW BUSINESS

7.1 Educational Policy and Implementation Plan

MOVED by Mr. Rogers, seconded by Ms Adams,

THAT THE HAMILTON PUBLIC LIBRARY BOARD ADOPT THE PROPOSED EDUCATION POLICY AND IMPLEMENTATION PLAN, PENDING COUNCIL ACCEPTANCE OF THE HAMILTON PUBLIC LIBRARY BOARD PROPOSALS REGARDING THE OMERS SURPLUS.

MOTION CARRIED.

7.2 Digital Copyright Issues

MOVED by Mr. Geczy, seconded by Mr. Rogers,

THAT THE HAMILTON PUBLIC LIBRARY BOARD ENDORSE THE CANADIAN LIBRARY ASSOCIATION AND THE COUNCIL OF ADMINISTRATORS OF LARGE URBAN PUBLIC LIBRARIES POSITION PAPERS REGARDING DIGITAL COPYRIGHT ISSUES AND ASK THAT THE SECRETARY OF THE BOARD CONVEY HIS ENDORSEMENT TO THE FEDERAL GOVERNMENT.

MOTION CARRIED.

8. IN-CAMERA SESSION

MOVED by Mr. Whitwell, seconded by Ms Horbach,

THAT THE IN-CAMERA SESSION BE CONVENEED.

MOTION CARRIED.

The Hamilton Public Library Board conducted their in-camera session.

MOVED by Mr. Rogers, seconded by Ms Adams

THAT THE IN-CAMERA SESSION BE ADJOURNED.

Minutes

MOVED by Mr. Rogers, seconded by Ms Horbach

THAT THE IN-CAMERA MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, SEPTEMBER 19, 2001 BE ADOPTED AS PRESENTED.

MOTION CARRIED.

10. DATE OF NEXT MEETING

Wednesday, November 7, 2001

5:30 p.m. Dinner

6:00 p.m. Meeting

11. ADJOURNMENT

MOVED by Ms Brown, seconded by Ms Horbach,

THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, OCTOBER 17, 2001 BE ADJOURNED.

MOTION CARRIED.

The meeting was adjourned at 9:30 p.m.

Minutes recorded by Karen Hartog.

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- Memo from Ken Roberts dated November 1, 2001 re Strategic Planning 1-3



*Growing minds.
Growing community.*

Memo

To: Anne Gravereaux, Hamilton Public Library Board Chair

From: Ken Roberts, Chief Librarian

c.c. Library Board Members

Date: November 1, 2001

RE: Strategic Planning

Mission/Vision/Values Session

I would like to suggest that members of the library board and of senior administration take part in a three-hour session to establish Mission, Vision, and Values statements for the new library system. I am suggesting either the evenings of Tuesday, November 27th or Wednesday, December 5th. I am also suggesting that the session be facilitated and have contacted Rosemary Russell, a local facilitator, about the possibility of conducting such a session.

I would suggest simple Mission and Vision statements, neither longer than about 25 words. The Mission Statement would be a straight explanation of our business and purpose. The Vision Statement would provide a sense of the organization we strive to be, to meet the Mission.

The library's administration would provide board members with sample Mission, Vision and Values statements from similar types of library systems.

Results of Board survey

We have the results of the survey that individual board members filled out, ranking priorities for the new library system. The name of each board member is attached to their responses so that board members can, if they wish, question each other about specific components. Since names are attached, this document is not a part of the public package.

Draft Format

We have been participating in the city's internal planning process, and there have been some good and interesting elements of that process. We have been participating so that we are aware of city initiatives and can take part whenever there is an obvious link to library objectives and needs. The format that the city uses provides a planning tool for staff only. It is an internal document.

In contrast, the library needs an accessible document that clearly states direction and priorities. I have taken some of the components of the city process as well as comments and priorities that seem to have been expressed at Library Board meetings and I produced a rough first draft of a Strategic Plan. I have enclosed two pages from that draft in order to get a sense, from the board, if this is a format that the board would endorse. I am interested in comments about format more than content since we still have to provide managers with an opportunity to comment on content.

Commitment to Sustainability

The Hamilton Public Library is committed to ensure that its services are sustainable at the level determined by the Library Board.

Unification of Services

The Hamilton Public Library will adopt a service plan that unifies basic service levels.

Timing: Fourth Quarter, 2001

Core Service Funding

The Hamilton Public Library will conduct a review of services, ensuring that all services deemed "core" at a level set by the Library Board can be funded through sustainable sources.

Timing: Third Quarter, 2002

Non-Core Programs

At the conclusion of the Core Services Review, the Hamilton Public Library will identify all programs that are offered as "non-core" programs. Staff will identify sources of potential external funding as well as strategies for determining the future of such programs should funding be eliminated.

Timing: First Quarter, 2003

Asset Management System

The Hamilton Public Library will participate in the City of Hamilton Asset Management process in order to ensure that its facilities are sustainable.

Timing: TBD

Technology Management System

The Hamilton Public Library is committed to ensure that its technological capabilities can be sustained. The Hamilton Public Library will adopt an "evergreen" approach, making sure that our use of technological capabilities is maintained.

Timing: Second Quarter, 2002

Collection Management System

Staff will present, to the Library Board, a report that shows the change in purchasing power of the library's materials budget over the past ten years. Staff will recommend a process by which the ability of the library to purchase material at an appropriate level can be sustained.

Timing: Fourth Quarter, 2002

Commitment to Access

The Hamilton Public Library is committed to remove barriers to the use of library services, including those pertaining to the digital divide.

Accessible Services

Administration will present a report to The Hamilton Public Library Board that defines access to library services in terms of: Transportation to locations, Availability of services during client "need" times, User-friendly environments, (including disabled access), Delivery of Board core services, Collections Affordability of services, Safety, Language, cultural and literacy sensitivity.

Timing: Third Quarter, 2002

All library services and locations will be rated in accordance with the accepted process.

Timing: Fourth Quarter, 2002

Neighborhood Sensitivities

All library locations and services will review the results of the accessibility study and will develop plans to improve their accessibility.

Timing: First Quarter, 2003

Services to those with Disabilities

The Hamilton Public Library Board is committed to the accessibility of services and collections in formats and locations that are as friendly and sensitive as possible to those with disabilities. All services taking part in the accessibility review will be assessed in terms of disabled access.

Timing: Third Quarter, 2002

Visiting Library Services

Visiting Library Services will become accessible throughout the new city, providing home delivery services to those who are physically unable to visit library locations and who have no other family members who can assist them to obtain library material.

Timing: Third Quarter, 2002

Service to Seniors

Bookmobile services to aid seniors will be added to appropriate locations through the city.

Timing: Third Quarter, 2002

Service to low income Neighborhoods

Bookmobile services to aid neighborhoods where income is low will be added.

Timing: Third Quarter, 2002

The Digital Divide

The "Digital Divide" refers to concerns that those with access to electronic resources may receive more benefits from the new economy (e.g. access to on-line training as well as career and job information). The Hamilton Public Library Board is committed to provide residents with the means of diminishing this divide. Administration will provide the Hamilton Public Library Board with a report on existing and potential services that are designed to address this issue, as well as suggestions for improving our capabilities to assist.

Timing: Third Quarter, 2002

Business

Staff will work with community partners to advance the capabilities of the Integrated Community Network and the Business Information Network. The library will work to provide geocoded information and on-line business/management databases.

Timing: Ongoing

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- Memo from Ken Roberts dated November 2, 2001 re Board By-Laws 1

Hamilton Public Library



*Growing minds.
Growing community.*

Memo

To: Anne Gravereaux, Hamilton Public Library Board Chair

From: Ken Roberts, Chief Librarian

c.c. Library Board Members

Date: November 2, 2001

RE: Board By-Laws

When the Board passed its current By-laws last May it also passed the following motion: "That the by-laws be reviewed by a Board committee in the Fall, 2001 to determine if any changes might be needed to improve the ability of the Board to conduct its business."

I am writing to remind the Board of its intention to set up this committee.

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- Letter from Ken Roberts dated October 22, 2001 to Industry Canada 1



Hamilton Public Library

*Growing minds.
Growing community.*

October 22, 2001

Comments - Government of Canada Copyright Reform,
c/o Intellectual Property Policy,
Industry Canada,
235 Queen Street,
5th Floor West,
Ottawa, Ontario,
K1A 0H5

I am writing at the direction of the Hamilton Public Library Board in order to comment on the government's A Framework for Copyright Reform and Consultation Paper on Digital Copyright Issues.

At its meeting on October 17th the Hamilton Public Library Board passed a resolution supporting both the Canadian Library Association and the Council of Administrators of Large Urban Public Libraries briefs on electronic copyright issues, both of which were submitted to the federal government.

The Hamilton Public Library Board is disappointed that key public policy objectives which protect a citizen's access to information may be compromised by the government's proposals. It is the position of the board that electronic copyright issues should be covered by legislation and regulations that carry the same principles of balanced treatment used when print formats are considered. The Board sees no reason to distinguish between formats or to allow technological limitations merely because they can be implemented.

Yours,

A handwritten signature in black ink, appearing to read 'Ken Roberts', written over a horizontal line.

Ken Roberts,
Secretary to the Hamilton Public Library Board

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- Memo from Helen Benoit dated October 24, 2001 re Summer Reading Club 1-12



*Growing minds.
Growing community.*

DATE: October 24, 2001

REPORT TO: Anne Gravereaux, Hamilton Public Library Board Chair

FROM: Helen Benoit, Coordinator, Youth Services

c.c. Library Board Members

SUBJECT: Summer Reading Club Program Report

RECOMMENDATION:

That the 2001 Summer Reading Program Report be received for information.

BACKGROUND:

Summer Reading 2001 was a great success. We were able to offer a unified program at all Hamilton Public Library branches and neighbourhood bookmobile stops. The results were dramatic. Program participation increased by **24%** and the library succeeded in reaching **7,739** young people across our new city.

The Summer Reading Club is a highly successful core program of longstanding. This year we reworked the program following recommendations outlined in ***Opening Doors: The Children's Services Transition Team Report***. The club has several streams:

- ***Reading Buddies*** is a literacy program for children who do not read well. Children meet with volunteer tutors twice a week to practice reading and improve their skills.
- ***Summer Readers*** is designed to keep good readers motivated and reading. Children read and report on 12 books over the summer months.
- ***Storybook Club*** is designed to encourage parents and caregivers to promote reading readiness in pre-schoolers.
- ***Teen Reading*** encourages young adults to read for pleasure. They are also encouraged to serve as volunteer tutors for younger children.

INNOVATIONS:

We successfully accessed a variety of grants and donations to hire a record 34 students. Our goal was to provide programming support across the system and we

maximized coverage by experimenting with new staffing models. Smaller branches were twinned with larger locations and new neighbourhood work clusters were established based on geographic considerations and complementary branch service hours. The staff response to student assistance was overwhelmingly positive and branch staff have requested additional help for next year.

The Summer Reading Club program streams were modified to facilitate and maximize participation. We developed 2 models for **Reading Buddies**. These changes made it possible for smaller branches with limited floor space and without a meeting room to offer this program. In 2001, **Reading Buddies** was a new program for 11 locations and was offered at 20 of our branches. The pre-school **Storybook Club** was modified to encourage and promote parent/caregiver interaction. It was a new program for 16 locations. **Teen Reading** was a new program for 15 branches.

We offered a slate of 'general' children's programs to support and enhance the Reading Club experience. This process was centralized to maximize limited funds and to ensure equity of access. Although general programming was new for many locations, the planned events were well received by both staff and patrons. We also incorporated author visits into our summer schedule of special events. A total of **341 programs** were offered in July and August and we reached **9,615 children**.

We promoted our summer programs by outreach visits to local schools. For 13 library locations and many schools this was a new experience.

RESULTS:

2001 was a great success.

- We reached **7,739** young people for a membership increase of **24%**
- We visited **142** schools to promote summer reading
- We attracted **495** volunteers to help with **Reading Buddies**
- We presented **14** community outreach sessions and reached **513** children and their parents.
- **619** children participated in **Reading Buddies** for an increase of **35%**.
- **Summer Readers** was offered at all 27 locations. A total of **4,308** children participated.
- **Storybook Club** was offered at all locations. A total of **2,170** children and their parents joined for an increased participation rate of **68%**.
- **Teen Reading** was offered at all locations. A total of **642** young people participated for an increase of **19%**.

c.c. Ken Roberts, Chief Librarian

SUMMER READING CLUB

MEMBERSHIP BY CLUB (INCLUDING TEENS)

BRANCH	STORYBOOK CLUB		READING BUDDIES		SUMMER READERS		TEENS		TOTAL	
	2001	2000	2001	2000	2001	2000	2001	2000	2001	2000
Ancaster	113	-	19	-	126	123	17	-	275	123
Barton	59	70	25	26	152	133	22	29	258	258
Binbrook	44	-	7	-	142	115	16	-	209	115
Bookmobile	131	100	6	-	453	382	92	127	682	609
Carlisle	29	-	6	-	90	86	7	-	132	86
Central	164	65	114	98	210	252	43	43	531	458
Concession	153	200	21	-	283	228	26	18	483	446
Dundas	88	-	22	20	246	205	18	14	374	239
Freelton	27	-	2	-	33	17	5	-	67	17
Greensville	17	-	2	-	34	41	3	-	56	41
Kenilworth	126	76	46	41	282	242	77	32	531	391
Locke	59	61	-	-	70	57	18	10	147	128
.ynden	40	-	5	-	59	94	19	-	123	94
Millgrove	8	-	-	-	29	46	11	-	48	46
Mount Hope	32	-	-	-	54	56	12	-	98	56
Picton	25	38	16	48	55	47	10	47	106	180
Red Hill	77	109	88	72	174	222	20	43	359	446
Rockton	19	-	-	-	28	30	4	-	51	30
Saltfleet	102	-	26	-	256	256	29	-	413	256
Sheffield	17	-	-	-	22	27	4	-	43	27
Sherwood	167	159	60	39	451	354	33	67	711	619
Stoney Creek	39	-	-	-	53	39	8	-	100	39
Terryberry	351	345	105	94	652	595	94	90	1202	1124
Valley Park	54	-	17	-	83	43	6	-	160	43
Waterdown	98	-	6	-	144	125	19	-	267	125
Westdale	95	67	26	21	81	106	22	20	224	214
Winona	36	-	-	-	46	11	7	-	89	11
TOTAL	2170	1290	619	459	4308	3932	642	540	7739	6221

SUMMER READING CLUB					
MEMBERSHIP BY GRADE 2001					
BRANCH	PRESCHOOL	GRADE 1-2	GRADE 3-4	GRADE 5-6	GRADE 7-8
Ancaster	114	68	48	25	3
Barton	57	88	51	37	3
Binbrook	44	62	61	25	-
Bookmobile	131	125	162	168	4
Carlisle	40	42	28	15	-
Central	164	116	119	73	16
Concession	157	143	107	49	1
Dundas	106	1414	88	46	1
Freelton	29	19	7	6	1
Greenville	11	16	11	12	3
Kenilworth	124	145	101	78	5
Locke	46	32	32	16	3
Lynden	43	16	23	20	2
Millgrove	7	9	13	8	-
Mount Hope	32	21	23	9	1
Picton	21	35	20	18	2
Red Hill	80	115	100	39	5
Rockton	19	12	9	6	1
Saltfleet	99	137	94	51	3
Sheffield	12	14	8	5	-
Sherwood	167	238	183	87	3
Stoney Creek	39	22	23	7	1
Terryberry	335	351	282	133	7
Valley Park	54	47	37	16	-
Waterdown	98	75	49	26	1
Westdale	83	61	30	27	1
Winona	36	23	16	6	1
TOTAL	2148	2146	1725	1009	69

SUMMER READING CLUB			
CHILDREN COMPLETING THE PROGRAM 2001			
Percentages			
	2001	2000	1999
Ancaster	59	65	54
Barton	30	30	31
Binbrook	63	75	76
Bookmobile	36	31	49
Carlisle	52	49	50
Central	68	52	69
Concession	43	31	42
Dundas	56	62	65
Freelton	73	100	47
Greenville	25	46	68
Kenilworth	32	39	39
Locke	43	38	42
Lynden	80	46	49
Millgrove	76	59	48
Mount Hope	79	75	76
Picton	46	44	36
Red Hill	54	25	28
Rockton	38	50	43
Saltfleet	49	52	48
Sheffield	62	67	72
Sherwood	45	42	43
Stoney Creek	62	74	63
Terryberry	43	36	42
Valley Park	69	56	48
Waterdown	55	65	68
Westdale	49	41	37
Winona	50	55	53
AVERAGE	53	52	51

**Summer Reading Club Workers
2001**

Location	Number of Workers
Ancaster	1
Barton	1
Binbrook	0.5
Bookmobile	2
Carlisle	0.3
Central	2.5
Concession	2
Dundas	2
Freelton	0.3
Greenville	0.3
Kenilworth	2
Locke	1
Lynden	0.3
Millgrove	0.3
Mount Hope	0.5
Picton	1
Red Hill	2.5
Rockton	0.3
Saltfleet	2
Sheffield	0.3
Sherwood	2.5
Stoney Creek	0.25
Terryberry	4
Valley Park	0.5
Waterdown	1
Westdale	1.7
Winona	0.25
CAPC Outreach	1.5
ACL office/Teen	0.5
total:	34

Cluster arrangements:

Cluster #1 .5 position (.5 housed at Red Hill)
Stoney Creek
Winona

Cluster #2 1 position (work out of Dundas)
Carlisle
Freelton
Millgrove

Cluster #3 1 position (work out of Dundas)
Lynden
Rockton
Sheffield

Cluster #4 1 position (work out of Sherwood)
Binbrook
Valley Park

Cluster #5 .5 position (.5 work at Sherwood)
Mount Hope

Cluster #6 .3 position (.7 work at Westdale)
Greenville

Your Comments are important to us!

Thank you for taking the time to fill in this comment form. Each comment is important to us. We use your feedback to constantly improve our services.

Please Print

Your Name: Jennifer Wilding

Address: 805-44 Glen Road
Hamilton L8S 4W2

Telephone (day): 905-577-6984

E-mail: zuljan@sympatico.ca

Signature: Jennifer Wilding

Branch/Department: Reading Buddies @ Westdale

Date: 1 Aug. 2001 Time: _____

Please give to staff when completed.

Staff member giving the comment form: Rhina Rana

Your Comments:

My 8 year old daughter is hearing impaired and has struggled tremendously learning to read. She enjoys coming to Reading Buddies and it is beginning to have a profound impact on her willingness to read. A few nights ago she selected a book from her shelf and read a story out loud to her sister - FOR PLEASURE. Her informational reading has improved and she is less hesitant about attempting to read a new word. Thank you for running this program.

Is there a specific action that you recommend?

keep it up!

Letter of Success- Summer Career Placement

The Summer Reading Program at Red Hill Library was very successful this year with over 300 participants. The library offers programs for preschool children, independent avid readers, as well as reluctant readers needing extra help. Regardless of which program one joins, children improve and maintain reading skills over the summer months and, ideally, gain a greater appreciation for reading.

One program I found to be most beneficial was the Reading Buddies Program. In this program, children who are experiencing difficulties reading are matched with volunteers. The pairs meet twice a week and read for a half hour, followed by a half-hour activity. Several successful matches were made, and new friendships formed. One match particularly stands out in my mind between a timid 11-year-old boy named Brock, and a dedicated adult volunteer named Grace. Brock began the summer able to read only 3 pages, but with hard work and devotion put forth by Grace and Brock, he finished the summer with the ability to read up to 13 pages per session. Grace was encouraging, and helped Brock set attainable goals for himself each session. She rewarded him by giving him treats of candy and chocolate. Perhaps a more fulfilling reward is that Brock not only became a better reader, but formed a bond. As I walked through the library during Reading Buddies sessions, I often overheard Brock seeking Grace's advice concerning health, friends and school.

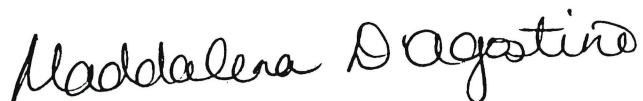
One morning in late August after a reading session, Brock approached me and declared, *"Guess what? Grace is proud of me! And you know what else? I'm proud of myself!"* Hearing these words warmed my heart as 11-year-old Brock stood before me beaming with new found self-confidence and pride. The expression on his face is proof of the rewards children receive from such beneficial programs as Reading Buddies.

For readers like Brock, participating in a summer reading program not only builds greater reading skills, but fosters self-efficacy and builds special relationships. With generous donations from sponsors, many children in the Red Hill community have built greater literacy skills and are on their way to becoming life long readers.

I am lucky to have worked at the Red Hill Library and contributed to such a rewarding program. I feel confident that the skills I have refined and acquired while working at the Red Hill Library will assist me as I enter my career in teaching.

Thank you.

Sincerely,



Maddalena D'Agostino B.A.
Summer Reading Worker
Red Hill Library



*Growing minds.
Growing community.*

August 15, 2001

I would like to thank you for the generosity you have offered the Hamilton Public library this summer. I am the Summer Reading student responsible for facilitating the reading clubs at Carlisle, Millgrove and Freelton libraries. This is the first time these branches have been able to provide such wonderful programming to the children of their communities. This is a great way to draw children and their families to the library, and get them reading.

As a university student pursuing a degree in social work, I recognize the importance of these programs as tools that enhance development and personal growth in the children participating. These clubs, particularly the Reading Buddies program raise the reader's confidence as they work one-on-one with a high school volunteer. A feeling of accomplishment is gained through reading experiences like these. Thanks to your donation, children are improving their literary skills, and having fun while they read throughout the summer.

In reflection on the success of Summer Reading 2001, a special reader comes to mind. David had been an adequate reader when he joined the Reading Buddies, but unfortunately was unable to comprehend the material he was reading. After reading a book, he was not able to remember the details of the story. I worked with David to complete book review questions after each book we read together. We would talk about the plot and characters as we went along, and often shared a good laugh. I truly believe that David began, not only to read the words, but to understand what the words were saying. By the end of the summer, David had a newly found passion for books.

For this reason, and so many others, I cannot thank you enough for your generous donation that made Summer Reading 2001 at the Hamilton Public libraries a huge success.

Sincerely,

Sarah McDougall

Sarah McDougall

Summer Reading Student

The Freelton, Millgrove and Carlisle branches

From everyone who enjoyed the 2001 Outreach Program:

- ★ Baby's Best Start (Laurier, Riverdale and St. James locations)
- ★ Brighter Futures Family Center
- ★ Camp Kidaca (Beach location)
- ★ C.A.T.C.H. program (Queenston and Kenora locations)
- ★ Hamilton Wentworth Housing Authority (Lang location)
- ★ Nobody's Perfect
- ★ Parent Link
- ★ S.T.A.R. (Congress, Oriole, Kenora and Larch locations)
- ★ Sprites Day Camp

What we liked...

★ I liked the puppets

Name: Olivia Age: 5

★ I liked the stories

Name: Shanna Age: 8

★ I liked the b

Name: POP-UPS Age: 6

★ I liked ^{The VG} playing the different games

Name: Jason Age: 10½

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- Memo from William Guise dated November 2, 2001 re Current Budget Exception Report 1
- Current Budget Exception Report 2-6



Hamilton Public Library

*Growing minds.
Growing community.*

CITY OF HAMILTON

- RECOMMENDATION -

DATE: November 2, 2001

REPORT TO: Chair and Members, Hamilton Public Library Board

FROM: William Guise, Business Administrator
Business Office

SUBJECT: Current Budget Exception Report

RECOMMENDATION:

That the Current Budget Exception Report for the year ended August 31, 2001 be accepted for information.



William Guise, Business Administrator
Business Office

BACKGROUND:

The Current Budget Exception Report for the period ending August 31, 2001 was prepared and submitted to the City of Hamilton as part of their overall review of the results of operations. The Report details the annual budget for 2001 by Library department and branch along with year-to-date actuals as of August 31, 2001 and a projection of next expenditures to the end of the year. The overall variance to the year end is projected to be a surplus of \$88,440 and the Report is accompanied by schedule outlining the explanations for the anticipated variances.

c.c. Ken Roberts, Chief Librarian

City of Hamilton

City of Hamilton
CURRENT BUDGET EXCEPTION REPORT

August 31, 2001

CURRENT BUDGET EXCEPTION REPORT

DEPARTMENT/BRANCH	ANNUAL BUDGET	YEAR-TO-DATE ACTUAL	YEAR-TO-DATE VARIANCE	PROJECTION TO YEAR-END	VARIANCE TO YEAR-END
Community Services Library					
90005 Admin - Library	132,040	91,872	40,168	184,023	-51,983
90105 Admin - Technical Services	0	3,122	-3,122	0	0
90210 Library Book Purchases	0	-274	274	0	0
90405 Revenues - Gst Exempt	-151,530	3,146	-154,676	-151,420	-110
50005 Corporate Revenues	-1,055,300	-540,979	-514,321	-1,106,986	51,686
50010 Board	12,360	9,895	2,465	12,271	89
50015 Corporate Expenses	629,930	309,501	320,429	592,473	37,457
50020 Financial	3,017,570	785,739	2,231,831	3,029,570	-12,000
50025 Administration	306,210	211,459	94,751	313,119	-6,909
50030 Human Resources	215,590	142,190	73,400	207,492	8,098
50035 Business Office	262,510	167,217	95,293	258,763	3,747
50037 Library Books	0	553,248	-553,248	0	0
50040 Central Operations	1,261,890	376,986	884,904	1,244,244	17,646
50050 Central Children'S	266,290	178,807	87,483	275,182	-8,892
50055 QUIC	526,370	319,617	206,753	493,956	32,414
50060 Special Collections	265,570	210,068	55,502	310,537	-44,967
50065 Business Science And Technolog	771,190	512,930	258,260	765,892	5,298
50070 Social Sciences And History	411,220	268,013	143,207	419,849	-8,629
50075 Fiction, Language, Literature	564,690	375,761	188,929	568,506	-3,816
50080 Fine Arts	425,410	272,175	153,235	416,637	8,773
50085 Vis-Ced	292,600	176,130	116,470	297,948	-5,348
50090 Literacy	64,560	3,721	60,839	64,270	290
50095 Bookmobiles	419,490	314,203	105,287	416,505	2,985
50100 Customer Service	824,720	512,802	311,918	807,230	17,490
50105 Inter-Library Loans	400	-242	642	0	400
50110 Communications	393,610	280,101	113,509	421,254	-27,644
50115 Room Rentals	-20,000	-14,272	-5,728	-24,079	4,079
50120 Common Areas, Meeting & Staff	2,300	-2,311	4,611	-3,651	5,951
50130 Planning	248,840	163,068	85,772	240,873	7,967
50140 Technical Services	1,241,680	716,253	525,427	1,125,937	115,743
50150 Final Processing	0	-2	2	0	0
50160 Automated Library System	1,100,630	628,680	471,950	1,069,073	31,557

City of Hamilton

City of Hamilton
CURRENT BUDGET EXCEPTION REPORT

August 31, 2001

CURRENT BUDGET EXCEPTION REPORT

DEPARTMENT/BRANCH	ANNUAL BUDGET	YEAR-TO-DATE ACTUAL	YEAR-TO-DATE VARIANCE	PROJECTION TO YEAR-END	VARIANCE TO YEAR-END
50205 Barton Library	240,770	201,956	38,814	254,106	-13,336
50210 Kenilworth Library	398,530	232,923	165,607	370,305	28,225
50215 Locke Library	169,490	143,618	25,872	167,396	2,094
50220 Concession Library	359,110	211,926	147,184	328,164	30,946
50225 Westdale Library	378,000	254,648	123,352	387,385	-9,385
50230 Sherwood Library	1,051,530	758,905	292,625	1,093,696	-42,166
50235 Red Hill Library	578,590	395,558	183,032	612,179	-33,589
50240 Terryberry Library	1,118,340	707,839	410,501	1,062,153	56,187
50245 Picton Library	110,160	115,587	-5,427	189,833	-79,673
50250 Children'S Services	270,150	141,477	128,673	268,318	1,832
50305 Photocopier Services	-23,450	-14,558	-8,892	-8,876	-14,574
50310 Gift Shop	0	-2,350	2,350	0	0
50410 Summer Career Placements	0	12,527	-12,527	0	0
50450 Dish Operating	0	44,073	-44,073	-216	216
50460 Linc Grant	0	31,903	-31,903	0	0
50470 Community Literacy	0	3,744	-3,744	0	0
50475 Urban Cap for Libraries	0	9,828	-9,828	9,828	-9,828
50480 CAP (Federal)	0	54,934	-54,934	0	0
50500 Libraries! Let'S Celebrate	0	-2,494	2,494	0	0
50510 Summer Reading - Grants	300	-54,356	54,656	0	300
50515 Teen Writing - Grants	0	-9,685	9,685	0	0
50520 Parenting Info Roundtables	0	-2,589	2,589	0	0
50530 Adaptive Technologies For Libr	0	-3,510	3,510	0	0
50545 Project Access	0	-1,466	1,466	0	0
50550 Young Canada Works	0	68,317	-68,317	0	0
50555 Smart Communities	0	9,430	-9,430	9,429	-9,429
50560 Family Language Kits Project	0	-3,301	3,301	0	0
50565 Hwbin	0	-6,161	6,161	0	0
50566 Teen Computer Center-TE	0	4,113	-4,113	0	0
50570 Teen Computer Centre - RH	0	8,575	-8,575	0	0
50575 CAPC	0	3,724	-3,724	0	0
50580 Family Literacy Network	0	-66	66	0	0
50595 H-WIN	0	-13,000	13,000	0	0
50658 GLA Binbrook Library	106,520	51,858	54,662	106,662	-142
50659 G Mount Hope Library	38,440	47,472	-9,032	37,954	486

City of Hamilton
CURRENT BUDGET EXCEPTION REPORT

August 31, 2001

CURRENT BUDGET EXCEPTION REPORT

DEPARTMENT/BRANCH	ANNUAL BUDGET	YEAR-TO-DATE ACTUAL	YEAR-TO-DATE VARIANCE	PROJECTION TO YEAR-END	VARIANCE TO YEAR-END
50660 ANC Ancaster Library	341,190	176,286	164,904	357,159	-15,969
50700 SCR Stoney Creek Library	148,760	75,303	73,457	140,376	8,384
50702 SCR Saltfleet Library	413,240	187,388	225,852	410,149	3,091
50703 SCR Winona Library	59,720	36,663	23,057	66,508	-6,788
50704 SCR Valley Park Library	93,230	39,217	54,013	86,758	6,472
52002 DUN Library Administration	425,430	292,783	132,647	425,840	-410
52003 DUN Concession	1,900	2,788	-888	3,318	-1,418
52024 DUN Recoverable Program Act	-1,500	-71	-1,429	-328	-1,172
52042 DUN General - Building Maint	80,780	31,893	48,887	81,607	-827
53001 FLA Carlisle Library	78,020	33,352	44,668	87,347	-9,327
53002 FLA Greensville Library	47,510	37,533	9,977	47,386	124
53003 FLA Freelon Library	48,750	13,208	35,542	39,880	8,870
53004 FLA Lynden Library	49,820	25,666	24,154	59,664	-9,844
53005 FLA Millgrove Library	50,920	23,438	27,482	50,560	360
53006 FLA Waterdown Library	164,540	78,522	86,018	155,416	9,124
53007 FLA Rockton Library	63,800	25,166	38,634	55,568	8,232
53008 FLA Sheffield Library	0	614	-614	0	0
Library	19,293,430	11,509,771	7,783,659	19,204,990	88,440

City of Hamilton
CURRENT BUDGET EXCEPTION REPORT

August 31, 2001

DEPARTMENT/DIVISION: Hamilton Public Library Board

EXPLANATION OF VARIANCE(S)

DEPTID	DESCRIPTION	VARIANCE AMOUNT	EXPLANATION
290005	Admin – Library	(51,983.00)	One time costs resulting from lease payments on former Wentworth Library headquarters removed from budget for 2001.
750005	Corporate Revenues	51,686.00	Actual Provincial Household Grant was \$39,200 more than budget for 2001 and fine revenue is approximately \$10,000 higher than budget.
750015	Corporate Expenses	37,457.00	Mainly as a result of budget for Reserve Parttime budgeted in this DeptID and some of actual expenses charge to DeptID that Reserve Parttime staff did work.
750040	Central Operations	17,646.00	Savings due to staffing vacancy.
750055	QUIC	32,414.00	Savings due to temporary vacancies.
750060	Special Collections	(44,967.00)	DeptID includes charges in the amount \$47,975 for a staff member who took a VEP and was removed from the 2001 budget.
750100	Customer Service	17,490.00	Savings due to temporary vacancies.
750110	Communications	(27,644.00)	Expenditure related to temporary staff for special project.
750140	Technical Services	115,743.00	Savings due to temporary vacancies.
750160	Automated Library System	31,557.00	Savings as a result of unbudgeted one-time recoveries.
750205	Barton Library	(13,336.00)	Additional unbudgeted staff costs.
750210	Kenilworth Library	28,225.00	Savings due to temporary vacancies.
750220	Concession Library	30,946.00	Savings due to temporary vacancies.
750230	Sherwood Library	(42,166.00)	Variance due to sick leave coverage.
750235	Redhill Library	(33,589.00)	Variance due to sick leave coverage.
750240	Terryberry Library	56,187.00	Savings due to temporary vacancies.
750245	Picton Library	(79,673.00)	As part of the 2001 Budget \$100,000 was cut from the Budget for the closure of Picton and the merging of the Stoney Creek and Winona branches. The closure of the Picton branch was cancelled for 2001 but the budget was not re-instated.
750305	Photocopier services	(14,574.00)	Lower than expected revenue from photocopiers and increased costs.
750660	Ancaster Library	(15,969.00)	Additional unbudgeted staff costs.

City of Hamilton
CURRENT BUDGET EXCEPTION REPORT

August 31, 2001

DEPARTMENT/DIVISION Hamilton Public Library Board

EXPLANATION OF VARIANCE(S)

DEPTID	DESCRIPTION	VARIANCE AMOUNT	EXPLANATION
	Other Variances	(7,010.00)	
Total Variance		88,440.00	

Date Department / Division Authorized Signature Print Name

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- Memo from Leslie Muirhead, Outreach Services Manager, dated November 1, 2001 re Outreach Services - Update 1



Hamilton Public Library

*Growing minds.
Growing community.*

-RECOMMENDATION-

DATE: November 1, 2001
REPORT TO: Anne Gravereaux, Board Chair
C.C.: Library Board Members
FROM: Leslie Muirhead, Outreach Services Manager
SUBJECT: Outreach Services – Update

RECOMMENDATION:

THAT AN AMOUNT OF \$4,000.00 FROM THE PERMANENT ENDOWMENT FUND BE APPROVED TO SUPPORT THE PROMOTION OF THE EXPANDED BOOKMOBILE SERVICE TO SENIORS.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The Permanent Endowment Fund has sufficient funds for this project which will benefit Bookmobile patrons and which will meet the intent of the bequest.

BACKGROUND:

At its May 16, 2001 meeting, the Library Board approved in principle, plans for the expansion of Outreach Services to the new City of Hamilton. This report outlines plans to establish eight new seniors' stops (one each in Dundas and Ancaster, three each in Stoney Creek and Hamilton) and one new neighborhood stop in the Stinson School area

The additional seniors' stops are possible as service to Daycare Centres formerly provided by the Bookmobile Department is now offered in a different fashion. No existing neighbourhood Bookmobile stops are being deleted at this time

Permanent Endowment Fund:

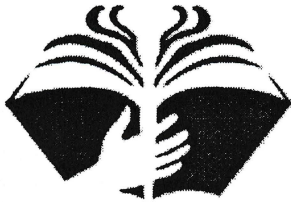
In 1996, the Hamilton Public Library received notice of a bequest from the estate of Edward M. Dowler. The Bookmobile service of the Hamilton Public Library was named sole beneficiary. In order to ensure a lasting benefit to Hamilton residents, the Library Board decided that only annual income would be available for expenditure. The Board contracted with the Hamilton Community Foundation to hold and invest the funds as a permanent endowment. Recommendations are brought to the Library Board as needs are identified.

Seniors' Promotion

Staff will promote the expanded Bookmobile service through the distribution of flyers and posters and personal contact with residents and staff. These methods have previously proven to be an effective way to highlight service.

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- Memo from William Guise dated November 2, 2001 re Operating Budget 1-2



Hamilton Public Library

*Growing minds.
Growing community.*

CITY OF HAMILTON

- RECOMMENDATION -

DATE: November 2, 2001

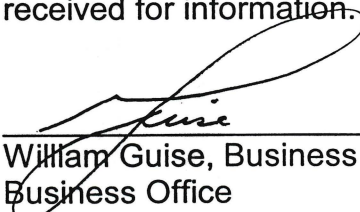
REPORT TO: Chair and Members, Hamilton Public Library Board

FROM: William Guise, Business Administrator
Business Office

SUBJECT:

RECOMMENDATION:

That the 2002 Preliminary Operating Budget for the Hamilton Public Library Board be received for information.



William Guise, Business Administrator
Business Office

BACKGROUND:

The attached 2002 Preliminary Operating Budget for the Hamilton Public Library Board is the first draft of the budget for 2002. The Preliminary Operating Budget, which is based on a "maintenance budget", shows an increase in the Municipal Contribution of \$1,006,660 or 5.2% increase over the approved 2001 Operating Budget. The major increase in the proposed Municipal Contribution is outlined in the attached "Explanations of Changes".

This budget is "preliminary" and further work will be undertaken to identify operating efficiencies and any additional needs and will be brought back to the Board for discussion and approval.

c.c. Ken Roberts, Chief Librarian

HAMILTON PUBLIC LIBRARY BOARD 2002 PRELIMINARY OPERATING BUDGET

DEPARTMENT: Community Services

DIVISION: Hamilton Public Library Board

	2001 Adjusted Budget	2002 Maintenance Budget	2002 Restructuring	2002 Program Changes	2002 Requested Budget	2002 Request / 2001 Budget \$	%
Employee Related Expenses	13,514,010	14,013,650			14,013,650	499,640	3.7%
Materials and Supplies	2,970,270	3,230,490			3,230,490	260,220	8.8%
Vehicle Expenses	21,580	68,700			68,700	47,120	218.4%
Building and Grounds	2,438,860	2,582,780			2,582,780	143,920	5.9%
Consulting / Contractual	758,050	818,780			818,780	60,730	8.0%
Special Payments	-	-			-	-	0.0%
Reserves / Recoveries / C.A.	558,450	537,710			537,710	(20,740)	-3.7%
Financial	18,890	11,920			11,920	(6,970)	-36.9%
Capital Financing	527,490	584,880			584,880	57,390	10.9%
TOTAL EXPENDITURES	20,807,600	21,848,910	-	-	21,848,910	1,041,310	5.0%
Fees and General	550,330	599,370			599,370	49,040	8.9%
Tax and Rates	-	-			-	-	0.0%
Grants and Subsidies	910,260	949,450			949,450	39,190	4.3%
Capital Financing	-	-			-	-	0.0%
Reserves	53,580	-			-	(53,580)	0.0%
TOTAL REVENUES	1,514,170	1,548,820	-	-	1,548,820	34,650	2.3%
Municipal Contribution	19,293,430	20,300,090	-	-	20,300,090	1,006,660	5.2%

**Hamilton Public Library Board
2002 Preliminary Operating Budget**

EXPLANATION OF CHANGES

DESCRIPTION	CHANGE AMOUNT	Major components of change
Expenditures		
Employee Related Expenses	499,640	Increase in employee benefits \$174,000 Increase in reserve part-time of \$68,000 to provide coverage for staff in rural branches Allowance of \$200,000 to provide contingency for unbudgeted costs related to redeployment of staff
Materials and Supplies	260,220	Increase of \$230,450 in Library Materials Budget arising from inflation and higher US\$
Vehicle Expenses	47,120	Increase in method of allocating costs of vehicles from the City of Hamilton and rental of additional vehicle for use by Electronic Services for use in transporting equipment and providing service to branches.
Buildings and Grounds	143,920	Increase cost related to the provision of data lines to all branches in the new library system \$70,000 Underfunding of rental of Saltfleet Branch Library \$35,000 Building cost for Picton Branch Library that was removed in the 2001 budget \$40,000
Consulting/Contractual	60,730	Increase cost for leasing of computers of \$32,000. The factors responsible include the need to bring the computers in the former Dundas and Wentworth libraries into a sustainable model for service delivery and support; the fact that many of our servers, including the web servers and the Citrix server, are aging to a point where they become points of failure, several were purchased through grants and all need to be on a long-term renewal plan to provide reliable support to staff and public. Increase cost for branch courier to add new location of C.A.M. at former Stoney Creek City Hall - \$5,400
Reserves/Recoveries	(20,740)	
Financial	(6,970)	
Capital Financing	57,390	Increase in repayment charges on debentures issued by the City of Hamilton for Library capital projects in prior years - \$57,390
	1,041,310	
Revenues		
Fees and General	49,040	Change related mainly to estimated increase in fine revenue based on projection for 2001.
Grants & Subsidies	39,190	Change resulting from difference in Provincial operating grant budgeted for 2001 and actually received. Related mainly to Dundas Library not budgeting for the operating grant.
Reserves	(53,580)	Change due to removal of funding from reserve for 2001 for one-time costs originally contained in the Wentworth Libraries budget
	34,650	
Municipal Contribution	1,006,660	

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- Memo from Karen Hartog dated November 1, 2001 re Hamilton Gallery of Distinction Dinner 1-2



Hamilton Public Library

*Growing minds.
Growing community.*

-MEMO-

DATE: October 31, 2001

REPORT TO: Ms Anne Gravereaux, Chair, Hamilton Public Library Board

C.C.: Hamilton Public Library Board Members
Administration Members

FROM: Karen Hartog, Administrative Assistant

SUBJECT: HAMILTON GALLERY OF DISTINCTION

RECOMMENDATION:

THAT THE HAMILTON PUBLIC LIBRARY BOARD AUTHORIZE THE PURCHASE OF TEN TICKETS (TABLE) FOR THE HAMILTON GALLERY OF DISTINCTION DINNER BEING HELD WEDNESDAY, NOVEMBER 14, 2001 AT A COST OF \$650.00 (INCLUDES \$45.50 G.S.T.).

BACKGROUND:

The Hamilton Public Library is a founding member of the Hamilton Gallery of Distinction and continues to participate in the organizing and selection process every year.

Further to my e-mail of last week, I have received responses from the following Board Members interested in attending the dinner: Anne Gravereaux, Peter Rogers, Doreen Horbach, Dawna Petsche-Wark and Glen Whitwell.

Page 12

Hamilton Gallery of Distinction

2001 Awards Dinner

Wednesday, November 14, 2001

Hamilton Convention Centre

6:00 p.m. Cocktail Reception

7:00 p.m. Dinner

Dress Optional - Formal or Business Attire

The Hamilton Gallery of Distinction Awards Dinner is an important community event which recognizes and honours prominent present and past citizens who have, by their accomplishments, brought credit to our community. The Gallery holds an annual dinner where tribute is paid to inductees including presentation of the prestigious **Hamilton Gallery of Distinction Award** which is shown on the cover of this invitation.

Please join us with your spouse or friend at the sixteenth annual awards dinner where the following inductees will be honoured:



Dr. I. Coben

Medical practitioner, researcher, academic leader and advocate of women's health issues. Recipient of several medical awards.



Frank DeNardis

CHCH TV Vice-president and General Manager. Currently operates a Consulting Group and is an avid volunteer in the community. Named Hamilton's Italian-Canadian Citizen of the Year.



Paul Hanover

"Mayor of the Morning" and Morning Host of CHML Radio, CTV game show host, Continues to be an avid community volunteer.



Reg Wheeler

Alderman for the City of Hamilton, football player, Dofasco employee. Currently advisor to several organizations and advocate of Hamilton Beach Strip issues.



Alf Ready

Union leader, First President of Local 504, organized first union at Westinghouse and recognized for improving employee vacation benefits.



Dr. Gordon Price

An innovative leader who made his mark on our city's educational history. Teacher, principal, superintendent, and director of the Hamilton Public School Board. Community leader to education and sports associations.

To: Hamilton Gallery of Distinction
c/o Julie Daley
KPMG LLP
Box 976, Hamilton, Ontario L8N 3R1
Tel: (905) 523-2264

Yes, we will attend the **Hamilton Gallery of Distinction** dinner on November 14th, 2001

Please send _____ tickets at \$70.00 each (including \$4.90 G.S.T.)

_____ table of 10 at \$650.00 each (including \$45.50 G.S.T.)

My cheque for \$ _____ is enclosed Dietary restrictions: _____

NAME: _____

COMPANY _____

ADDRESS _____

POSTAL CODE _____

G.S.T. # 130023542

TELEPHONE _____