

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

Empower Communities Celebrate Diversity Strengthen Our Organization

HAMILTON PUBLIC LIBRARY BOARD

**Regular Board Meeting
Wednesday, October 17, 2007
Central Library, Board Room**

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

AGENDA

1. Discussion Period

1.1 Hamilton Gallery of Distinction Awards Dinner Attachment #1.1

2. Acceptance of the Agenda

3. Minutes of the Hamilton Public Library Board Meeting Attachment #3
of Wednesday, September 19, 2007

4. Presentations

5. Consent Items

5.1 Capital Budget – BG Attachment #5.1

Suggested Action: Recommendation

5.2 Best Seller Express Report – BH Attachment #5.2

Suggested Action: Receive

5.3 Retention Policy – KR Attachment #5.3

Suggested Action: Recommendation

5.4 Board Bylaws – Notice of Motion Attachment #5.4

Suggested Action: Recommendation

6. Business Arising

6.1 2008 Operating Budget – WG

Attachment #6.1

Suggested Action: Receive

7. Correspondence

8. Reports

8.1 Chief Librarian's Report – KR

Attachment #8.1

Suggested Action: Receive

9. New Business

9.1 Dundas Closure for Construction – BH

Attachment #9.1

Suggested Action: Recommendation

9.2 Lynden Consultant Report & Public Meeting – KR

Attachment #9.2

Suggested Action: Receive

9.3 Board Strategic Planning Process – KR

Oral Report

10. Private and Confidential

11. Date of Next Meeting

Wednesday, November 21, 2007

Central Library, Board Room, 5th Floor

5:30 p.m. Dinner

6:00 p.m. Meeting

12. Adjournment

HAMILTON PUBLIC LIBRARY
LIBRARY BOARD

UPCOMING/OUTSTANDING ISSUES

Issue	Date Action Initiated	Admin Member/Staff Who Initiated	Month item will appear on Agenda

20

Hamilton Gallery of Distinction Awards

07

All ticket sales must be made by fax (905-522-1154) or in person at The Hamilton Chamber of Commerce (555 Bay Street North - bottom of MacNab St. N., on the Bay). Chamber members may register on-line at www.hamiltonchamber.on.ca

Name _____ Company/Organization _____ Address _____

City _____ Postal Code _____ Phone _____ Fax _____ E-mail _____

Payment: (Please make all cheques payable to Hamilton Chamber of Commerce.) Cheque Enclosed: ☐ or

Tickets: \$75.00 each plus GST.
Table of 10: \$700.00 plus GST.

Credit Card: ☐  ☐  Signature _____

Credit Card Number _____ Expiry Date: _____

☐ Previous Inductee

Number of tickets _____ Dietary Restrictions: _____

Seating is pre-assigned
Floor plan available at reception

Ticket Information:
905-522-1151, ext. 237

Inductee Information: Mark J. Playfair, President, Gallery
of Distinction 905-572-3104 • www.hpl.ca/gallery



Hamilton
Public Library

Archive Partner:



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AN INVITATION

Attachment #1.1
**Hamilton
Gallery of
Distinction
2007**

Hamilton Gallery of Distinction

2007 Awards Dinner

Wednesday, November 14, 2007

Hamilton Convention Centre

5:30 p.m. Cocktail Reception

6:30 p.m. Dinner

Formal or Business Attire

Please join us at the 24th annual awards dinner to honour Hamilton Gallery of Distinction Inductees for 2007.

The Hamilton Gallery of Distinction Awards Dinner is an evening of recognition at the highest level of honour. The Gallery strives to honour and celebrate prominent individuals both present and past, who through their lifetime achievements have brought outstanding credit to the City of Hamilton.

Presenting the 2007 Hamilton Gallery of Distinction Inductees



Louise Dompierre

A leader in Hamilton's arts community, Louise Dompierre has overseen the revitalization of the Art Gallery of Hamilton. Her vision and commitment have made the Gallery a

showcase for a world class art collection, a tourism destination, and a vital part of the Hamilton community.



John Fortino

In 1961 John Fortino started a small Hamilton grocery store called Fortino's and built the business into one of the most successful independent grocery store chains in Canada. He is the

founder of the Fortino's Heart Fund Dinner which raises funds for the Heart and Stroke Foundation of Ontario, and is a key supporter of organizations across the city.



Roy Green

A national radio award winner and one of the best known voices in Hamilton Roy Green has been a passionate supporter of the city, its people and its industries. He has built a

reputation for tackling justice issues and for championing the rights of victims.



Sandra Witelson

This McMaster University neuroscientist has brought international honour and distinction to the city of Hamilton through her research and her study of

Albert Einstein's brain. She is a Fellow of the Royal Society of Canada and has been an active community volunteer on the Opera Hamilton board and the Halton-Wentworth Alzheimer's Foundation.



Isaac Buchanan

Born in 1810, Isaac Buchanan left an indelible mark on the City of Hamilton. He founded both the Hamilton Board of Trade (now the Chamber of Commerce) and the Toronto

Board of Trade, was president of the Great Western Railway and was the builder of one of the city's most distinguished homes, Auchmar House.



John Munro

John Munro was one of Hamilton's most famous politicians. The MP for Hamilton East for 22 years he boosted Hamilton throughout his career, securing federal support to

establish McMaster University's medical school, the expansion of Hamilton General Hospital, the modernization of Hamilton Harbour and the expansion of Hamilton (now Munro International) Airport.

(Please find ticket and order form information on reverse.)

**HAMILTON PUBLIC LIBRARY BOARD
Regular Meeting**

**Wednesday, September 19, 2007
Central Library, Board Room
5:30 p.m. Dinner
6:00 p.m. Meeting**

MINUTES

PRESENT: George Geczy, Jennifer Gautrey, Maureen McKeating, Doreen Horbach, Krzysztof Gumieniak, Suzan Fawcett, Mary Ann Leach, Santina Moccio

REGRETS: Councillor Jackson, Councillor Pearson, Mavis Adams

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

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

1. DISCUSSION PERIOD

1.1 Week of the Child and Youth Awards Luncheon

Ms Moccio expressed interest in attending the luncheon. Board Members were requested to contact Karen Hartog if interested in attending the luncheon.

2. ACCEPTANCE OF THE AGENDA

Add: 9.3 Board Bylaws

MOVED by Ms Moccio, seconded by Ms Gautrey,

THAT THE AGENDA BE APPROVED AS AMENDED.

MOTION CARRIED.

**3. MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF
WEDNESDAY, JUNE 20, 2007**

Item 1.1 should read "Ms Anderson reviewed..."

Item 9.3 motion should read "...outlining their reasons for requiring authentication."

Item 9.5 motion should read "...\$121,160..."

Item 10.1 motion should read "...improvements, upgrades, additions, etc. to the Locke Branch..."

MOVED by Ms Moccio, seconded by Ms Leach,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MINUTES OF
WEDNESDAY, JUNE 20, 2007 BE ADOPTED AS AMENDED.**

MOTION CARRIED.

4. PRESENTATIONS

No presentations.

5. CONSENT ITEMS

MOVED by Ms McKeating, seconded by Ms Horbach,

THAT CONSENT ITEMS 5.1, 5.2, 5.3 and 5.4 BE APPROVED.

MOTION CARRIED

- 5.1 That the Library Board endorse its June decision to name the new library branch the "Turner Park" Branch.
- 5.2 Received for information.
- 5.3 That the Hamilton Public Library Board approve the attached revised by-laws.
- 5.4 That the standard for servers for the Hamilton Public Library be established as those servers manufactured by Dell and that the vendor of choice be Dell Canada, excepting those instances where a server is being purchased for a specific application and the application vendor has a different specification requirement for servers.

6. BUSINESS ARISING

- 6.1 Facilities Master Plan

Waterdown

MOVED by Ms Gautrey, seconded by Ms McKeating,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD HOLD COMMUNITY
CONSULTATIONS TO DISCUSS NEW OPTIONS FOR THE
PROVISION OF LIBRARY SERVICES TO SUPPORT WATERDOWN,
MILLGROVE AND CARLISLE.**

MOTION CARRIED.

Lynden

A meeting will be set-up with the Chief Librarian, Ward Councillor and the citizen group to discuss costs and options based on findings from the feasibility report.

6.2 Withdrawal of Tabled Motion

Motion withdrawn.

7. **CORRESPONDENCE**

No correspondence.

8. **REPORTS**

8.1 Chief Librarian's Report

Received for information.

9. **NEW BUSINESS**

9.1 2008 Operating Budget

Mr. Guise distributed copies of the draft 2008 Operating Budget.

Received for information.

9.2 Non-Union Compensation

MOVED by Ms Horbach, seconded by Ms Moccio,

THAT THE NON UNION SALARIED WAGE RANGES BE UPDATED TO REFLECT THE CITY OF HAMILTON INCREASE OF 2.5% EFFECTIVE APRIL 1, 2007.

MOTION CARRIED.

9.3 Library Board Bylaws

MOVED by Ms Leach, seconded by Ms McKeating,

THAT AN ADHOC COMMITTEE BE APPOINTED TO REVIEW THE HAMILTON PUBLIC LIBRARY BOARD BYLAWS. THE COMMITTEE WILL CONSIST OF THE FOLLOWING LIBRARY BOARD MEMBERS: MR. GECZY, MS MOCCIO AND MS GAUTREY.

MOTION CARRIED.

MOVED by Ms Moccio, seconded by Ms Fawcett,

THAT MS LEACH BE APPOINTED AS THE FOURTH MEMBER OF THE AUDIT COMMITTEE.

MOTION CARRIED.

10. PRIVATE AND CONFIDENTIAL

MOVED by Ms Moccio, seconded by Ms McKeating,

THAT THE LIBRARY BOARD GO IN-CAMERA TO DISCUSS LABOUR RELATIONS.

MOTION CARRIED.

MOVED BY Ms Moccio, seconded by Ms Gautrey,

THAT THE IN-CAMERA SESSION BE ADJOURNED.

MOTION CARRIED.

11. DATE OF NEXT MEETING

Wednesday, October 17, 2007

Central Library, Board Room, 5th Floor

5:30 p.m. Dinner

6:00 p.m. Meeting

12. ADJOURNMENT

MOVED by Ms McKeating, seconded by Ms Moccio,

THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, SEPTEMBER 19, 2007 BE ADJOURNED.

The meeting was adjourned at 7:55 p.m.

Minutes recorded by Karen Hartog.



Hamilton Public Library

Attachment #5.1

Date: October 12th 2007
To: Chair and Members of the Board
c.c. Ken Roberts, Chief Librarian
From: William Guise, Director, Finance and Facilities
Hamilton Public Library
Subject: 2008 – 2032 Capital Budget Submission

RECOMMENDATION:

That the Capital Budget Projects listed in this report be submitted to the City of Hamilton to be included in the 2008-2032 Capital Budget process.

BACKGROUND:

Project ID: 7500641100 Central Library Improvements

This project is submitted at a total project cost of \$4,730,000 of which \$280,000 was approved in the 2006 Capital Budget and \$250,000 in the 2007 Capital Budget for design work and the balance of \$4,200,000 is being requested in 2008 to cover construction costs. This project would redesign the front entrance and layout of the 1st floor of Central Library and would be coordinated with proposed renovations to the Farmers' Market. The Library is currently working with a project manager assigned by City of Hamilton Capital Planning and Implementation department

Project ID: 7500941100 Sherwood Branch Library

This project is submitted at a total project cost of \$5,735,000 with both design and construction to commence in 2009. The existing Sherwood branch library is located in a 20,000 square foot leased facility. The lease expires in 2010 and this project would replace the leased facility with one which is owned.

Project ID: 7501041100 Kenilworth Branch Library

This project is submitted at a total project cost of \$1,909,000 with both design and construction to commence in 2010. This project would renovate the existing facility.



DATE: 11 October 2007

REPORT TO: Chair and Members of the Board

C.C.: Ken Roberts, Chief Librarian

FROM: Beth Hovius, Director of Public Service and Collections

SUBJECT: **Bestseller Express : Six Month Status Report**

Recommendation: That the attached report – Bestseller Express: Six Month Status Report be received for information.

Bestseller Express : Six Month Status Report

Prepared by: Sybil Harrison, Collections Manager

BACKGROUND:

In February, the board approved a \$1/day fine for the one-week loan Bestseller Express collection. At that time board members requested a status update on the Bestseller Express program with details about the impact of the \$1 fine on patrons.

The Bestseller Express collection was launched in April 2007. Each month all locations (except Bookmobile) receive new high demand fiction titles for this collection. The books are leased rather than purchased, allowing the library to return books to the vendor when they are removed from the collection. Leasing is priced on a per-unit basis, so budget forecasting for this collection is stable. The collection is refreshed with 8-10 titles each month with quantities of 5, 3, 2 or 1 depending on the size of the library.

Bestseller Express books are a floating collection. Items remain at the location where they are returned.

IMPACT OF BESTSELLER EXPRESS COLLECTION:

The impact of the collection has been evaluated by quantitative (use statistics, number of holds) and qualitative (patron and staff feedback) data. These measures show that this new service has been successful in its first six months and well-received by the staff and public.

The collection consists of about 3,500 books system-wide. The collection size is stable and should not increase significantly. Each month books are removed from the collection to make room for newer high-demand titles. Since April, Bestseller Express books have circulated 35,687 times.

Since the introduction of the Bestseller Express Program there has been a reduction in wait times for holds. The April 9 Holds Report (items with more than 7 holds per copy) contained 93 adult fiction titles. The 8 October report contained 29 fiction titles.

All of the Bestseller Express titles are experiencing high circulation. The short loan period frees material up for more circulations. To illustrate this, a comparison was made between 2006 and 2007 releases of popular authors. For example, James Patterson's February 2006 release *The 5th Horseman* circulated 864 times in 2006. *Step on a Crack* released in February 2007 and placed in the Bestseller Express and regular collections circulated 1638 times in just 6 months. Janet Evanovich's book *Twelve Sharp* has circulated 838 times since it was released in October 2006. Her next title, *Lean Mean Thirteen*, placed in both the regular and Bestseller Express collections has circulated 949 times since it was released in June 2007.

Patrons have taken the time to express their appreciation of this new collection by speaking to staff and submitting comment forms. Some of the positive comments include:

"I wanted to tell you that a customer at Millgrove today raved about the new Bestseller Express collection. She is an avid reader and has read almost every title." (email from Branch manger)

"The Bestseller Express is an awesome addition to the library. It makes me take the time to sit down and read the book I choose to sign out of the library. This feature has proven to be much quicker than placing a reserve on a new title. Add more titles, do it for free also". (Comment form submitted at Terryberry)

"One of our regular Bestseller Express patrons works in Jackson Square. She checks the Bestseller Express display on the 1st floor everyday. There is always something she wants to read and borrow". (comment from a Central Manager)

"A number of customers have asked for an expansion of this model for large print, non-fiction and DVDs." (Ask HPL comments sent to Collection Development Manager)

There has been some concern expressed that titles are available in the Bestseller Express collection on a first-come, first-serve basis, while holds are yet to be satisfied for the title. Collection Development staff monitor the holds queues and purchase additional copies if waits are becoming too long. Patrons are encouraged to place a hold if they want a guarantee of reading a title or if they prefer a 3-week loan. The number of copies of popular titles purchased for the regular collection has not been reduced.

Some customers have asked that a monthly list of Bestseller Express titles be provided on the library's website. This list would help them plan their borrowing; if a title they are interested in will be available as a Bestseller Express, they will not place a hold.

During this period, collection development staff have monitored the use of the collection and modified quantities and distribution based on feedback from staff and the public. Since ordering is done monthly, quick adjustments can be accommodated.

Each location has established a prominent, defined display space for this collection. Some locations may still benefit from increasing the amount of space for the collection. Libraries with larger displays are experiencing higher circulation. The Bestseller Express collection is shelved in bookstore style – cover-out—to maximize exposure and encourage interest.

The Bestseller Express is a floating collection – the books do not belong to any library and remain at the location where they are returned. Using dynamic locations allows the books to be more available, as they are not tied up in delivery back to an owning location. As well, staff time in handling the materials is reduced. Some time is also saved with initial processing as fewer labels are required.

Attachment #5.2

Since April, \$4,088 of Bestseller Express fines have been paid and there is \$589 in outstanding fines. It is not apparent that the fine level is a detriment to borrowing. Customers wishing to avoid fines always have the option of using the regular collection. No comment forms or emails have been received with concerns about \$1/day fine.



DATE: October 10, 2007
TO: Hamilton Public Library Board Members
C.C.: Administration Committee
FROM: Ken Roberts, Chief Librarian
SUBJECT: Records Management Policy

RECOMMENDATION:

**THAT THE HAMILTON PUBLIC LIBRARY BOARD APPROVE THE
ATTACHED RECORDS MANAGEMENT POLICY.**

Records Management Policy

Author: Board

Date of Approval: October 17, 2007

POLICY OBJECTIVE

To ensure the management of the records of the Hamilton Public Library through their full life cycle. These records include:

- records created by the Board and by employees of the Library, including volunteers;
- records from external sources such as other governmental bodies, businesses and the public when such records are maintained by the Library as a part of its administration function. This does not include records maintained as a part of the Library's public collections mandate; and
- records that document the evolution of policy and program decisions when such records have archival or evidential importance to the organization.

Policy Statement

All records created by the Board and by employees of the organization or in the organization's custody are the property of the organization and are managed as a corporate resource, regardless of medium or format. They are maintained in order to support effective decision-making, to meet operational requirements and to protect the legal, financial and other interests of the organization. Records are organized to facilitate access by those who require such access, subject to legal and policy constraints.

Scope

This policy applies to the creation, maintenance, retention and disposition of all records created and/or used by the Library Board and employees to conduct the Library's business.

This policy does not pertain to items in the Library's materials collections acquired solely for use by the public.

Specific Directives

The Library will:

- develop and implement effective corporate records practices, policy, and standards for the creation, organization, use, retention, preservation and final disposal of records;
- develop, implement and maintain a Records Retention Schedule governing the retention and timely transfer or disposition of all records;
- establish vital records and disaster records recovery programs; and
- develop and provide training and assistance to Library employees regarding their responsibilities for records management.

Accountability – Roles and Responsibilities

- 1) The Chief Librarian is responsible for ensuring that records management priorities and requirements are met and that they fully reflect Library policies and priorities.
- 2) The Director, Information Technology and Bibliographic Services is accountable to the Chief Librarian for the general administration of the records management function.
- 3) The Director, Finance and Facilities is accountable for the administration of the records management function for financial records.
- 4) The Director, Human Resources is accountable for the administration of the records management function for human resources records.
- 5) The relevant directors are accountable for ensuring compliance with the records management policy and procedures in their respective areas.

Enquiries

All enquiries about this policy should be directed to the Chief Librarian, Hamilton Public Library, 55 York Blvd, Box 2700, Hamilton, Ontario, L8N 4E4

RELEVANT LEGISLATION & POLICIES

A records Management Program that governs the creation, maintenance, retention and disposition of records generated by the Library is required, in order to meet the obligation outlined in all applicable legislation, including

but not limited to the following and to promote a work environment that ensures that staff members have the tools to access the information they need in a timely manner:

- 1-2 Privacy Policy For Library Users
- Access to personal files (to be developed)
- 1-8 Information Technology and Security Policy
- 1-7 Intellectual Freedom and Information Policy Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
- Ontario Public Libraries Act



DATE: October 10, 2007
TO: Hamilton Public Library Board Members
C.C.: Administration Committee
FROM: Karen Hartog, Administrative Assistant
SUBJECT: NOTICE OF MOTION – AMENDMENT TO HAMILTON
PUBLIC LIBRARY BOARD BY-LAWS

MOVED BY:

SECONDED BY:

**THAT THE HAMILTON PUBLIC LIBRARY BOARD APPROVE THE
ATTACHED REVISED BY-LAWS AT ITS MEETING OF NOVEMBER 21,
2007.**

BACKGROUND:

At its meeting of October 9, 2007, the Bylaws Committee reviewed the Hamilton Public Library Board Bylaws and have subsequently made changes.

The amendments are reflected on the attached document.

HAMILTON PUBLIC LIBRARY BOARD BY-LAW FOR THE REGULATION OF THE BUSINESS OF THE BOARD

Deleted: As Recommended by the
Board By-Law Transition Team¶
¶

The Hamilton Public Library Board is duly constituted as a corporation and governed by the provisions of the *Public Libraries Act, Statutes of Ontario, 1990, Chapter P. 44* and is established by the provisions of City of Hamilton By-Law 04-019.

The Hamilton Public Library Board, hereinafter called "the Board", enacts the following by-laws for regulation of the business of the Board.

Corporation

1. In accordance with the *Corporations Act*, the Board shall have a corporate seal, which shall be under the control and responsibility of the Chief Executive Officer. This seal shall be affixed under the direction of the Board to all deeds, contracts, or documents requiring the seal, which seal shall be attested to by the signatures of the Chair and the Secretary, or by such other member and/or other officer as the Board shall direct.
2. The Head Office of the Board shall be at 55 York Boulevard, Hamilton, Ontario L8N 4E4.

Officers

3. The Board shall have the following officers:
 - Chair
 - Vice-Chair
 - Secretary
 - Treasurer
 - Chief Executive Officer

Chair

4. The Chair shall be elected at the first meeting of the Board in each year, shall hold office for one year and may be re-elected for a maximum of one additional consecutive year.
5. The primary role of the Chair of the Board is to ensure the proper functioning of the Board and the proper conduct of Board business, in accordance with all relevant legislation and with the rules of procedure adopted by the Board.
6. The Chair's responsibilities include:
 1. Presiding at regular and special meetings of the Board in the manner and extent prescribed by the Board.
 2. Committing the Board to no course of action unless specifically authorized by the Board to do so.
 3. Serving as an *ex officio* member of all Board committees.

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4. Only the Chair may represent and speak for the Board in an official capacity to outside parties in announcing Board-stated positions and in stating Chair decisions.
5. Acting as one of the authorized signing officers of all documents pertaining to Board business.
6. Representing the Board, alone or with other members of the Board, at any public or private meetings for the purpose of conducting, promoting or completing the business of the Board.
7. Notifying the Vice-Chair, if for any reason, the Chair is unable to perform these functions.

Vice-Chair

7. The Vice-Chair shall be elected at the first meeting of the Board in each year, shall hold office for one year and may be re-elected for a maximum of one additional consecutive year,
8. The Vice-Chair, in the absence or illness of the Chair, shall act in the place and stead of the Chair and while so acting has all the powers of the Chair.

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Secretary

9. The Secretary of the Board shall be the Chief Executive Officer.

Treasurer

10. The Board shall appoint a Treasurer.

Chief Executive Officer

11. The Board shall appoint the Chief Executive Officer, who shall be its Chief Librarian, and who shall hold office until the Board rescinds the appointment or a new appointment is made. The Chief Executive Officer shall be responsible, under the supervision of the Board, for the general conduct and management of the Hamilton Public Library.

Systematic and rigorous monitoring of CEO job performance will be solely against the only expected job outputs: organizational accomplishments of Board policies on Ends and organizational operation within the boundaries established by the Board.

1. Monitoring is simply to determine the degree to which Board policies and strategic priorities are being met. Data that do not do this will not be considered to be monitoring data.
2. The Board will acquire monitoring data by one or more of three methods:

- (a) Internal report, in which the CEO discloses compliance information to the Board
 - (b) External report, in which a disinterested, external third party selected by the Board, assesses compliance with Board policies.
 - (c) Direct Board inspection, in which a designated member or members of the Board assess compliance with the appropriate policy criteria.
- 3. In every case, the standard for compliance shall be *any reasonable CEO interpretation* of the Board policy or priority being monitored.
 - 4. All policies that instruct the CEO will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any methods, but will ordinarily depend on a routine schedule.
 - 5. The Board may exercise discretion in evaluating CEO performance based on length of service or circumstances beyond the CEO's control.

Only decisions of the Board are binding on the CEO.

- 1. Decisions or instructions of individual Board members, officers or committees are not binding on the CEO except in rare circumstances when the Board has specifically authorized or delegated such exercise of authority.
- 2. In the case of Board members or committees requesting information or assistance without Board authorization, the CEO can refuse such requests.

The CEO is the Board's only link to operational achievement and conduct, so that authority and accountability of staff, as far as the Board is concerned, is considered to be authority and accountability of the chief executive.

- 1. The Board will never give instructions to persons who report directly or indirectly to the CEO.
- 2. The Board will refrain from evaluating, either formally or informally, any staff other than the CEO.

Board Members Code of Conduct

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12. Board Members must avoid any conflict of interest with respect to their fiduciary responsibility by adhering to the regulations of the Municipal Conflict of Interest Act.
 - (a) There will be no self-dealing or any conduct of private business or personal services between any Board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to inside information.
 - (b) Board Members will not use their positions to obtain employment in the organization for themselves, family members or close associates. Should a member desire employment, he or she must first resign.
 - (c) Members will annually disclose their involvements with other organizations, with vendors, or any other associations that might produce a conflict.

Members will respect the confidentiality appropriate to issues of a sensitive nature and understand that it is the Chair's role to represent and speak on behalf of the Board.

Vacancies

13. In the event of a vacancy occurring on the Board, the Secretary, upon instructions from the Board in session, shall advise Council and request that a new member be appointed to fill the vacancy under the conditions contained in the *Public Libraries Act*.
14. In the event of a vacancy occurring during the year in office of Chair or Vice-Chair, the Board at its first regular meeting thereafter shall elect a new Chair or Vice-Chair to serve for the remainder of the elected time in that office.

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Resignation

15. Members of the Board who must resign before the end of their term of appointment on the Board shall inform both the Clerk of the City of Hamilton and the Secretary of the Board in writing, specifying the effective date of their resignation.

Elections

16. Election of Chair and Vice-Chair shall take place annually at the Board's inaugural meeting.
17. The Chief Executive Officer shall take the chair and shall call for nominations for Chair from the Nominating Committee and then from the floor. Nominations shall be made with no seconder required. Nominations shall be closed by a motion made and seconded. Voting shall be by a show of hands or by secret ballot if requested by any member of the Board. The nominee receiving a clear majority of the votes cast shall be declared elected by the Chief Executive Officer. Should no member receive a clear majority, balloting

shall proceed with the nominee's name receiving the smallest number of votes being dropped.

18. The Chief Executive Officer shall call for nominations for Vice-Chair from the Nominating Committee and then from the floor and the election shall be conducted in the manner outlined above.

19. The new Chair shall take the chair immediately after elections have been completed.

Meetings and Notice of Meetings

20. A regular meeting of the Board shall be held on the third Wednesday of the month (except July and August) at 6:00 p.m. in the Board Room at the Central Library, 55 York Boulevard, Hamilton or at such other day or time or such other place as may be agreed upon by the Board.

21. Written notice of all regular meetings together with the proposed agenda and the minutes of the immediately preceding regular meeting and of any special meetings shall be communicated to each member of the Board at least three days in advance of such meetings.

Special Meetings

22. The Chair may, or upon the written request of any two members of the Board shall, call a Special Meeting by giving, through the Secretary or designate, at least two days written notice to each member, specifying the purpose for which the meeting is called.

23. The purpose of a Special Meeting shall be specific. No business shall be transacted or considered at such a meeting other than that specified in the notice.

Inaugural Meeting

24. In the first year of its term, the Board shall hold its annual inaugural meeting at a place and time to be determined by the Chief Executive Officer, provided that such meeting shall be held within 30 days of the appointment of a majority of its members.

25. In the subsequent years of its term, the Board shall hold its annual inaugural meeting at the place and time of its regular January meeting and the regular meeting shall take place immediately following the inaugural meeting.

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Attendance

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26. Board members are expected to attend all meetings of the Board. Any member who must be absent from a meeting must advise the Secretary in advance. In any event, absence from three consecutive meetings of the Board will result in the member's disqualification from the Board unless the member is 'excused for cause' by a motion of the Board
27. The Secretary shall record the names of members in attendance in each meeting of the Board and of its committees.

Quorum

28. A quorum, which shall be a majority of the Board, must be present for the transaction of business at a meeting. If a quorum is not present within fifteen minutes after the hour for which any Board meeting has been called, the Secretary shall record the names of such members present and the Board shall stand adjourned.
29. Nothing in the foregoing shall prohibit the members in attendance for a regular meeting, when no quorum is present, from constituting themselves as a committee dealing with such agenda items as they see fit. However, no decisions taken at such meeting may be executed until ratified by motion at a regular meeting of the Board or, when time is of the essence, written approval of such decisions may be obtained from a majority of the members of the Board.

Voting

30. All members of the Board (including the Chair) shall vote on all questions unless they have declared an interest in the matter. Any motion on which there is an equality of votes shall be deemed to be lost.
31. Motions shall be carried by a simple majority of those present except as otherwise provided for in this By-Law.
32. Notice of motion given at the previous meeting and two-thirds majority vote is required for:
- a motion to reconsider a lost motion.
 - a motion to amend the by-laws.

Procedure

33. All motions other than routine business or those arising out of reports from standing or special committees may be ruled out of order unless the mover gives notice at least seven (7) days before the meeting at which said motion is presented. Notice of motion, in writing, shall be delivered both to the Secretary and to all members of the Board seven (7) days before the Board meeting.

Rules of Debate

34. The rules and practice set out in *Robert's Rules of Order* shall govern wherever applicable in all cases not specifically provided for in these by-laws.

Order of Business

35. The order of business at regular meetings of the Board shall be as follows, subject to the discretion of the Chair:

1. Discussion
2. Acceptance of the Agenda
3. Minutes
4. Declarations of Conflict of Interest
5. Presentations
6. Consent Items
7. Business Arising from the Minutes
8. Correspondence
9. Reports
10. New Business
11. Private and Confidential
12. Date of Next Meeting
13. Adjournment

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Delegations

36. Members of the public may make verbal presentations to the Board as a delegation with the permission of the Chair or upon written notification to the Secretary, received seven (7) days in advance of the meeting.

Minutes

37. The Secretary or designate shall keep Minutes of every meeting of the Board.

38. The Minutes shall be confirmed by motion at the next following Board meeting.

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Committees

39. Ad Hoc Committees may be appointed by the Board to deal with special issues assigned by the Board. Such committees report to the Board and shall be dissolved immediately upon making their final report to the Board.
40. A committee may have any number of members. The Board shall name a chair for each ad hoc committee. Such committees report to the Board and shall be dissolved immediately upon making their final report to the Board.
41. A quorum for all committees shall be the majority of members. Committees meet when required at the call of the committee chair.

42. The Chair of the Board shall be a member of all Committees of the Board *ex-officio*.

43. The Secretary of the Board (or designate) shall attend all committee meetings and shall be the Secretary of all committees.

44. **A Nominating Committee** composed of four members, one of whom shall be the Chair of the Board, shall be appointed by the Board annually at its November meeting to present the slate of officers for the ensuing year at the next Inaugural Meeting. In a municipal election year, the outgoing Chair of the Board shall appoint the Nominating Committee from among the members of the new Board immediately following the appointment of the new Board by City Council. In each year, the Nominating Committee shall meet before and report to the next Inaugural Meeting following its appointment.

45. **An Executive Committee** may be appointed by the Board as required. This Committee shall consist of four (4) members, one of whom shall be the Chair of the Board. The Executive Committee shall exercise all of the powers of the Board during the months of July and August or any other specific time period, subject to any restrictions that may be imposed upon it from time to time by the Board. The Chair of the Board shall appoint alternate members as required in the event that any member(s) of the Executive Committee is unable to attend a meeting of the Committee. The Committee shall meet at the call of the Chair and a quorum shall consist of three (3) members.

46. An Audit Committee composed of four members, one of whom shall be the Chair of the Board, shall be appointed by the Board annually at the first meeting of each year of the Board's term. The Audit Committee is to oversee the financial reporting process, to monitor the choice of accounting policies and procedures and to monitor internal control procedures to ensure the effective development and maintenance of adequate financial controls and reporting. The Committee will meet at least twice in each year – in the fall with the external auditors to discuss the scope of the annual audit and in the spring with the external auditors to discuss the results of the annual audit. Additional meetings may be held at the Call of the Chair of the Audit Committee, request by a Committee member or by the external auditors.

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46. Board meetings are open to the public except for in-camera sessions.

In Camera Sessions

47. An *in camera* session of the Board shall be held when it is expedient to consider all or part of an agenda *in camera* because "intimate financial or personal matters" may be disclosed in debate and the desirability of

protecting against the consequences of such disclosure outweighs the desirability of holding the meeting in public.

48. The decision must be confirmed by the Board or Board Committee in the form of a motion "THAT item(s) #___ be considered during an *in camera* session". Such a motion shall be non-debatable and, if it is carried, the Chair shall designate a time for the session to be held. An *in camera* session shall be ended by a motion that the regular session be resumed.
49. Any actions determined during an in camera session must be authorized by Board motion passed during regular open session and recorded in public minutes. However, the Board's Secretary may designate the minutes of *in camera* sessions as confidential if Section 28(2) of the *Public Libraries Act* applies.

Payment of Board Expenses

50. Citizen appointees shall be paid no salary, fees or honorarium for their services. However, any member of the Board may be reimbursed for their actual, out of pocket expenses and travel costs, incurred as a result of their acting either within or outside the municipality in their capacity as members of the Board. Such payments must be allowed for in the budget that is approved by the Board and Council and the expenses must have been incurred with the prior approval of the Board.

Amendment of the By-Laws

51. Amendments to these by-laws may only be made at a regular meeting provided that Notice of Motion in writing shall have been given at the previous meeting. Such amendments shall require a two-thirds majority vote of the Board.

Effective Date

- These By-Laws shall come into effect on November 21, 2007, and all former By-Laws and Rules of Procedure of predecessor Boards are hereby repealed.

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AUDIT COMMITTEE

Terms of Reference

PURPOSE

The Committee is to oversee the financial reporting process, to monitor the choice of accounting policies and procedures and to monitor internal control procedures to ensure the effective development and maintenance of adequate financial controls and reporting. The Committee is to be independent of the auditing function and ensure appropriate actions are taken with audit findings. The Committee has no direct responsibility for the operations and functions of audit areas. It does however make recommendations to the Board regarding both factors.

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Appointment of External Auditors

Under the authority of the Municipal Act, the City of Hamilton shall appoint the external auditor for the Hamilton Public Library.

Membership

The Audit Committee will be composed of four members of the Hamilton Public Library Board one of whom shall be the Chair of the Hamilton Public Library Board. A quorum shall be two members.

Preference will be given to Library Board members who are financially literate with relevant background in financial matters (i.e. prior experience as a business person, recognized accounting designation, work in the accounting profession, or in the financial accounting department of a current or past organization). Committee members will have no current business relationship or financial interests with the Library or its management.

Members will be appointed at the first meeting in each year of the Board's term and will serve until the end of the year.

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The members of the Audit Committee will appoint one of the members as Chair who will chair the meeting of the Audit Committee and perform such other duties as required to ensure the proper functioning of the Committee.

Meetings

The Committee will meet at least twice in each year – in the fall with the external auditors to discuss the scope of the annual audit and in the spring with the external auditors to discuss the results of the annual audit.

Additional meetings may be held at the Call of the Chair of the Audit Committee, request by a Committee member or by the external auditors.

Notice of each meeting confirming the venue, time and date of the meeting together with an agenda of items to be discussed shall be forwarded to each member of the Committee prior to the date of the meeting in a timely manner.

The external auditors, Chief Librarian and the Director, Finance and Facilities will be invited to attend meetings and at least once a year, the Committee will meet with the external auditors without Library staff present.

The Audit Committee may invite such other persons to its meetings as it deems necessary.

Duties

The duties of the Committee will be:

To meet with the external auditors before the audit commences and to discuss and approve the nature and scope of the audit

To discuss with external auditors issues such as compliance with accounting standards and proposals by external auditors

To monitor the integrity of the financial statements of the Library and to review, and challenge where necessary, the actions and judgements of management in relation to financial statements before submission to the Board, focusing particularly on:

- Significant accounting policies and practices and any changes in them;
- Major judgemental areas
- The extent to which the financial statements are affected by any unusual transactions in the year and how they are disclosed;
- The clarity of disclosures
- Significant adjustments resulting from the audit

To meet with the external auditors post-audit at the reporting stage to discuss the audit, including problems and reservations arising from the audit, and any matters the auditor may wish to discuss;

To review the management representation letter, the external auditors' management letter and the management's response.

To monitor and review the internal audit programme (if any) and its effectiveness;

To monitor and review the Library's systems for internal financial control, financial reporting and risk management;

To consider any major audit recommendations and to consider the major findings of internal investigations and management's response;

Reporting

The Chair of the Committee shall report to the Board on all meetings of the Committee.

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The Committee shall make whatever recommendations to the Board it deems appropriate on any area within its responsibility where action or improvement is needed.

The Committee members shall conduct an annual review of their work and these terms of reference and make recommendations to the Board.



Hamilton Public Library

Attachment #6.1

Date: October 12th 2007
To: Chair and Members of the Board
c.c. Ken Roberts, Chief Librarian
From: William Guise, Director, Finance and Facilities
Subject: 2008 Operating Budget

RECOMMENDATION:

That the attached Proposed 2008 operating budget dated October 12, 2007 be accepted for information and

That the attached Projected 2008 – 2010 Operating Budget dated October 12, 2007 be accepted for information.

BACKGROUND:

Proposed 2008 Operating Budget

The 2008 operating budget is in the process of being prepared and the attached draft is the second draft version of the operating budget reflecting factors which have a significant affect on the budget.

This draft budget was built using the following:

- Implementation of both Pay Equity and Internal Equity including additional costs resulting from red circling of those positions that are currently being paid higher than the rate determined under Pay Equity and/or Internal Equity.
- Increase in the number of Full Time Equivalents (FTE) by 11.83 FTE from 325.52 FTE to 337.35 FTE and includes 11.42 FTE for the new Turner Park Branch Library
- Increase in salary and wages as a result of annual increases determined by the union contract
- Increase in Library Materials budget by \$200,000 similar to 2006 as part of a multi year strategy to bring our library materials collection up to an appropriate size and composition that meets the needs of our users.
- Decrease in fine revenue by \$25,590 based on projections to the end of 2007.



- Increase in conference costs by \$25,000 to reflect the need to have staff exposed to and participate in conferences which reflect the changing needs of our users and change in process and technology.
- Increase in training costs by \$20,000 to reflect the increased costs of mandatory training and the need to provide upgrading to staff to enable them acquire the skills required in an ever changing environment.

The draft budget as presented does not yet include any increase in costs related to additional operating cost for RFID materials that will be required as a result of operating two library materials security systems at the same time. Since library material can move from one branch to another, double tagging of security tags on all new material is required. When existing material from a non RFID branch is shipped to a RFID branch the material requires an RFID tag in addition to the existing RF tag.

The first draft of the cost allocations from the City such as cost of facilities, vehicles, IP telephony, insurance etc. have been reflected in the budget. Further changes are expected as budgets are updated.

The full annualized cost of for staffing the new Turner Park Branch Library has been included although staffing for the facility is unlikely to start until December 2008. Operating costs for the branch other than staffing have not yet been included.

The total net approved budget (Total Expenditures less Total Revenues) for 2007 was \$24,086,990 and has been restated to \$24,383,090 to reflect the \$296,100 budget base that the City was carrying in their budget for Library Pay Equity Costs and approved as part of the 2007 budget process.

Based on the above factors that have been included in the draft budget, the total increase in the operating budget would be \$1,442,055 or 5.9% increase over 2007 Restated Budget. The annualized staffing costs for Turner Park included are \$650,099 which represents a 2.7% increase over the 2007 Restated Budget. If the Turner Park annualized operating costs were excluded the increase would be reduced to \$791,956 or 3.2%.

Projected 2008 – 2010 Operating Budget

The Projected 2008 – 2010 Operating Budget was based on the following assumptions using the 2008 Request Budget as the base.

- Employee costs will increase 3% each year
- Library Materials will increase by \$200,000 each year
- Other costs will increase by 2% each year
- Revenues will remain at the same level.

Based on these assumptions, the requested Municipal Contribution would increase by 3.5% in 2009 and 3.4% in 2010.

**HAMILTON PUBLIC LIBRARY
Proposed 2008 OPERATING BUDGET
BY COST CATEGORY**

2008/Approved/2007 Approved

	2007 Restated Budget	2007 Projected Actual	2008 Mtce Budget Budget	2008 Turner Park	2008 Requested Budget	\$	%
Employee Related Expenses	18,582,560	18,301,774	19,065,796	650,099	19,715,895	1,133,335	6.1%
Materials and Supplies	3,472,390	4,216,142	3,613,860	-	3,613,860	141,470	4.1%
Vehicle Expenses	1,170	1,621	1,300	-	1,300	130	11.1%
Building and Grounds	447,260	1,202,654	473,040	-	473,040	25,780	5.8%
Consulting	-	157	-	-	-	-	N/A
Contractual	608,770	601,990	623,800		623,800	15,030	2.5%
Reserves/Recoveries	124,910	617,098	121,900	-	121,900	(3,010)	(2.4%)
Cost Allocations	3,164,700	3,004,433	3,246,540	-	3,246,540	81,840	2.6%
Financial	82,380	56,209	79,060	-	79,060	(3,320)	(4.0%)
TOTAL EXPENDITURES	<u>26,484,140</u>	<u>28,002,079</u>	<u>27,225,296</u>	<u>650,099</u>	<u>27,875,395</u>	<u>1,391,255</u>	<u>5.3%</u>
Fees and General	693,250	675,147	642,450	-	642,450	(50,800)	(7.3%)
Grants and Subsidies	1,407,800	1,487,632	1,407,800	-	1,407,800	-	0.0%
Reserves		1,456,210	-	-	-	-	N/A
TOTAL REVENUES	<u>2,101,050</u>	<u>3,618,989</u>	<u>2,050,250</u>	<u>-</u>	<u>2,050,250</u>	<u>(50,800)</u>	<u>(2.4%)</u>
Municipal Contribution	<u>24,383,090</u>	<u>24,383,090</u>	<u>25,175,046</u>	<u>650,099</u>	<u>25,825,145</u>	<u>1,442,055</u>	<u>5.9%</u>

HAMILTON PUBLIC LIBRARY

Projected 2008 - 2010 OPERATING BUDGET BY COST CATEGORY

Attachment #6.1

	2007 Restated Budget	2008 Requested Budget	%	2009 Projected Budget	%	2010 Projected Budget	%
Employee Related Expenses	18,582,560	19,715,895	6.1%	20,307,370	3.0%	20,916,590	3.0%
Materials and Supplies	3,472,390	3,613,860	4.1%	3,823,320	5.8%	4,032,970	5.5%
Vehicle Expenses	1,170	1,300	11.1%	1,330	2.3%	1,360	2.3%
Building and Grounds	447,260	473,040	5.8%	482,500	2.0%	492,150	2.0%
Consulting	-	-	0.0%	-	0.0%	-	0.0%
Contractual	608,770	623,800	2.5%	636,280	2.0%	649,010	2.0%
Reserves / Recoveries	124,910	121,900	-2.4%	124,340	2.0%	126,830	2.0%
Cost Allocations	3,164,700	3,246,540	2.6%	3,311,470	2.0%	3,377,700	2.0%
Financial	82,380	79,060	-4.0%	80,640	2.0%	82,250	2.0%
TOTAL EXPENDITURES	26,484,140	27,875,395	5.3%	28,767,250	3.2%	29,678,860	3.2%
Fees and General	693,250	642,450	-7.3%	642,450	0.0%	642,450	0.0%
Grants and Subsidies	1,407,800	1,407,800	0.0%	1,407,800	0.0%	1,407,800	0.0%
Reserves	-	-	0.0%	-	0.0%	-	0.0%
TOTAL REVENUES	2,101,050	2,050,250	-2.4%	2,050,250	0.0%	2,050,250	0.0%
Municipal Contribution	24,383,090	25,825,145	5.9%	26,717,000	3.5%	27,628,610	3.4%

Chief Librarian's Report October, 2007

Canadian Library Month

October is Canadian Library month. You may have seen the colourful spread in *The Spectator*. It listed many of the activities in HPL branches and used, as its theme, Canadian Library Month. Staff have reason to be quite proud of the breadth and depth of the various activities.

Millgrove/Carlisle/ Waterdown

We have not yet scheduled community meetings for Millgrove, Carlisle and Waterdown. As you may remember, the City of Hamilton is considering some possibilities. We wanted more information before scheduling public meetings so that we could present strong options instead of vague possibilities.

Canadian Urban Libraries Council Diversity Conference

The Hamilton Public Library is presenting at the Canadian Urban Libraries Council's fall conference entitled *Increasing Diversity in Canadian Cities: The Public Libraries Response*. We will be stressing our programs for new Canadians, particularly those with little educational training and limited financial support. I am chairing the process by which Canadian Urban Libraries can, hopefully, create a position statement on equity and diversity in libraries.

Urban Libraries Council

We have joined the Urban Libraries Council, the American equivalent of the Canadian Urban Libraries Council. Increasingly, many of our comparators are American library systems. We are hoping that conversations with American counterparts can expand our knowledge of what good libraries are doing to address critical issues.

Turner Park Branch

Construction is proceeding nicely on the Turner Park Branch. The foundation is in place and the steel superstructure is being constructed. We are starting to plan for staffing and for collection acquisition.

North End Community Health Centre

Beth Hovius and I met with the Executive Director of the North End Community Health Centre. She certainly acknowledges that there have been delays in the approval of their funding. She does not attribute the delays to any lack of willingness to fund the project. In fact, the Province of Ontario has now invested more than \$1,000,000 in the project, including purchase of the land. Purchase of the land was finalized late this summer. She is confident that, once they receive funding, we can quickly complete all remaining issues and send out an RFP for construction.

Ontario Library Association Super Conference, 2008

Staff from the Hamilton Public Library will be participating in a number of OLA sessions. I was surprised and delighted to discover that the library's Social Committee had submitted a bid to conduct a session on their activities, stressing what a social committee can accomplish. The proposal had been accepted.

Feast of Reading

The conclusion of the Hamilton Public Library's Adult Summer Reading Club (ASRC) took place on September 13, featuring local authors John Terpstra, Wade Hemsworth, Cathy Vasas-Brown, Marilyn Gear Pilling, Jillian Dagg, Jeffery Donaldson, Gary Barwin and Jennifer McCartney. Ten library customers from across the community were selected as part of an ASRC grand prize draw to join the authors for a light meal, good conversation and a short selection of readings. The feedback was extremely positive both from the local authors and the selected winners.

Next Reads

On October 15, we launched Next Reads, a selection of e-newsletters that answer the question 'what should I read next?'. On a regular basis, Next Reads provides HPL staff with a selection of new, popular and recent titles with a short description field. Library staff revise the descriptions, and have the option of adding or deleting titles from the list. The e-newsletter is delivered directly to the subscribers, and connects our library customers to our catalogue for easy browsing and borrowing. Free subscriptions to these products were available in mid-October, as part of Ontario Public Library month. Subscription is simple and easy to do -- all you need is your name, your email address and a password of your choice. Next Reads is linked from the Readers' Cafe -

[http://www.myhamilton.ca/myhamilton/LibraryServices/ReadersCafe/new_readerscafe NR.htm](http://www.myhamilton.ca/myhamilton/LibraryServices/ReadersCafe/new_readerscafe_NR.htm)



Hamilton Public Library

DATE: October 10, 2007

REPORT TO: Chair and Members of the Board

c.c. Ken Roberts, Chief Librarian

FROM: Beth Hovius, Director of Public Service and Collection Development
Karen Peter, Branch Manager

SUBJECT: **Dundas Closure**

Recommendation: That the Board authorize the closure of Dundas Library for a short period of time in order to complete the renovation.

Background Information:

The renovations at Dundas have begun to build a new vestibule area, a staff work room and to install security gates. There are also plans to install better shelving in the non-fiction area. While most of the construction can be done when the library is open, it will need to close for one or two days within the next six weeks in order to complete the work and install the shelving. The contractor will also use the days the library is normally closed to do some of this work. There is no impact on staff since they can continue to work in the building when it is closed.



Hamilton Public Library

DATE: October 11, 2007
REPORT TO: Chair and Members of the Board
FROM: Ken Roberts, Chief Librarian
SUBJECT: Lynden Feasibility Report and Public Meeting

The Lynden Public Meeting is scheduled for Thursday, October 18th at 7:00 pm in the Lynden Legion Hall on Lynden Road.

The purpose of the meeting is to provide members of the community with the information we had committed to gather at last Fall's meeting, namely more detailed information about the possibility of eventually constructing a new library on either of the two properties that Lynden community members viewed as acceptable.

The Feasibility Study that we commissioned is attached. There is supposed to be a set of recommendations. The recommendations, coming from the consultant, may arrive in time for the Board package. If not, the consultant expects them to be available by the Board meeting.

The Lynden Community meeting is being co-sponsored with the citizen's committee that has been working with library staff.

FEASIBILITY STUDY



PROPOSED LYNDEN LIBRARY BRANCH Lynden, Ontario



MCCALLUM SATHER
ARCHITECTS INC.

October, 3, 2007

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Appendixes

Appendix "A" - Costing Estimates (2 pages)

Appendix "B" –

Architectural/Structural Building Audit Report

Mechanical Building Audit Report

Electrical Building Audit Report

Appendix "C" – Zoning - Telephone Log

Introduction

In July 2007, McCallum Sather Architects Inc. were retained to perform a feasibility study on the proposed Lynden Library Branch in Lynden, Ontario. Two locations were identified as potential locations for the new library branch. One of the locations to be reviewed as part of this feasibility study is 110 Lynden Road. This property has an existing building that is currently being used as a workshop. The second location is a Greenfield site generously donated by a local community member. The scope of work includes conducting a building audit on the existing building, the development of floor plans, schematic site plans and review of zoning by-law for both locations. The scope also included the development of exterior conceptual designs for both site locations.

Building Audit Summary

110 Lynden Road

The project site visit was completed on August 21, 2007. The purpose of the site visit was to gain an understanding of the physical conditions of the facility and to obtain any other pertinent information for completing the assessment. The findings and descriptions of any spaces, or building components documented in this report are based on visual examination only. No invasive or destructive testing was conducted. (*Appendix "B"*)

The building located at 110 Lynden Road is currently being utilized as a woodworking workshop. The previous owner operated the building as a Credit Union and remnants of its previous usage is evident in the drop box located at the front of the building and the two large walk-in safes within the building.

The building is structurally sound but requires extensive renovation on the interior and exterior of the building if converted to a library use.

The building construction consists of a steel frame structure with steel wall girts and roof system. As depicted in the photographs in the attached architectural, mechanical and electrical audits, the building is in a state of disrepair and major extensive renovations will be required in order to utilize this facility as a public building. The preliminary costing summary (*Appendix "A"*) outlines the costs utilizing current construction costing templates.

The property can be considered a 'serviced' site with the necessary City and Utility connections for complete operation. There is evidence of an active septic bed in the rear yard.

Greenfield Site

It has been identified that a portion of the Greenfield is donated as a location for proposed relocation of the Lynden Public Library. There is still a requirement to determine the actual size of the lot donated for this cause.

Zoning/ Code Review

110 Lynden Road

The property's current zoning for 110 Lynden Road has not been determined. Numerous phone calls to the City of Hamilton have been attempted without success. See the attached phone log of our attempts at contacting the City of Hamilton zoning. (*Appendix "C"*)

If it is assumed that the current zoning that allowed for the Credit Union and Workshop to exist will not allow for a Public Use such as a Library, then a site Re-zoning will be required. Furthermore, as a condition of development, a Site Plan Agreement will be required based on the extent of the addition and renovations required.

Greenfield Site

It has been confirmed that the greenfield site is currently zoned agricultural. In order to facilitate a new library building on this site, both a land severance and Rezoning will be required. Furthermore, as a condition of development, a Site Plan Agreement will be required because this is a new development.

Design Option

110 Lynden Road

The preliminary plan option was prepared based on the users' expressed needs. "Appendix A" at the end of this report provides a preliminary costing schedule for the design option.

The existing building floor plate is expanded from 1,874 sq. feet to 3,630 gross sq. ft. Refer to Space Allocation Summary for the breakdown of square footage allocations to specific areas within the plans. This option consists of expanding the current building to the north and to the east sides. This option would require the relocation or demolition of the existing adjacent restaurant on the site.

The layout of the library at this location utilized the existing building's L-shaped footprint. In order to maximize the library's requirements within the existing building, it will be necessary to remove the two existing safes.

The entrance to the building was relocated from the west side to the north side of the building, providing street views to the interior library shelving units and sitting areas. Relocating the entrance to the north side also provided more staff views to all the areas from the central reception/check-out desk.

Greenfield Site

The floor plan for the Greenfield site was based on the Lynden Road floor plan layout. The building footprint was changed from an L-shaped configuration to a rectangular shape. The rectangular configuration creates more flexibility with design and allowed for a 3,500 gross sq. ft. footprint for a total reduction of 130 sq. ft. from the Lynden Road floor plan.

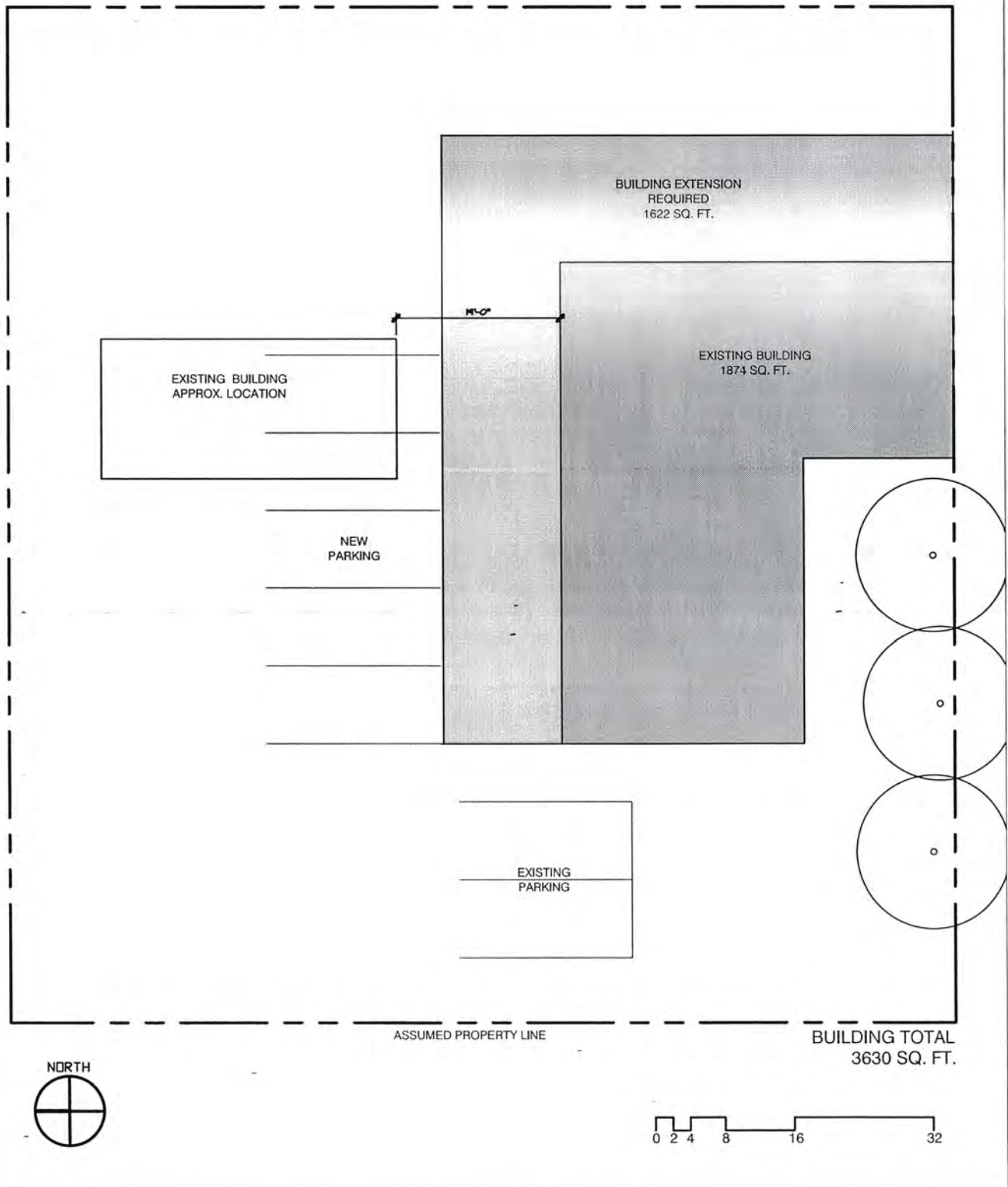
Space Allocation Summary
Lynden Library – EX SITE
Lynden, Ontario
September, 2007

Area Name	Useable SF Required	New Total Useable SF Required	Remarks
PUBLIC AREAS			
Vestibule	68		
Self Checkout	100		
Customer Service Desk	169		
Preschool area	414		
Children's Area	346		
Teen Area	133		
*Adult Spaces	1,038		
W/C's – includes handicap	352		
Circulation space	329		
TOTAL PUBLIC AREAS		2,949	
STAFF AREAS			
**Work Area #1 – Quiet Staff Work room	345		
Work Area #3 – Branch Librarian Office	110		
Janitorial Closet/Storage	56		
Storage	40		
TOTAL STAFF AREAS		551	
Useable Area Total		3,500	
TOTAL BUILDING AREA		3,500	

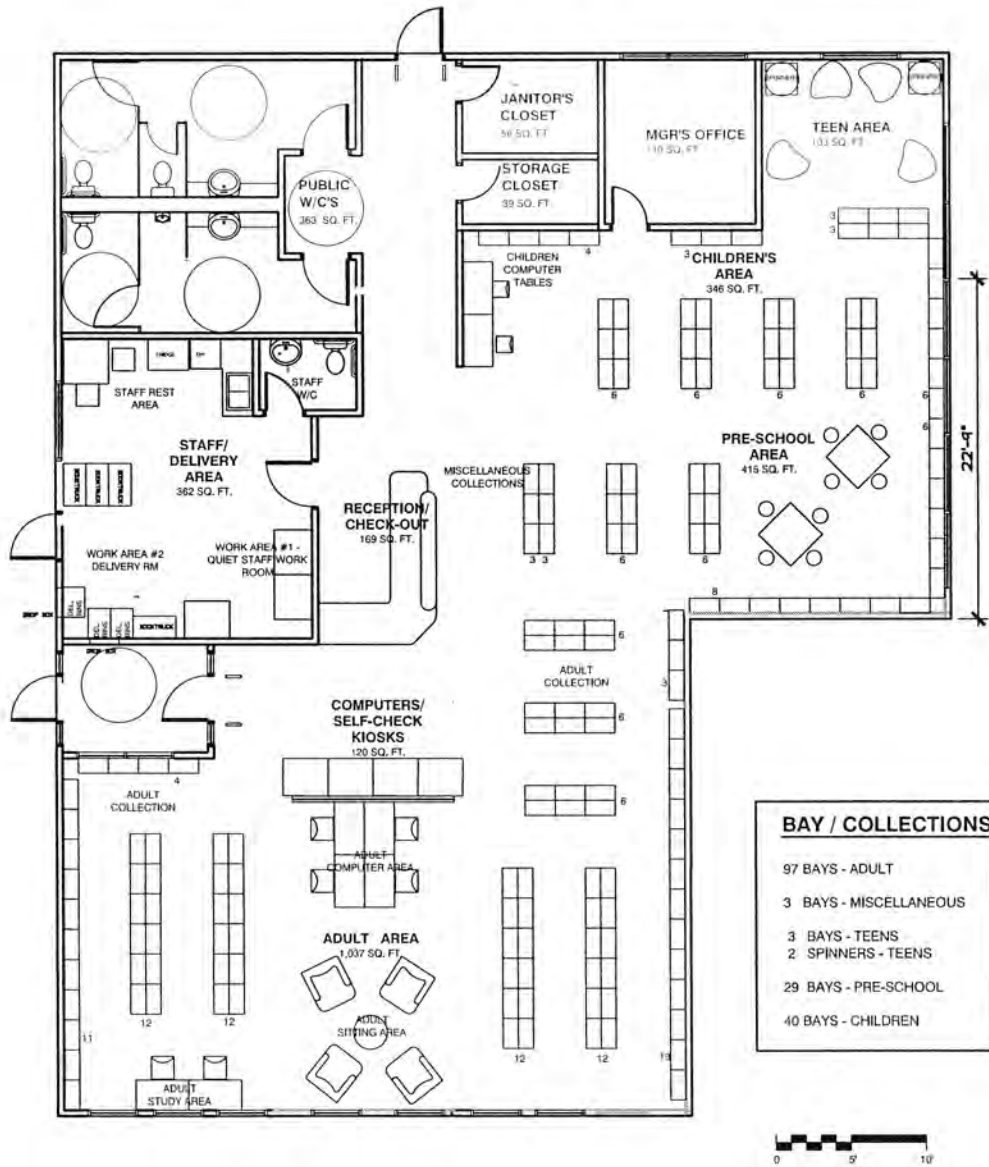
*Adult spaces – includes senior space, adult study, computer and sitting areas.

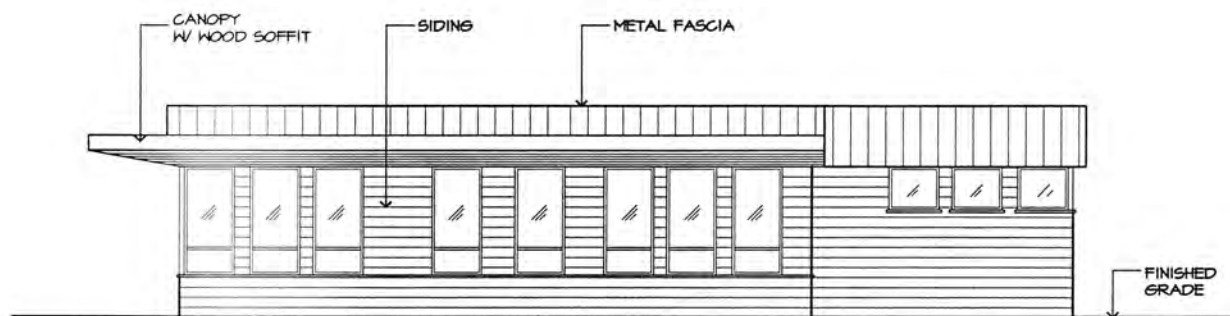


- Property line
- Existing Building
- Septic System
- Planted Area
- Proposed Expansion

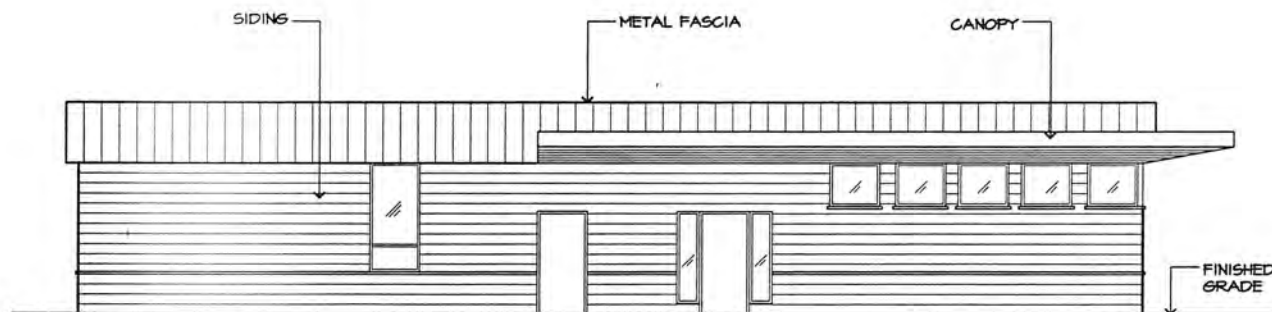


	Project Name: Lynden Library Feasibility Study Lynden, Ontario	Drawing: SITE -AREA REQUIREMENTS EXISTING SITE	I
	McCallum Sather Architects Inc. 157 Catharine Street North, Hamilton, Ontario, L8L 4S4 t: 905 526 6700 f: 905 526 0906	Project No.: 07-27F	Date: SEPT 07
			SK-I


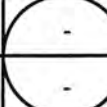




WEST ELEVATION



NORTH ELEVATION

	<p>Project Name: PROPOSED LINDEN LIBRARY FACILITY 110 Lynden Road, Linden, Ontario, L7R 3T1</p>	<p>Drawing: ELEVATIONS @ 110 LYNDEN ROAD</p>	<p>Project No.: 07-27</p>	<p>Date: OCT , 2007</p>	<p>Scale: 1/8" = 1'-0"</p>	
	<p>McCallum Sather Architects Inc. 157 Catharine Street North, Hamilton, Ontario, L8L 4S4 t: 905 526 6700 f: 905 526 0906</p>					

Space Allocation Summary
Lynden Library – NEW SITE
Lynden, Ontario
September, 2007

Area Name	Useable SF Required	New Total Useable SF Required	Remarks
PUBLIC AREAS			
Vestibule	68		
Self Checkout	100		
Customer Service Desk	176		
Preschool area	251		
Children's Area	254		
Teen Area	100		
*Adult Spaces	1,056		
W/C's – includes handicap	352		
Circulation space	590		
TOTAL PUBLIC AREAS		2,947	
STAFF AREAS			
**Work Area #1 – Quiet Staff Work room	345		
Work Area #3 – Branch Librarian Office	110		
Janitorial Closet/Storage	58		
Storage	40		
TOTAL STAFF AREAS		553	
Useable Area Total		3,500	
TOTAL BUILDING AREA		3,500	

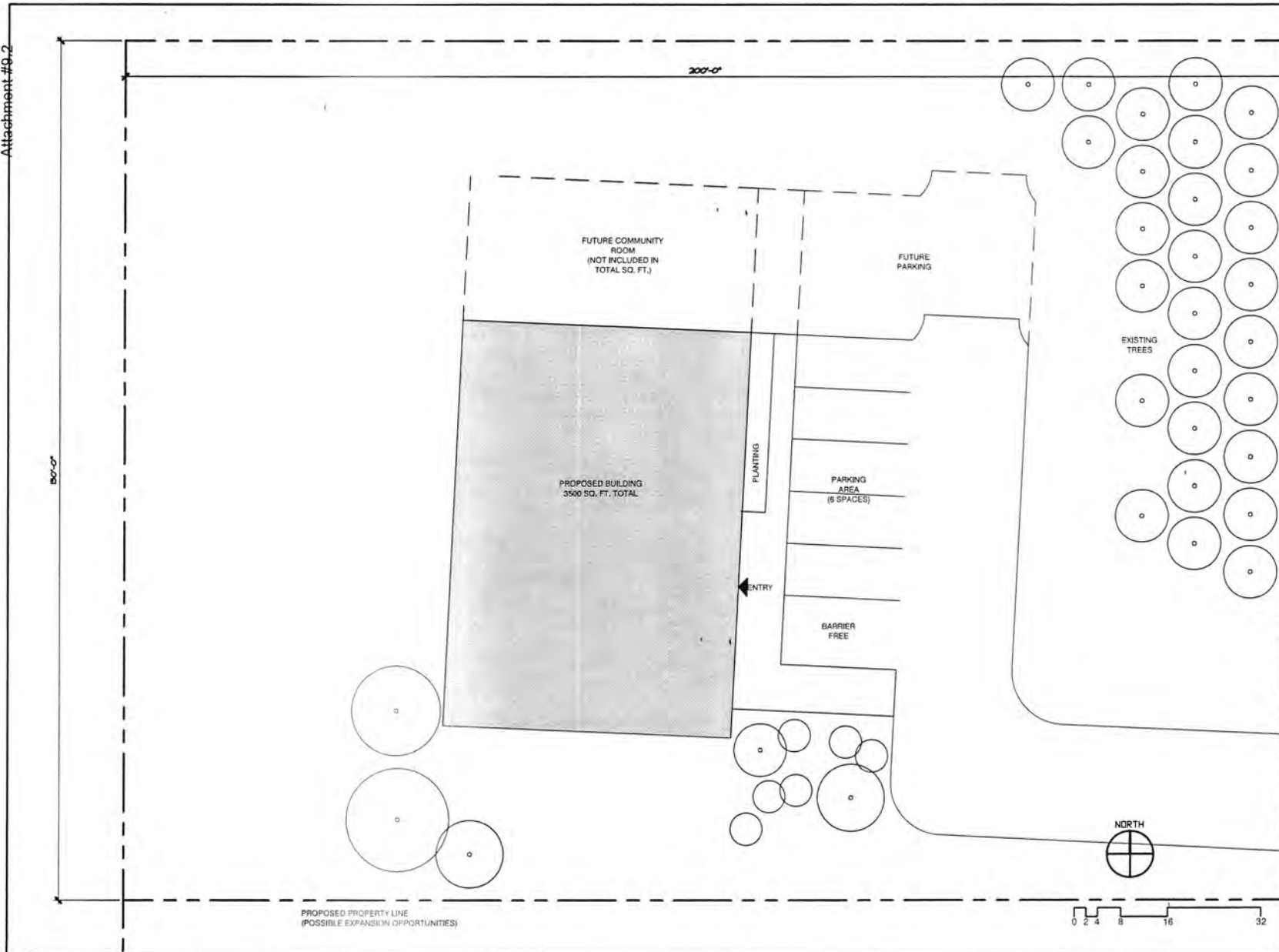
*Adult spaces – includes senior space, adult study, computer and sitting areas.


Google
Maps Canada

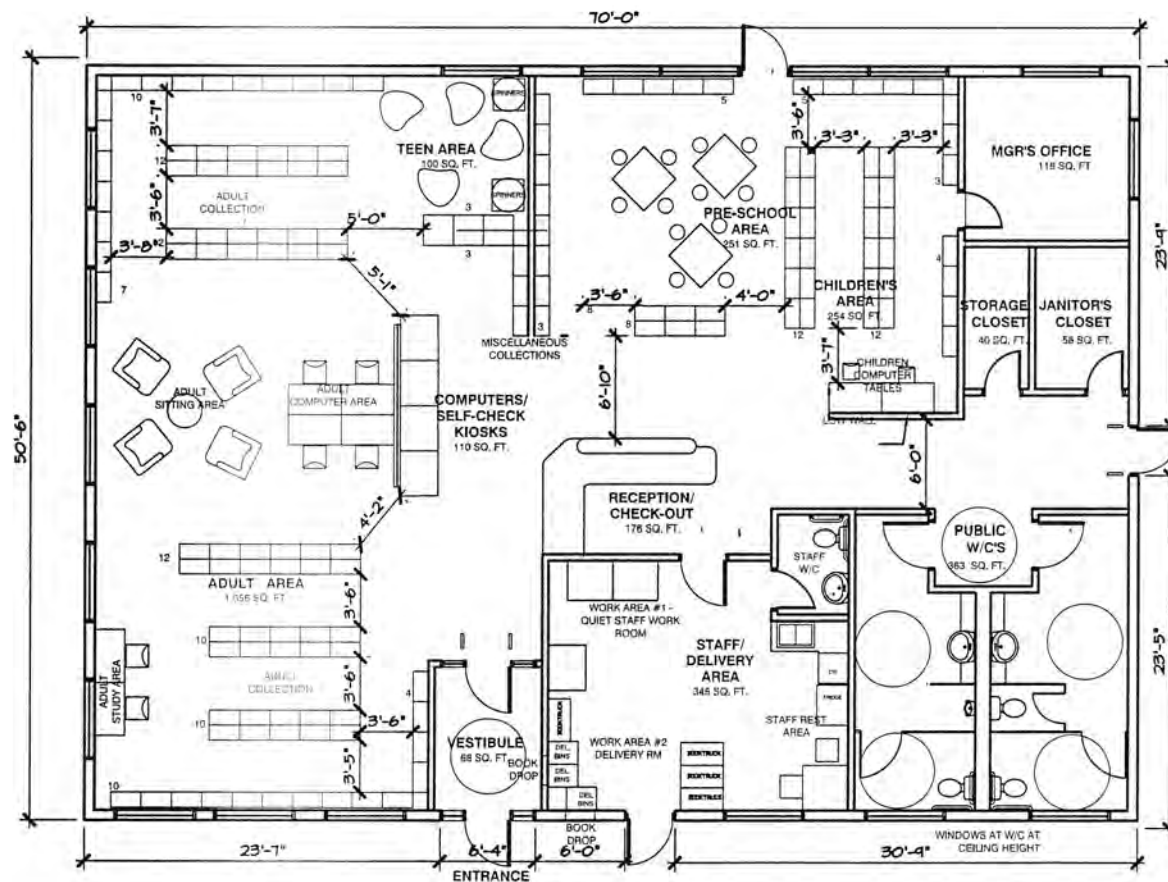
Address Lynden, ON



- Property line
- Proposed Building
- Septic System
- Planted Area
- - - Possible Future Expansion



REVISIONS	
 MCCALLUM BATHURST 157 Catharine Street North Hamilton, Ontario L8L 4S4 T: 905 526 6700 F: 905 526 0906	
Project Name LYNDEN LIBRARY FEASIBILITY STUDY LYNDEN, ONTARIO	
Drawing Title SITE - AREA REQUIREMENTS GREENFIELD SITE	
Drawn By: HY	Date: SEPT 07
Checked By: GS	Scale: 1" = 16'-0"
Proj. No.: 07-27F	Drawing No.: SK-2
File Name: base-area.dwg	



BAY / COLLECTIONS

- 89 BAYS - ADULT
- 3 BAYS - MISCELLANEOUS
- 3 BAYS - TEENS
- 2 SPINNERS - TEENS
- 21 BAYS - PRE-SCHOOL
- 36 BAYS - CHILDREN



Project Name:
LYNDEN LIBRARY
FEASIBILITY STUDY
LYNDEN, ONTARIO

McCallum Sather Architects Inc.

157 Catharine Street North, Hamilton, Ontario, L8L 4S4
t: 905 526 6700 f: 905 526 0906

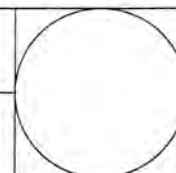
Drawing:
NEW BUILDING
3,500 SQ. FT BUILDING FOOTPRINT
SCALE: 1/8" = 1'-0"

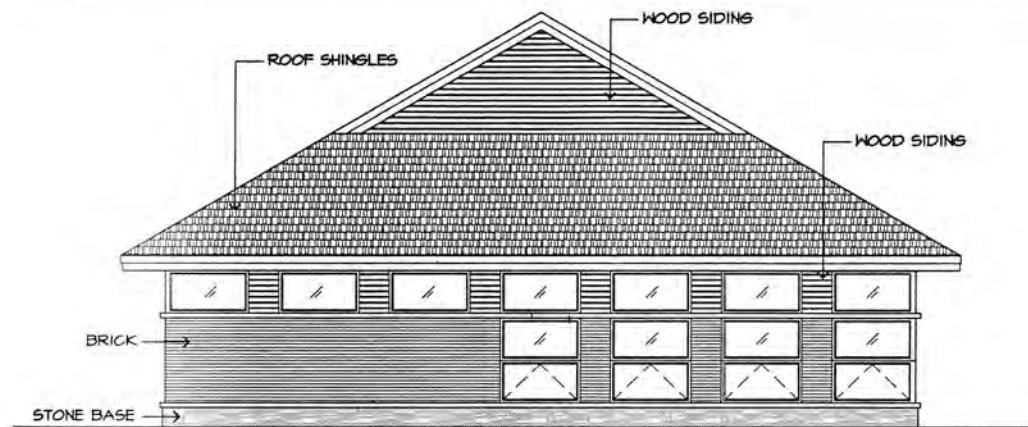
Project No.:

07-27F

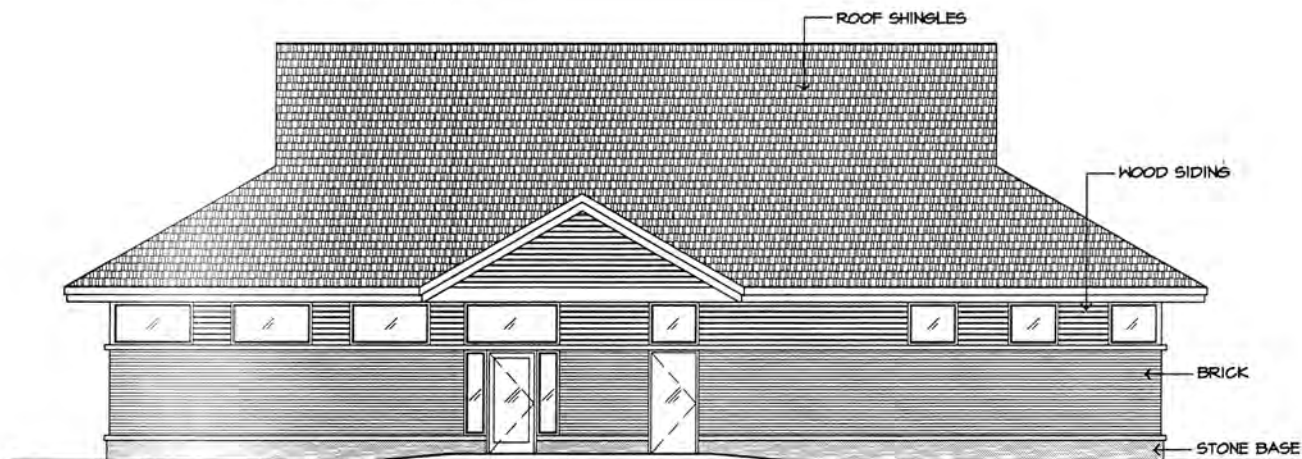
Date:

01/10/07


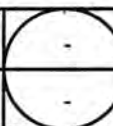




SOUTH ELEVATION



EAST ELEVATION

	Project Name: PROPOSED LINDEN LIBRARY FACILITY Greenfield Site	Drawing: ELEVATIONS - NEW BUILDING			
	McCallum Sather Architects Inc. 157 Catharine Street North, Hamilton, Ontario, L8L 4S4 t: 905 526 6700 f: 905 526 0906	Project No.: 07-27	Date: OCT. 2007	Scale: 1/8" = 1'-0"	

*"APPENDIX A"***Construction Estimate****Lynden Library****11-Sep-07****Option 1 - Existing Site**

Element	quantity	unit rate	subtotal	%
A1 Demolition existing	1948	15.00	\$29,220	4.4%
A2 Substructure new	1682	15.00	\$25,230	3.8%
A3 Structure existing new	3630	58.75	\$213,263	32.0%
A4 Exterior Enclosure existing new	3630	24.75	\$89,843	13.5%
B1 Partitions and Doors drywall, hm doors	3630	13.75	\$49,913	7.5%
B2 Finishes painting / flooring	3630	12.60	\$45,738	6.9%
B3 Fittings + Equipment millwork	3630	2.80	\$10,164	1.5%
C1 Mechanical HVAC Plumbing / cistern / septic	3630	33.00	\$119,790	18.0%
			\$80,368 \$35,000	
C2 Electrical service / lights / power / security	3630	23.00	\$83,490	12.5%
Net Building Cost	3630	198.65	\$666,650	100.0
E1 Exterior Site Work	sum		\$75,000	
Net Construction Cost			\$741,650	
F1 Design Contingency	5%		\$37,082	
F2 Construction Contingency	10%		\$74,165	
F3 Escalation to 2008	5%		\$37,082	
F4 Buildign Permit	1%		\$7,416	
Total Building Cost			\$897,396	

APPENDIX A"

Construction Estimate

Lynden Library

11-Sep-07

Option 2 - New Site

Element	quantity	unit rate	subtotal	%
A1 Substructure excavation / footings	3500	12.00	\$42,000	6.6%
A2 Structure reinf conc roof slab / green roof	3500	55.00	\$192,500	30.3%
A3 Exterior Enclosure reinf conc wall alum windows / entrance / cedar lattice	3500	25.50	\$89,250	14.0%
B1 Partitions and Doors drywall, hm doors	3500	13.75	\$48,125	7.6%
B2 Finishes painting / flooring	3500	12.60	\$44,100	6.9%
B3 Fittings + Equipment millwork	3500	2.80	\$9,800	1.5%
C1 Mechanical HVAC Plumbing / cistern	3500	35.00	\$122,500 \$82,500 \$40,000	19.3%
C2 Electrical service / lights / power	3500	25.00	\$87,500	13.8%
Net New Building Cost		181.65	\$635,775	100.0
E1 Exterior Site Work	sum		\$150,000	
Net Construction Cost			\$785,775	
F1 Design Contingency	5%		\$39,289	
F2 Construction Contingency	5%		\$39,289	
F3 Escalation to 2008	5%		\$39,289	
F4 Building Permit	1%		\$7,858	
Total Building Cost			\$911,499	

Proposed Linden Library Facility
110 Lynden Road,
Linden, Ont.
L7R 3T1

"APPENDIX B"

August 28, 2007

On August 21, 2007 an audit of the above noted facilities was performed by MSA and their consultants – Robb Engineering (Mechanical) and Rombald Inc. (Electrical).

The existing building is typical of what is referred to in the industry as a 'relocatable building' or a 'modular building' or a 'Butler building.' Regardless of the title it has been our experience that this type of building is constructed to the minimum requirements of the building codes and that is all. Construction of this type of building can consist of either a steel frame or wood frame. This particular building is a steel framed system with steel wall girts and roof system. Insulation is usually the minimum required for the proposed use and air barriers non-existent.



The building (light grey roof) sits approximately 30' back from the sidewalk on Lynden Road.

The Adjacent Site to the North has a Restaurant Trailer (red roof) and parking-lot that provides access to three parking spaces in front of the building and three to the north side.



Exterior View of 110 Lynden Road, West Façade.

Parking surface is asphalt and showing signs of deterioration.

Landscaping is poorly maintained.

Light gauge metal siding and single glazed aluminum storefront entrance and windows.

Paint is peeling off the metal siding and fascia. Rust spots are becoming evident along the bottom edge of the fascia.



The west end of the north façade shows significant paint peeling from both the siding and fascia.

The building was at one time a Credit Union and the old drop box remains.



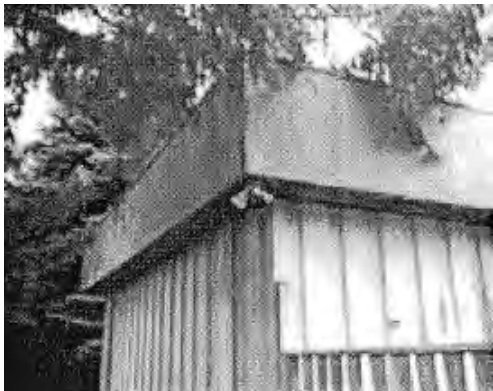
The east end of the north façade shows significant paint peeling from both the siding and fascia.

On the roof the exhaust for the large spray booth inside the building is visible.

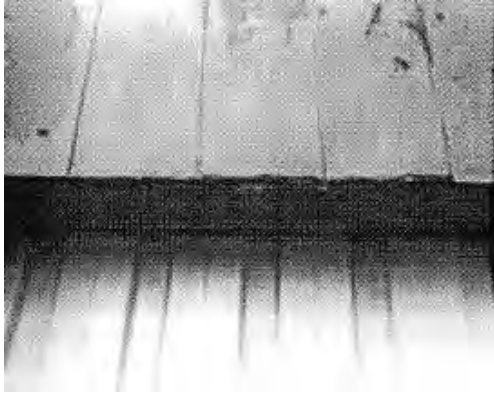


The rear yard is enclosed by a fairly new PT wood fence.

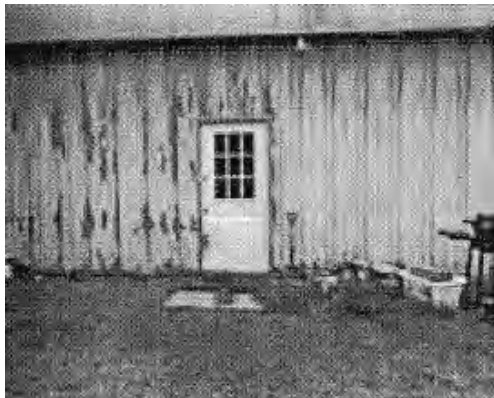
The fence is in fairly good condition.



South east corner of building showing peeling paint and rusting of fascia.



Close up of rust and paint damage to the fascia.



The back door is a fairly new hollow metal insulated residential exterior door. Installation is poor.



The condensing unit for the HVAC system is in the enclosed area of the back yard.

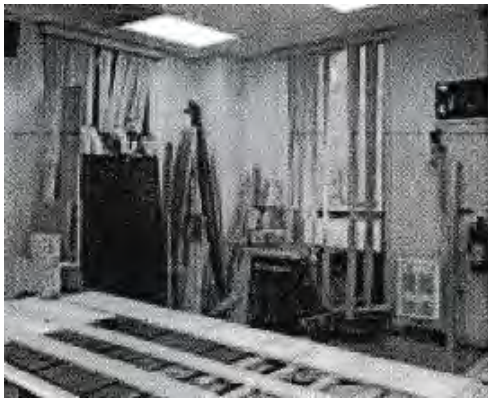


At the north-west corner of the building the block foundation wall is crumbling.



North west interior corner of main space. 10' high ceilings, with lay in 2' x 4' lay-in acoustic tile and fluorescent light fixtures.

Exposed column in corner.

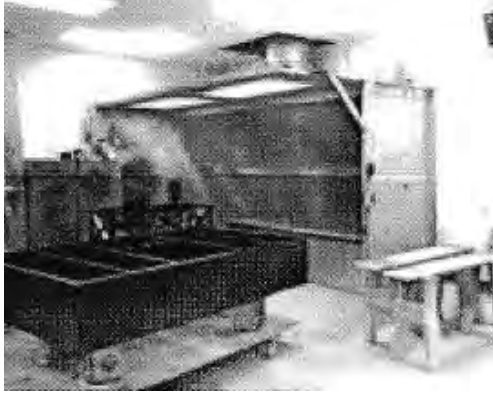


South west interior corner of main space.

Column covered by interior finishes.



South east interior corner looking into corridor access to vaults.



North east interior corner.

Large spray booth set up in corner.

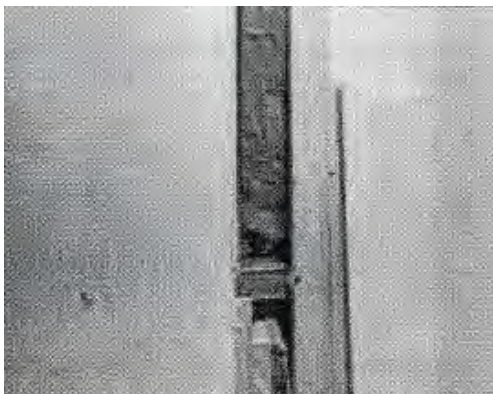


East end of main space looking into staff room area.

A sink and washer dryer has been installed.



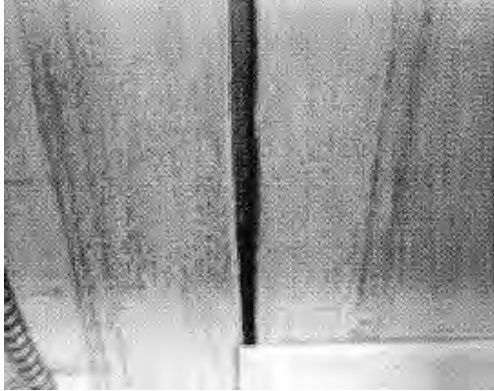
Interior side of existing lock box.



Walls in some locations are in extremely poor condition.

Insulation is missing in places.

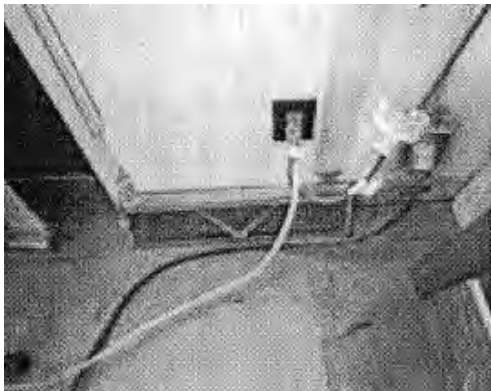
No vapour barrier evident.



Wall panels showing gaps where old partitions have been removed.



Fan unit in area that one time was the vestibule.

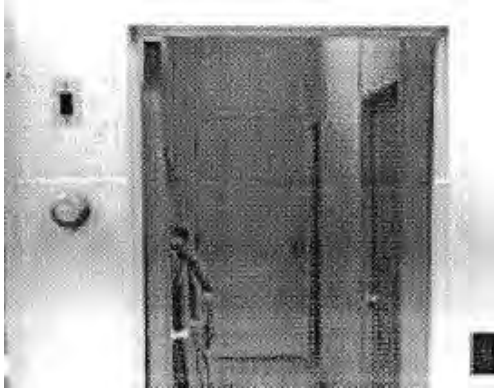


HVAC ducts are under slab with perimeter diffusers around main space. See Mechanical report.

Some are base board diffusers.



Perimeter return air grille.



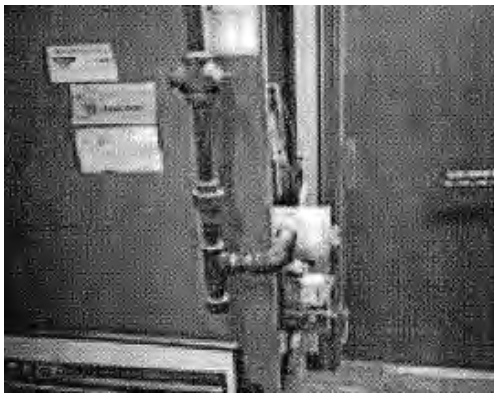
Corridor leads to one washroom, one washroom that has been converted into a shower, and, a small mechanical room.

The wash room is in extremely poor condition.

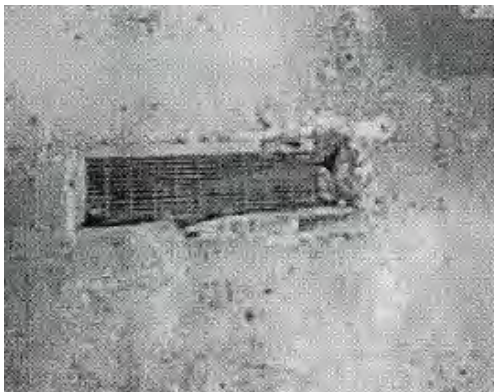
The shower has been poorly installed.



The Mechanical room also houses the 200 amp electrical service. (See Electrical report.)



Original gas fired HVAC unit (See Mechanical report.)



Return Air grille in floor shows poor condition of floor slab and grille itself.



Old electrical services hang from ceiling. Taped off wiring hangs from junction box



Unused 208V outlet in mainspace.



Main Vault door. Vault has 20"+ thick Highly reinforced poured concrete walls, floor, and ceiling.



Document Vault door. Vault has reinforced concrete block walls with concrete filled voids and poured concrete floor and ceiling slabs.



Large hole in wall.

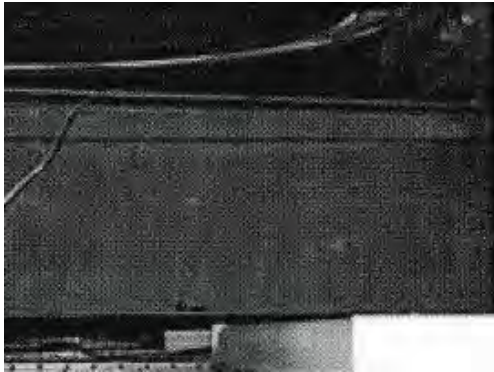
All interior finishes have been poorly maintained.



Where devices, trim and other previously installed items have been removed, there has been no effort made to make good finishes.



Exposed steel structure.



Roof structure shows ACT ceiling with drop in light fixtures, below 14" steel beams with 8" 'C' channels and 4" metal purlins supporting a flat roof structure.

INSPECTION REPORT

1854

August 29, 2007

Mr. Greg Sather
McCallum Sather Architects Inc.
157 Catharine Street North
Hamilton, ON
L8L 4S4

Re: Lynden Library
110 Lynden Road
Lynden, ON

Dear Greg:

On Tuesday, August 21, 2007, personnel from our firm carried out a site review of HVAC and plumbing work in accordance with the Professional Engineers Ontario *Guideline for Professional Engineers Providing General Review of Construction as Required by the Ontario Building Code (OBC)*.

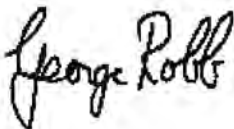
Attached is Robb's inspection report with further details.

The following work is recommended for the proposed library:

- | | |
|---|--------------------|
| 1. New air conditioner. | \$ 6,000.00 + GST |
| 2. New furnace and cooling coil. | \$ 7,000.00 + GST |
| 3. - New overhead air distribution duct work. | \$ 20,000.00 + GST |
| 4. New zone control system. | \$ 10,000.00 + GST |
| 5. Reuse existing electric domestic water heater. | \$ 500.00 + GST |
| 6. Reuse existing well pump and pressure tank. | \$ 1,000.00 + GST |
| 7. Remove underground oil tank and contaminated soil. | \$ 30,000.00 + GST |
| 8. New plumbing fixtures and new sanitary drains. | \$ 10,000.00 + GST |
| 9. Pump out and inspect existing sewage holding tank. | \$ 3,000.00 + GST |
| 10. New washroom exhaust fans. | \$ 2,000.00 + GST |

Total \$ 89,500.00 + GST

Sincerely,



George Robb, P. Eng



**PROPOSED LYNDEN LIBRARY
110 Lynden Road
Lynden, ON**

JOB 1854

INTRODUCTION





This report is written at the request of Greg Sather of McCallum Sather Architects Inc. Mr. Sather authorized Robb Engineering Ltd. to proceed on August 16, 2007.

George Robb, P. Eng of Robb Engineering Ltd. visited the site on August 21, 2007. Mr. Andrew Gunn of McCallum Sather accompanied Robb on a tour of the HVAC and plumbing equipment systems in the building.


The following subsections describe the HVAC and plumbing systems. Comments are made regarding the capacity and condition of the equipment. Comments are also made regarding any problems which were found during the visit or as a result of Robb's analysis.

A section of recommendations and costing is provided in this report. This part describes the remedial measures and costs involved to rectify the problems identified. These comments and costing are provided with the knowledge that the intent is to convert the usage and occupancy of the building to a library.




INSPECTION REPORT

PHOTOGRAPHS	BUILDING CONDITION/ASSESSMENT	QUANTITY DESCRIPTION	ESTIMATED COST
<p>Air Conditioner</p> 	<ul style="list-style-type: none"> • 3 ton Carrier (36,000 BTUh) • Age is unknown, but is at least 12 years old • Unit is presently working • Not large enough to handle the load of a library • New system is required to handle library load • High efficiency 14.0 SEER is suggested 	<ul style="list-style-type: none"> • 1 unit • electric cooling 	\$6,000.00
<p>Furnace and Cooling Coil</p> 	<ul style="list-style-type: none"> • 115,000 BTUh Olsen furnace rated at about 81% efficiency • Unit is presently working • Age is unknown, but is at least 12 years old • Cooling coil rated at approximately 3 tons • Since unit is old, suggest replacement with new 130,000 BTUh unit and 5 ton cooling coil at 92% efficiency 	<ul style="list-style-type: none"> • 1 unit • gas heat 	\$7,000.00
<p>Distribution Duct Work Below Floor</p>  	<ul style="list-style-type: none"> • Heated/cooled air is distributed below floor to various outlets at the perimeter • Return air is directed through floor grille in the centre of the building • With new library floor plan, the supply grilles would not align with the new plan • Suggest an overhead duct distribution system • Suggest zone controls for each area 	<ul style="list-style-type: none"> • approximately 6 supply grilles • 1 return grille 	<p>\$20,000 (duct work)</p> <p>\$10,000.00 (controls)</p>




INSPECTION REPORT

PHOTOGRAPHS	BUILDING CONDITION/ASSESSMENT	QUANTITY DESCRIPTION	ESTIMATED COST
Distribution Duct Work Above Ceiling 	<ul style="list-style-type: none"> The back office is handled by an overhead distribution of heating and cooling air. The duct work would be too small for the new library floor layout. 	<ul style="list-style-type: none"> 3 - 12"x12" supply diffusers 	See previous cost
Electric Wall Heater 	<ul style="list-style-type: none"> Small 2.0 kw heater by entrance not required for new library 	1 • electric heater	Demolition
Electric Wall Air Conditioner 	<ul style="list-style-type: none"> 10,000 BTUh electric air conditioner Is not required for reuse in library 	1 • wall air conditioner	Demolition
Combustion Venting 	<ul style="list-style-type: none"> Vent from Olsen furnace Will not be necessary with new furnace. New furnace will use sealed combustion venting 3"φ. 	1 • combustion venting	Demolition
Domestic Water Heating 	<ul style="list-style-type: none"> 20 US gallon, 4000 watt electric domestic water heater Can be reused as part of library plan Good condition 	1 • 20 Usgal tank	\$ 500.00

INSPECTION REPORT

PHOTOGRAPHS	BUILDING CONDITION/ASSESSMENT	QUANTITY DESCRIPTION	ESTIMATED COST
<p>Domestic Well Water Pump</p>  <p>Pressure Tank</p> 	<ul style="list-style-type: none"> • Shallow well water pump and pressure tank. • Is large enough for reuse in library plan • Is in good condition 	1 • well water pump	\$ 1,000.00
<p>Underground Oil Storage Tank</p> 	<ul style="list-style-type: none"> • Underground oil storage tank. • Furnace was originally on #2 oil. • Converted to gas in the last 10 years. • Oil tank is now redundant. • Oil tank should be removed. • Contaminated oil should be removed. • Estimated cost is based on minimal contamination. 	1 • underground oil tank	\$ 30,000.00

INSPECTION REPORT

PHOTOGRAPHS	BUILDING CONDITION/ASSESSMENT	QUANTITY DESCRIPTION	ESTIMATED COST
<p>Plumbing Fixtures</p> 	<ul style="list-style-type: none"> • All of the listed fixtures are in poor condition. • They cannot be used in the library. • All existing domestic water piping should be removed. • New toilets and sinks are required for the library. • Cut and patch floor for new sanitary. 	<p>1 • toilet and hand lavatory 1 • shower 1 • kitchen sink</p>	<p>Demolition \$10,000.00</p>
<p>Sewage Holding Tank</p> 	<ul style="list-style-type: none"> • One (1) sewage holding tank in south east corner of rear yard. • Appears to be in good condition. • Is pumped out approximately 4 times per year. • Can remain for use by library. • Should be pumped out and examined during library work. 	<p>1 • holding tank</p>	<p>\$ 3,000.00</p>
<p>Building Exhaust System</p> 	<ul style="list-style-type: none"> • 2 washroom exhausts • 100 CFM each • Are old and not reusable. • Use new fans for library layout. 	<p>2 • exhaust fans</p>	<p>\$ 2,000.00</p>

•733 Snowcrest Place, Waterloo, ON N2J 3Z4 519 570 5002

rombald@sympatico.ca

Roy Ojala, P.Eng.
Rombald Inc.

Executive Summary

The overall condition of the building electrical system is reasonable but because of the numerous changes over time and lack of documentation, the entire system will likely require re-wiring to suit the needs of a library.

The electrical service feeding the building is currently a single phase 120/240V 100 amp supply. The service size will likely be sufficient to provide for the electrical needs of a proposed library, given that there is already air conditioning for the building. In the case that the electrical service size does need to be upgraded, the estimated cost will be about \$10,000.

The existing electrical panel is not more than 10 years old and would be adequate to re-use. Also, the existing breakers may be re-used and re-worked if the size of the breaker suits the load connected to that particular circuit.

The existing emergency and exit lighting fixtures should be replaced and augmented with more stand alone battery backed up units to suit the proposed space.

The existing public address speaker system should be replaced to suit the needs of the proposed building.

In the case that the existing HVAC system requires an increase in size and capacity, the service size to the building may not be adequate to handle the additional loads.

About 50% of the existing lighting fixtures may be salvaged – the 2x4 fluorescent fixtures with acrylic lenses. The balance of the fixtures would have to be removed and disposed of during construction. Light switches are in good condition and can be re-used.

Receptacles and other electrical devices should be removed and disposed of during construction as these devices are likely not suitable for re-use.

The telephone system may have to be up-graded to support high-speed internet and higher data capacity.

In summary, the building will require complete re-wiring along with the removal of the existing wiring within the ceiling space. All power and communication wiring should be removed back to the electrical panel and the BIX telephone patch panel.

The total estimated cost of re-working the electrical system will be approximately \$30,000 to \$50,000.

Existing Conditions

Lighting

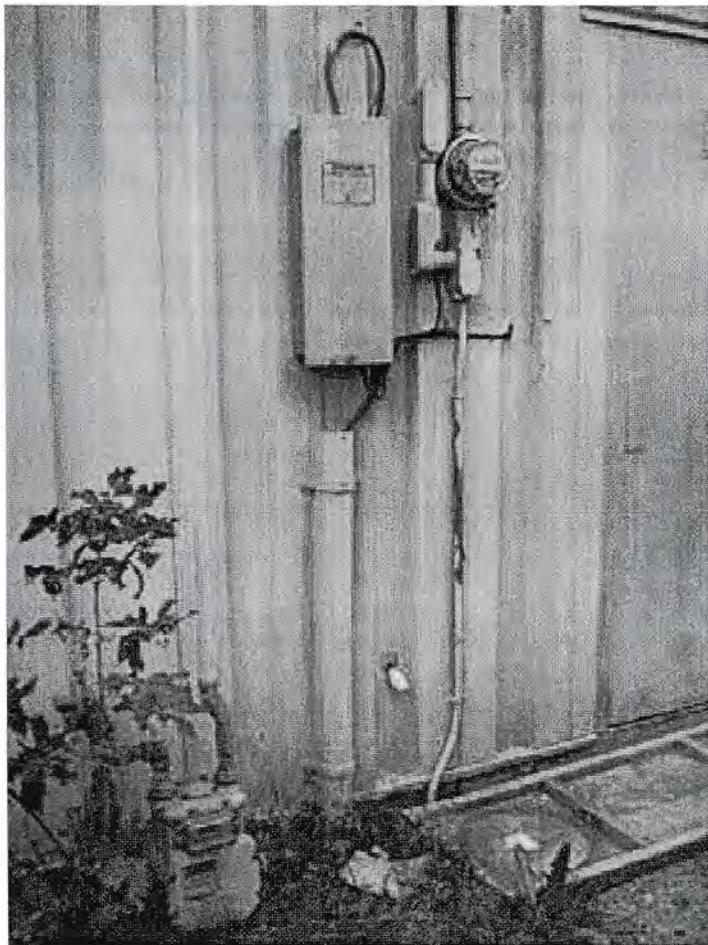
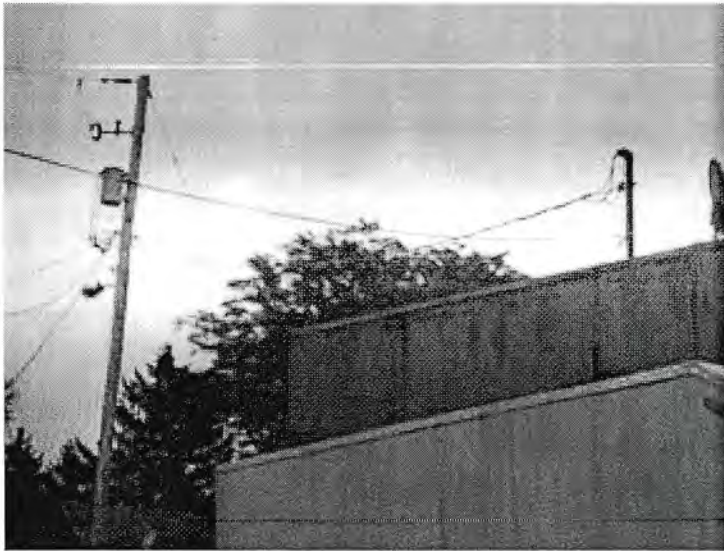
Building Condition	Quantity Description	Estimated Cost
Existing lighting is a mixture of 2x4 lay in fluorescent troffer fixtures, surface wrap fixtures and pot lighting. 50% of existing fixtures to be re-used for renovated space and new fixtures to match existing.	New area to have same type of fixtures designed to 60 foot candles of lighting	\$110 per fixture installed
Existing corridors have lay-in troffer fixtures with acrylic lenses. Existing fixtures are in good condition and should remain in place.	No change to these fixtures.	

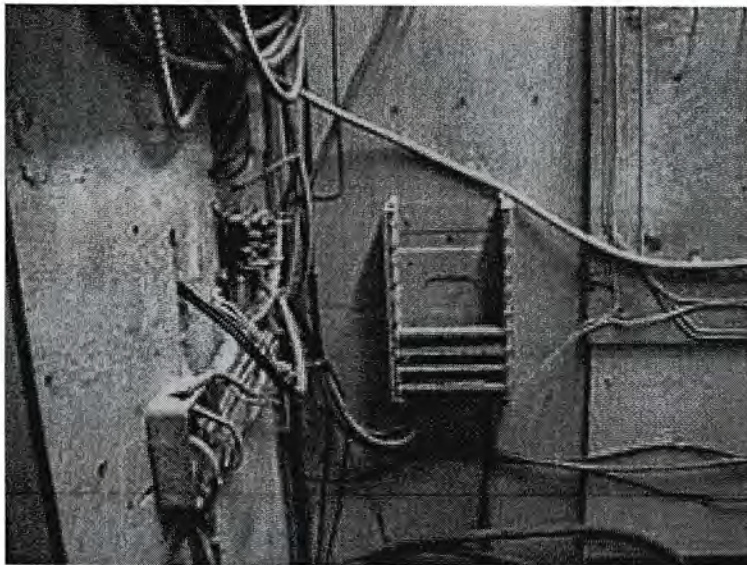
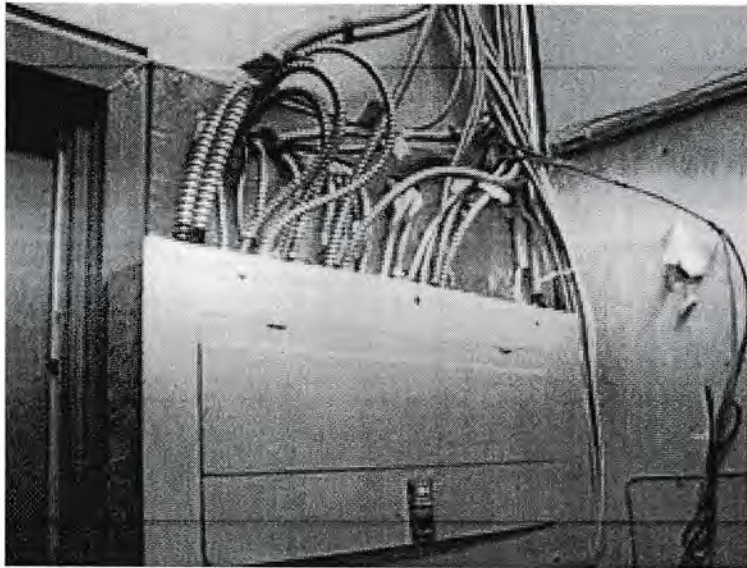


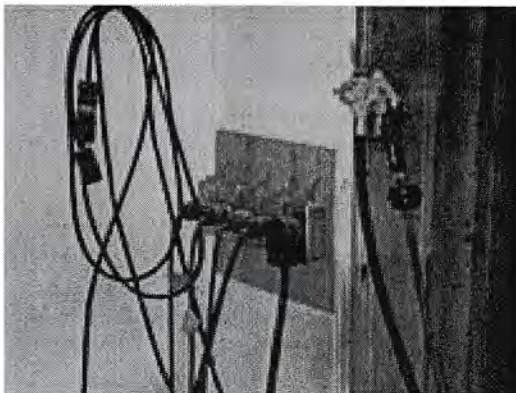
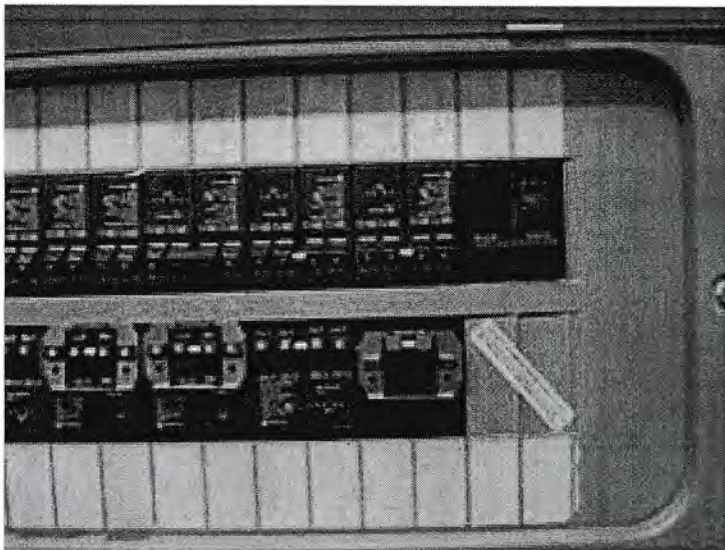
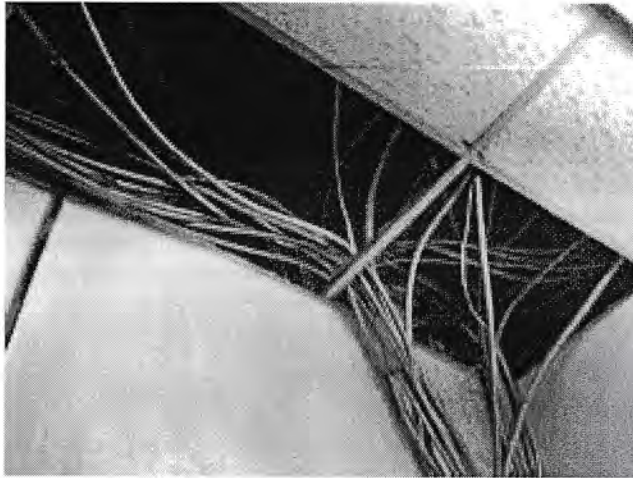


Electrical Panels & Service

Building Condition	Quantity Description	Estimated Cost
<p>Existing electrical panel (100A, 120/240V single phase) feeding all areas appears to be at capacity.</p> <p>A replacement electrical service (utility transformer and panel) 25 225 amps capacity may be required – to suit additional HVAC cooling capacity</p>	<p>Possibility of new service upgrade.</p>	<p>\$10,000 for new service upgrade from new utility transformer.</p>
<p>Existing wiring from panel to existing areas to be removed.</p> <p>Recommend re-using existing panel and breakers and re-wiring to all new equipment and outlets.</p>	<p>Remove existing wiring during demolition work and replace during renovation.</p>	<p>Cost unknown at this time.</p>







Life Safety System

Building Condition	Quantity Description	Estimated Cost
<p>Building has only exit lighting in place for life safety. One unit appears to be faulty.</p> <p>One existing exit fixture to be re-used and emergency fixtures to be replaced and emergency lighting to be augmented.</p>	<p>Add new exit fixtures and emergency lighting units to provide a minimum distance between units of 35 feet.</p>	<p>\$150 per battery operated emergency lighting unit. \$100 per exit fixture.</p>





HVAC Units & Electrical Heaters

Building Condition	Quantity Description	Estimated Cost
Existing HVAC units to be re-fed or re-wired according to the need for new cooling. Add additional feeds from existing panel to suit new HVAC units.	Size of feed based on need for new HVAC unit.	Cost of breakers and wiring to be determined.
Existing electric heaters to be re-used if possible. Additional heaters may be required. Add additional heaters to suit new space heating requirements.	Quantity based on need for new heater units.	\$150 each for new heaters.





Miscellaneous

Building Condition	Quantity Description	Estimated Cost
Public address speakers at ceiling space. Add additional speakers to new areas if sound level is inadequate – to be determined by client.	Add additional speakers as required.	Cost unknown at this time.

*"APPENDIX C"***07-27F: LYNDEN LIBRARY**
BY-LAW INFORMATION**QUESTIONS:**

1. Is there a consolidated by-law for the 'new Hamilton' region, and, if so, how can we access information on it?
2. Is Lynden considered part of Flamborough?
3. What occupancy is a public library considered to be under the new by-law? The old one?
4. What occupancy are the sites currently zoned for?
5. What is the minimum number of parking spaces required for the library occupancy?
6. What set-backs or lot lines apply to the sites? Does the greenfield site require a buffer between it and the residential areas surrounding it under the new zoning?

Sept. 4/07	Spoke with Receptionist <ul style="list-style-type: none"> - forwarded to Frank Peter (905) 546-2424 ex. 2781 - left message for Frank Peter
Sept. 5/07	- left message for Frank Peter
Sept. 6/07	Spoke with Frank Peter <ul style="list-style-type: none"> - Lynden is considered part of Flamborough - forwarded to Al Fletcher (905) 546-2424 ex. 5802 - left message for Al Fletcher
Sept. 14/07	- left message for Al Fletcher
Sept. 17/07	Spoke with Al Fletcher <ul style="list-style-type: none"> - there is no consolidated by-law as yet for the more rural areas of the new Hamilton (it is awaiting approval) - will have someone from their 'west section' call me - no one called back
Sept. 19/07	- left message for Al Fletcher Spoke with Al Fletcher <ul style="list-style-type: none"> - greenfield site currently zoned 'A' for agricultural and would need to be zoned 'P' for public - some by-law information is available at myhamilton.ca - in order to give occupancy of site with existing building, an address is required
Sept. 27/07	Address (from Andrew Gunn): 110 Lynden Rd. Flamborough, L7R 3T1
Oct. 1/07	- left message for Al Fletcher
Oct. 2/07	- left message for Al Fletcher
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