

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, February 18, 2004
Central Library, Board Room

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

AGENDA

1. **Discussion Period**
 - 1.1 Northern Exposure Leadership Report - KR
2. **Acceptance of the Agenda**
3. **Minutes of the Hamilton Public Library Board Meeting of Wednesday, January 21, 2004** **Attachment #3**
4. **Business Arising**
 - 4.1 2004 Operating Budget – KR Oral Report
 - 4.2 Community Consultations – DW Oral Report
5. **Correspondence**
6. **Reports**

7. New Business

- 7.1 Page/Shelfreader Wages – LF Attachment #7.1
Suggested Action: Recommendation
- 7.2 2004 Strategic Plan – KR Attachment #7.2
Suggested Action: Receive
- 7.3 Summer Reading Club Research Project – HB Attachment #7.3
Suggested Action: Recommendation
- 7.4 Sustainability for Public Internet Access Grant – KD Attachment #7.4
Suggested Action: Receive
- 7.5 DVD Collection Attachment #7.5
Suggested Action: Receive

8. Board Development

9. Private and Confidential

- 9.1 Labour Issue – LF Oral Report

10. Date of Next Meeting

Wednesday, March 17, 2004
Central Library, Board Room
5:30 p.m. Dinner
6:00 p.m. Meeting

11. Adjournment

**HAMILTON PUBLIC LIBRARY BOARD
Regular Meeting**

**Wednesday, January 21, 2004
Regular Board Meeting
Board Room
5:30 p.m. Dinner
6:00 p.m. Meeting**

MINUTES

PRESENT: Doreen Horbach, Peter Rogers, Glen Whitwell, George Geczy, Anne Gravereaux, Maureen McKeating, Councilor Pearson, Joyce Brown, Mac Carson, Dawna Petsche-Wark, Councilor Jackson

REGRETS: Chris McLaughlin, Mavis Adams, Anita Culley

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

The meeting was called to order at 6:05 p.m.

1. DISCUSSION PERIOD

- 1.1 Ms Benoit reported that Library Board Members are invited to the celebration being held at the Stoney Creek Library. Stone Creek is celebrating their first birthday and family literacy.
- 1.2 Mr. Rogers highlighted session #214 of the OLA Conference.

2. ACCEPTANCE OF THE AGENDA

Add: 7.3 Annual Report – PR
7.4 Donations Program – PR

MOVED by Ms Brown, seconded by Ms Petsche-Wark,

THAT THE AGENDA BE APPROVED AS AMENDED.

MOTION CARRIED.

3. MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, DECEMBER 17, 2003

MOVED by Ms Gravereaux, seconded by Councilor Pearson,

THAT THE HAMILTON PUBLIC LIBRARY BOARD MINUTES OF WEDNESDAY, DECEMBER 17, 2003 BE ADOPTED AS PRESENTED.

MOTION CARRIED.

4. BUSINESS ARISING

4.1 Community Consultants

Ms Sawa reported that the sub-committee met to review proposals and dates. She reviewed the proposed schedule and distributed copies of the draft list of library partners.

It was agreed that the consultation sessions will be held at the Chamber of Commerce for two breakfast meetings on March 1st and 2nd, 2004.

4.2 Christmas Proposal

MOVED by Mr. Carson, seconded by Councilor Jackson,

THAT THE LIBRARY BE CLOSED FRIDAY, DECEMBER 24TH AND 31ST, 2004 AT 1:00 P.M., MONDAY, DECEMBER 27TH FOR BOXING DAY, AND MONDAY, JANUARY 3RD FOR NEW YEARS DAY.

THAT BETWEEN CHRISTMAS AND NEW YEAR'S THE REGULAR SERVICE HOURS BE ADJUSTED SO THAT EACH LOCATION IS OPEN ITS REGULAR SCHEDULED HOURS UNTIL 5:00 P.M. DAILY, AND IF A NEIGHBOURHOOD BRANCH WAS SCHEDULED TO OPEN AT 4:00 P.M. THAT IT NOT OPEN THAT DAY.

MOTION CARRIED.

4.3 2004 Operating Budget Process Update

It was agreed that Ms Gravereaux, Ms Horbach and Mr. Rogers present the library's budget to Council's Corporate Administration Committee on February 4, 2004.

MOVED by Ms Brown, seconded by Ms Petsche-Wark,

THAT THE HAMILTON PUBLIC LIBRARY BOARD AMEND ITS 2004 OPERATING BUDGET SUBMISSION TO THE CITY OF HAMILTON AND SUBMIT A BUDGET THAT INCREASES ITS MUNICIPAL CONTRIBUTION FROM THE CITY OF HAMILTON FOR 2004 BY \$1,016,500 OR 4.94% OVER 2003.

MOTION CARRIED.

5. CORRESPONDENCE

Letter from Catherine Thompson, Chair, Cambridge Public Library Board

Received for information.

Letter from Southern Ontario Library Service re board representative on Trustee Council

Received for information.

6. REPORTS

6.1 Chief Librarian's Report

Received for information.

7. NEW BUSINESS

7.1 CUPE Contract

Staff were commended for the hard work devoted to the negotiated contract.

MOVED by Mr. Rogers, seconded by Ms Brown,

THAT THE HAMILTON PUBLIC LIBRARY BOARD APPROVE THE TENTATIVE COLLECTIVE AGREEMENT NEGOTIATED BETWEEN CUPE 932 AND THE LIBRARY BOARD'S NEGOTIATING TEAM.

MOTION CARRIED.

7.2 Disposal of Portable

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

THAT THE PORTABLE BUILDING PREVIOUSLY USED TO HOUSE THE COLLECTION OF SHEFFIELD BRANCH LIBRARY BE DISPOSED THROUGH SALE TO CONTOUR TRANSPORTATION SYSTEMS INC. FOR THE PRICE OF \$6,000.00.

MOTION CARRIED.

7.3 Annual Report

Mr. Rogers inquired about an annual report for the Hamilton Public Library. This will be placed on the February 18th agenda.

7.4 Donations Program

Mr. Rogers passed a copy of Niagara-on-the-Lake's donations pamphlet. This item will be placed on a future agenda.

8. BOARD DEVELOPMENT

Nothing to report.

9. PRIVATE AND CONFIDENTIAL

10. DATE OF NEXT MEETING

Wednesday, February 4, 2004
Central Library, Board Room
5:30 p.m. Dinner
6:00 p.m. Meeting

11. ADJOURNMENT

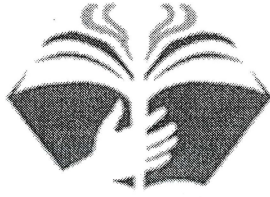
MOVED by Ms McKeating,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF
WEDNESDAY, JANUARY 21, 2004 BE ADJOURNED.**

MOTION CARRIED.

The meeting was adjourned at 8:10 p.m.

Minutes recorded by Karen Hartog.



Hamilton Public Library

*Growing minds.
Growing community.*

DATE: February 11, 2004

REPORT TO: Doreen Horbach, Chair of the Library Board

C.C.: Member of the Library Board

FROM: Ken Roberts, Chief Librarian

SUBJECT: 2004 Draft Strategic Plan

I have attached a draft copy of the proposed 2004 Hamilton Public Library Strategic Plan.

It appears that the current Library Board will be in place through the March meeting. I am requesting that the Library Board review this draft document and comment. We will bring a completed, recommended Strategic Plan to the March meeting.

The Strategic Priorities were approved by the Library Board at the December, 2003 meeting.



Hamilton Public Library

Memo

To: Administration Committee Members

From: Linda Foley

Date: 2/12/2004

Re: Non Union Casual Part Time Wage Recommendations

RECOMMENDATION:

That the casual part time Pages & Shelf Readers rates be increased by 3% effective April 1, 2003, and that an additional step be added to the lower end to provide for the same number of steps in this range as is in other non-union ranges. This recommendation is reflected in the attached.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The costs of the recommendation are within the 2004 budget recommendation.

BACKGROUND

The casual employees received wage harmonization effective January 1, 2003 and paid holidays were harmonized at this time. The issue of rate increases has come up by employees in this group as a result of not only the recent increase in the minimum wages by the Provincial government, but also, with the ratification of the collective agreement with CUPE. The Pages and Shelf Readers were part of the pay equity plan for the non-union employees pre-amalgamation and would be required to continue in this plan. The Library plans to complete the evaluation of these jobs this year, but in the interim, recommend that the % increase implemented in 2003 be extended to this group.

Pages & Shelf Readers

Pay Band

Step 1 Step 2 Step 3 Step 4 Step 5

Jan 1 2003

7.8647 8.179 8.507 8.847

April 1 2003 -
3%

7.739 8.101 8.424 8.762 9.112

Jan rate * 3%

HAMILTON PUBLIC LIBRARY

DRAFT

STRATEGIC PLAN

A TAG -

2004

Attachment #7.2
THE HAMILTON PUBLIC LIBRARY BOARD

A SUMMARY OF THE BOARD'S STRATEGIC PRIORITIES FOR 2004

MISSION

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.

VALUES

Intellectual Freedom

We provide individuals with access to all expressions of knowledge, creativity, and intellectual activity.

Inclusiveness

We work with our diverse communities to encourage library use.

Innovation

We anticipate and respond to the changing needs of our communities.

Respect

We listen and respond to diverse opinions, foster understanding and protect the dignity of individuals.

Accountability

We ensure that library services are vital and relevant to our community and to people's lives.

STRATEGIC PRIORITY: EMPOWER COMMUNITIES

Library branches and the Central Library are each community places for neighbours to meet and for ideas to be shared. Libraries incite pride and delight. While our libraries have much in common and provide consistent core services, a good community library reflects unique aspects of its surrounding neighbourhood. The Hamilton Public Library supports community development.

STRATEGIC PRIORITY: CELEBRATE DIVERSITY

The Hamilton Public Library will encourage people to use their public library's resources. The library system will serve people in ways that are relevant to their unique circumstances. Diversity, to some, means simply that Canadian residents come from a variety of languages, ethnic backgrounds and experiences. For the Hamilton Public Library, diversity also recognizes differing reading abilities and ways of understanding information as well as other unique needs of the people we serve.

STRATEGIC PRIORITY: STRENGTHEN OUR ORGANIZATION

The Hamilton Public Library will grow and improve through ongoing renewal. We believe that the library is a growing organism. We will ensure that the human and financial resources available to us continue to provide the best possible service to our community and its residents.

Our Future (DRAFT)

A 2003 international report on the world's libraries begins with the sweeping comment that "rapid transformations, particularly in the technological sphere of the public world, are more profound and more frequent than at any other time in humanity's history . . . "Change" is made up of so many events, inventions, ideas, replacements, introductions, alterations and modifications that the complexity of the environment overwhelms vocabulary."¹ The report suggests that even the Oracle at Delphi would decline any attempt to predict our future. While much of the change we endure may be fueled by technology, technology itself is not the issue. The question is how we, as a service-driven organization, respond to changes that swirl around us.

Numerous studies suggest that the lives of many people no longer separate into tidy chunks labeled school and work and leisure. People work while commuting, attend school while sitting in their homes, and take leisure far differently than was the case even a few years ago. The increasing desire for "convenience" is pervasive. School, public, and academic libraries must, in the future, work together to create seamless services that match the ways people live. The current Hamilton Public Library is a good community partner. The future Hamilton Public Library will be even more integrated within community, provincial and national initiatives.

The Hamilton Public Library of the future must also ensure that the design of our organization is as important as the design of our facilities and our collections. We must improve our institution's ability to be flexible and nimble. We believe that stability and sustainability can only be ensured by remaining relevant, responsive and open to creativity.

We will need an anchor, and our anchor will remain the fundamental reasons that libraries came to exist. We will ensure that all Hamilton residents can access the information and resources they need in order to support and to enrich their lives. We will ensure that the many voices and opinions of our community and world can be heard. We will reach out to those in need.

There is an abundance of evidence showing that the term "library" represents, for most people, a safe haven that helps them to make sense of a complex world. We are aware that the public places this same trust in library services that are delivered electronically. Public trust and confidence comes for many reasons, one of which is the knowledge and expertise of our staff. We have to ensure that staff continue to have the tools needed to provide excellent service.

The Hamilton Public Library Board has identified three priorities - *Empower Communities*, *Celebrate Diversity*, and *Strengthen Our Organization*. The 2004 Strategic Plan lists specific goals that are illustrative of how staff will act to advance these priorities. At the same time, the 2004 Strategic Plan is merely a snapshot, showing staff goals as they exist in the Spring of a long year. The Hamilton Public Library Board empowers staff to adjust specific goals when better opportunities arise. There are places, within the Strategic Plan, where one or two lines of text reflect incredible amounts of work. For example, migrating to a new integrated automation system requires enormous work by our Electronic Services staff and also creates the need to re-train virtually all staff members.

The Hamilton Public Library Board believes in continuous improvement and a continuous strategic planning process. The Board's 2004 strategic plan will be updated through the monthly strategic reports that the board receives. A schedule for these reports can be found on page 8. You may, if you wish, connect to strategic reports that relate to specific aspects of the library's service through the library's website at www.hpl.ca.

The Hamilton Public Library has been enduring the difficult amalgamation of three former independent library systems. The success of the future Hamilton Public Library will depend both on the new organization we build and on our ability to amalgamate traditional public library services with the best of future possibilities.

¹ 2003 OCLC Environmental Scan (www.oclc.org/membership/escan/default.html)

Ken Roberts,
Chief Librarian

EMPOWER COMMUNITIES

Library branches and the Central Library are places for neighbours to meet and for ideas to be shared. Libraries incite pride and delight. While our libraries have much in common and provide consistent core services, a good community library reflects unique aspects of its surrounding neighbourhood. The Hamilton Public Library supports community development.

To accomplish this goal staff initiatives include:

- Develop branch library collection profiles that allow branches to reflect their surroundings (SOURCE: *Collections workplan 2004*)
- Propose, to the Library Board, a process for developing a Service/Capital Master Plan by the end of the year. (SOURCE: *Board direction, November 2003*). In advance of such a plan, staff will:
 - Advance the south mountain library facility and investigate its potential impact on the services provided by other library branches. (SOURCE: *Approved Capital project, design stage*)
 - Develop a plan to implement the final recommendations of the Central Library Review process (SOURCE: *Central Library Services Review Report to the Board, November, 2003*).
 - Review library services to the growing population of eastern Flamborough (SOURCE: *New*)
 - Initiate the potential renovation and expansion of the Ancaster library. (SOURCE: *Approved Capital project*)
 - Investigate the possibility of developing a stronger Young Adult orientation within the Saltfleet Branch. (SOURCE: *New*)
- Migrate the library's integrated automation system to the "Horizon" product, creating greater public capabilities (SOURCE: *Technology Report to Board, June, 2003*)
- Act as a strong partner in the Connect Hamilton – Create Community project, using library expertise to assist with the community/rural portal (SOURCE: *Technology Report to Board, June, 2003*).
- Develop and promote adult readers' advisory services through initiatives as *Hamilton Reads* (SOURCE: *New*)
- Conduct a facilities audit of the branch libraries to identify and prioritize branch renovations required as the result of changed processes, ergonomic requirements and merchandising initiatives (SOURCE: *New*)

CELEBRATE DIVERSITY

The Hamilton Public Library will encourage people to use their public library's resources. The library system will serve people in ways that are relevant to their unique circumstances. Diversity, to some, means simply that Canadian residents come from a variety of languages, ethnic backgrounds and experiences. For the Hamilton Public Library, diversity also recognizes differing reading abilities and ways of understanding information as well as other unique needs of the people we serve.

To accomplish this goal staff initiatives include:

Ask people what they need from their public library system

- Consult with stakeholders and the general public about the possibilities and opportunities that the re-vitalization of the Central Library presents, including identifying the appropriateness and relevance of the collections to the customers. (*SOURCE: Central Library Services Review Report to the Board, November, 2003*)
- Evaluate data from "Opening Doors", a national survey intended to determine children's reading habits and their use of the public library, and incorporate findings in the Youth Services Report to the Board for 2004 (*SOURCE: Youth Services Report to Board, November, 2003*)
- Conduct a web services assessment study of the library's website and make necessary modifications (*SOURCE: Technology Report to Board, June, 2003*)
- Conduct a research study to measure the effectiveness of the library's summer reading program (*SOURCE: New*)

Design services for groups that may not be utilizing the library system

- Enter into a formal partnership with Community Action Program for Children for the delivery of Summer Reading Program components, family literacy programs, and other programs of mutual interest in the east end of the city (*SOURCE: Youth Services Report to Board, November, 2003*)
- Increase use of the library and its resources by newcomer families through the Multicultural Early Learning Development (MELD) project and other initiatives. (*SOURCE: Youth Services Report to Board, November, 2003; Central Library Services Review, 2003*)
- Promote library services and collections for young families at local Early Years Centres, community satellite centres and daycare centres (*SOURCE: Youth Services Report to Board, November, 2003*)
- Work with City of Hamilton Public Health and Community Services Departments on programs that reach fathers and promote reading (*SOURCE: Youth Services Report to Board, November, 2003*)
- Consolidate and strengthen the multilingual collections appropriate to the most recent immigrant groups at the Central Library and selected branches. (*Source: Meeting User Needs: Our Collection Responsibilities, 2003 Central Library Services Review, 2003.*)
- Increase awareness and use of the Library's Employment and Career information resources through continued partnering with HRDC and new projects such as the *Options for Women* conference to provide relevant support to key target groups of this community (*SOURCE: New*)

Attachment #7.2

- Re-introduce and evaluate library-related programs for adults at selected locations (*SOURCE: New*)
- Expand the Visiting Library Service throughout the entire city (*SOURCE: Hamilton Public Library Transition Team Report, 2001*)

Increase student awareness and use of the library system

- Pilot an after-school Homework program in at least one library location (*SOURCE: Youth Services Report to Board, November, 2003*)
- Increase curriculum related support services for students and teachers in elementary school grades (*SOURCE: Youth Services Report to Board, November, 2003*)
- Identify and promote library print and electronic collections that support High School curriculum core courses. (*SOURCE: Youth Services Report to Board, November, 2003*)
- Establish a Central Library Youth Advisory Group (*SOURCE: Youth Services Report to Board, November, 2003*).
- Include a higher emphasis on school-related material in Collection profiles (*SOURCE: Meeting User Meets II: Our Collection Responsibilities, March, 2003*)

STRENGTHEN OUR ORGANIZATION

The Hamilton Public Library will grow and improve through ongoing renewal. We believe that the library is a growing organism. We will ensure that the human and financial resources available to us continue to provide the best possible service to our community and its residents.

To accomplish this goal staff initiatives include:

Promote the library system as a single entity

- Celebrate our achievements as a unified library system by enacting our Communications Plan (SOURCE: *Communication Plan to Board, February, 2003*)
- Unify the look of our external signage (SOURCE: *2003 Interim Strategic Plan*)
- Encourage dialogue between the Library Board, staff, and the various "Friends" groups in order to clarify the role of the Friends of the Hamilton Public Library (SOURCE: *New*)
- Manage the collection as one cohesive resource applying the principles of stewardship. (SOURCE: *Meeting User Needs II: Our Collection Responsibilities, 2003*)

Strengthen the organizational culture of the library system

- Ensure that the new Collective Agreement is uniformly understood and applied (SOURCE: *New*)
- Develop recruitment and orientation strategies for new employees (SOURCE: *New*)
- Work with our bargaining agent to begin the process of adopting a new pay equity/job evaluation plan (SOURCE: *Collective Agreement*).
- Create a new work team for youth services (SOURCE: *Youth Services Report to Board, November, 2003*).
- Re-define the role of library professionals, expanding their opportunities for community outreach and renewal (SOURCE: *Central Library Services Review Report to the Board, November, 2003*)

Strengthen the Management Culture of the library system

- Complete processes of clarifying how organizational decisions are made, emphasizing the need to encourage accountability for all managers in operational decisions. (SOURCE: *Continuation of 2003 Interim Strategic Plan*)
- Ensure that managers have appropriate documentation to ensure consistency in operational decision-making. (SOURCE: *New*)
- Introduce annual "work plans" for all management staff members (SOURCE: *2003 Interim Strategic Plan*)
- Develop process to update performance appraisals and to establish a foundation for succession planning through the ongoing development of management staff. (SOURCE: *New*)

- o Improve the library's Intranet as a place for management tools and resources as well as management discussion forums (*SOURCE: New*)
- o Encourage participation in professional activities and development (*SOURCE: New*)

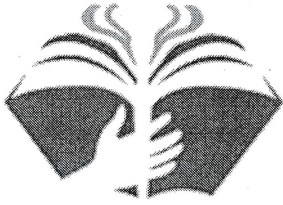
Maintain support services that are capable of delivering the library's services

- o Improve the general level of cleanliness of the Central Library (*SOURCE: Central Library Services Review Report to the Board, November, 2003*)
- o Negotiate a Facilities Service Level Agreement with the City of Hamilton, with measures for maintaining and improving our buildings. (*SOURCE: 2003 Strategic Plan*)
- o Negotiate a Human Resources Service Level Agreement with the City of Hamilton, clearly defining the services that we are to provide our staff and services that may be provided through the City of Hamilton (*SOURCE: 2003 Strategic Plan*)
- o Participate in a consortium of large Ontario public libraries designed to explore the potential savings of purchasing electronic resources together (*SOURCE: New*)
- o Plan for the timely replacement of all owned computer equipment as part of the 2005 operating budget (*SOURCE: Technology Report to Board, June, 2003*)

MONTHLY STRATEGIC REPORTS

Monthly strategic reports are designed to provide the Library Board with information on the health and future priorities of various aspects of the library's service. The monthly strategic reports also outline the general workplans that will guide activities over the next 18 months to two years. The monthly strategic reports will allow the board to develop each year's overall strategic plan having already discussed the activities and directions being taken by various service components.

- o **March, 2004 – Collections/Facilities**
- o **April, 2004 – Board Orientation**
- o **May, 2004 – Adult Services**
- o **June, 2004 – Electronic Services/Facilities**
- o **September, 2004 – Communications**
- o **October, 2004 – Human Resources/Training**
- o **November, 2004 – Youth Services**
- o **November and December, 2004 - Strategic Plan for 2005**



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Growing community.*

- RECOMMENDATION -

DATE: February 12, 2004

REPORT TO: Chair and Members of the Board

C.C: Ken Roberts, Chief Librarian

FROM: Helen Benoit, Service Coordinator, Youth

SUBJECT: Request for Funding for Summer Reading Research Study

RECOMMENDATION:

That a co-op student from the Faculty of Information and Media Studies, from the University of Western Ontario be hired for a period of fourteen (14) weeks (May through August) to conduct a study on summer reading outcomes.

That an amount not to exceed \$12,000 be allocated from the Reserve for Library General Development (Deptid 106007) to fund the cost of hiring for the study and related operational expenses such as surveys.

BUDGET:

Salary and related employee costs: \$10,900.

Travel Costs: \$500 (a minimum of 2 visits to each branch library and various outreach sites).

Office Supplies: \$300 (printing and copying costs, publicity, mailing etc.)

Participation Incentives: \$300 (coupons to thank participants for their participation)

FINANCIAL IMPLICATIONS:

There are sufficient funds in the Reserves to support this request.

BACKGROUND:

The research proposal supports the desire of some Board members to measure the outcomes of the summer reading program. The use of a co-op student provides for an effective utilization of resources available as well as increases the Library's presence on campus for potential future partnerships and recruitment strategies.

The Summer Reading Club is a highly successful core program of longstanding. The club has several streams:

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

A total of 9,321 young people joined a reading club in 2003.

DESIGN AND FOCUS OF STUDY:

We have had preliminary discussions with Lynne McKechnie, Associate Professor for the Faculty of Information and Media Studies, Middlesex College, the University of Western Ontario. The study will be structured so that we will be able to measure success based on the library's goals and objectives for the summer reading program and we will be able to collect data regarding the participation of our various communities and diverse cultures. Existing research on how participation in summer reading programs impacts reading levels will be factored into the study. The student will conduct a thorough literature search and critical incident interviews in every library branch. They will be responsible for a written report and presentations to the board and to staff. After the co-op, Dr. McKechnie is prepared to design an independent or guided research study that will build on the results of the Co-operative Work-Study Program.

To: Doreen Horbach, Chair, Hamilton Public Library Board
From: Kit Darling
Co-ordinator, Electronic Services
CC: Board Members
Administration Team
Date: February 12, 2004
Re: **Sustainability for Public Internet Access Funding, 2003/2004**

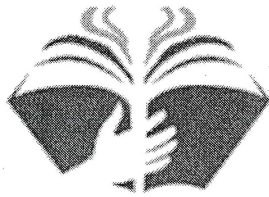
Recommendation: That the following report be received for information.

We have received notification from the Heritage and Libraries Branch, Ministry of Culture, that our application for Sustainability for Public Internet Access funds, in the amount of \$96,000 has been approved.

The purpose of this grant is to offset library costs incurred in providing public Internet access and “recognizes the key role public libraries play in providing public access to the Internet and the skills to use it effectively to achieve social and economic goals, including the exchange of information, business transactions and access to government programs and services.”

We will use the funds to replace the 41 computers and 10 servers donated by the Gates Library Foundation; upgrade the network wiring at Mount Hope and Rockton; and upgrade various network equipment across the system. The Gates computers provide access to a number of computer programs for children, as well as to Microsoft Office programs and to the Internet. The children’s programs are used by children and parents to develop computer literacy skills (and often basic literacy and numeracy skills) and Internet searching skills in a child-friendly environment. Adults make use of the word processing capabilities to prepare and revise their resumes.

The funding is available through an agreement between Industry Canada and the Ministry of Culture.



Hamilton Public Library

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DATE: February 11, 2004

REPORT TO: Chair and Members of the Board

C.C.: Ken Roberts, Chief Librarian

FROM: Beth Hovius, Service Coordinator

SUBJECT: **Introduction of the DVD Collection**

The DVD collection will be introduced beginning March 1, 2004. The initial start up collection, purchased using \$200,000 from the Materials Reserves, has approximately 7200 DVDs, of which approximately 1/3 are for children. Because of the relatively small size of this collection, and because if the security issues related to its circulation, different procedures apply.

The collection will be introduced, as follows:

- The DVDs will be available through the holds processes. In the event that an item is not circulating, it will be kept in closed storage because of security issues.
- Up to ten (10) DVDs may be borrowed for up to seven (7) days.
- Holds for DVDs may be placed using the catalogue, beginning Monday March 1st. Shipping of the items with holds to the branches will begin Monday March 8th.
- DVDs will be soft launched because of the anticipated demand. There will be signs, messages on the date due slips and on hpl.ca. The timing of additional publicity will be dependent upon the initial demand.
- The Library will not accept recommendations for the purchase of specific titles of DVDs until the regular purchase of these is established. (late 2004).