

Mission Statement

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

Strategic Priorities

Strengthen Communities

Support Diverse Needs

Continue to develop and energize our organization

HAMILTON PUBLIC LIBRARY BOARD

Regular Board Meeting

Wednesday, October 18, 2006

Hamilton Public Library, Board Room

5:30 p.m. Dinner

6:00 p.m. Meeting

AGENDA

1. **Discussion Period**
2. **Acceptance of the Agenda**
3. **Minutes of the Hamilton Public Library Board Meeting of Wednesday, September 20, 2006** **Attachment #3**
4. **Presentations**
5. **Consent Items**
6. **Business Arising**
 - 6.1 2007 Operating Budget – WG Attachment #6.1
 - 6.2 North End Community Health Centre/Picton – KR Attachment #6.2

Suggested Action: Recommendation
Suggested Action: Receive
7. **Correspondence** **Attachment #7**
 - Letter from Mayor Larry Di Ianni to Ken Roberts dated October 11, 2006

8. Reports

8.1 Chief Librarian's Report

Attachment #8.1
Suggested Action: Receive

9. New Business

9.1 Gallery of Distinction – KR

Attachment #9.1
Suggestion Action: Recommendation

9.2 Picton Hours – BH

Attachment #9.2

Suggested Action: Recommendation

9.3 Cluster C Branch Hour Changes – BH

Attachment #9.3

Suggested Action: Recommendation

9.4 Capital Budget – WG

Attachment #9.

Suggested Action: Recommendation

10. Private and Confidential

10.1 Leases – WG

Attachment #10.1
Suggested Action: Recommendation

11. Date of Next Meeting

Wednesday, November 15, 2006

Central Library, Board Room

5:30 p.m. Dinner

6:00 p.m. Meeting

12. Adjournment

**HAMILTON PUBLIC LIBRARY BOARD
Regular Meeting**

**Wednesday, September 20, 2006
Board Room
5:30 p.m. Dinner
6:00 p.m. Meeting**

MINUTES

PRESENT: Maureen McKeating, George Geczy, Mavis Adams,
Councillor Pearson, Santina Moccio, Joyce Brown,
Jennifer Gautrey, Tamara Fernandes

REGRETS: Doreen Horbach, Councillor Jackson, Mac Carson

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

GUESTS: Astrid Grinvalds, Rebecca Raven, Karen Anderson, Karen Peter,
Debbie Rudderham

1. DISCUSSION PERIOD

1.1 A public meeting was held to discuss the Lynden Public Library. Ms Hovius, Mr. Roberts, Mr. Geczy, Ms McKeating, Ms Moccio, Ms Adams and Ms Anderson were in attendance. It was reported that four options were discussed. Mr. Roberts reported that he will be meeting with the citizen group next week.

2. ACCEPTANCE OF THE AGENDA

Add: 9.4 Pay Equity

MOVED BY Ms Moccio, seconded by Councillor Pearson,

THAT THE AGENDA BE APPROVED AS AMENDED.

MOTION CARRIED.

3. MINUTES

3.1 MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, JUNE 28, 2006

MOVED by Ms Adams, seconded by Ms Brown,

THAT THE HAMILTON PUBLIC LIBRARY BOARD MINUTES OF WEDNESDAY, JUNE 28, 2006 BE ADOPTED AS PRESENTED.

MOTION CARRIED.

3.2 MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD EXECUTIVE COMMITTEE MEETING OF FRIDAY, AUGUST 25, 2006

MOVED by Ms Adams, seconded by Ms Brown,

THAT THE HAMILTON PUBLIC LIBRARY BOARD EXECUTIVE COMMITTEE MEETING OF FRIDAY, AUGUST 25, 2006 BE APPROVED AS PRESENTED.

MOTION CARRIED.

4. PRESENTATIONS

4.1 Ancaster Update

Ms Raven, Ancaster Manager, provided a PowerPoint presentation on the completed stages of the Ancaster renovation project.

5. CONSENT ITEMS

MOVED by Mr. Geczy, seconded by Ms Moccio,

THAT CONSENT ITEMS 5.1 and 5.2 BE APPROVED.

MOTION CARRIED.

5.1 Receive for information.

5.2 That an amount not to exceed \$15,000 be allocated from the Special gifts Fund to be used to hire a professional assistance to work with Youth Services staff and Electronic Services to create a new look and feel for the Kidspage section of myhamilton.ca

6. BUSINESS ARISING

6.1 Radio Frequency ID (RFID) Pilot Project

Ms Darling provided an overview of the RFID project. Ms Grinvalds, Ms Peter and Ms Raven provided the details of the three different implementation proposals for each of their locations.

MOVED by Ms Moccio, seconded by Ms Gautrey,

THAT \$723,000 (PLUS APPLICABLE TAXES) BE ALLOCATED FROM RESERVE FUNDS FOR THE PILOT IMPLEMENTATION OF THE RADIO FREQUENCY IDENTIFICATION SYSTEM INCLUDES ALL NECESSARY EQUIPMENT, SOFTWARE, LABELS AND STAFFING FOR THE CONVERSION.

THAT THE CHIEF LIBRARIAN BE AUTHORIZED TO NEGOTIATE AND ENTER INTO A SUITABLE AGREEMENT WITH LIBRAMATION INC.

MOTION CARRIED.

7. CORRESPONDENCE

No correspondence.

8. REPORTS

8.1 Chief Librarian's Report

MOVED by Councillor Pearson, seconded by Ms Adams,

THAT THE CHIEF LIBRARIAN'S REPORT OF SEPTEMBER 2006 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

9. NEW BUSINESS

9.1 2007 Preliminary Draft Operating Budget

MOVED by Ms Brown, seconded by Mr. Geczy,

THAT THE 2007 PRELIMINARY DRAFT OPERATING BUDGET BE ACCEPTED FOR INFORMATION.

MOTION CARRIED.

9.2 Municipal Election

It was agreed that the Library will host a candidate debate at the next municipal election in four years.

9.3 Locke Branch and Melrose United Church

MOVED by Councillor Pearson, seconded by Ms Moccio,

THAT THE MELROSE UNITED CHURCH PROPOSAL AS OUTLINED IN THE MEMO BY THE CHIEF LIBRARIAN BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

9.4 Pay Equity

MOVED by Ms Brown, seconded by Ms Moccio,

THAT THE AVALON GROUP BE RETAINED TO ASSIST THE LIBRARY IN ITS PAY EQUITY AND JOB EVALUATION NEGOTIATIONS WITH CUPE 932 AND THAT A PURCHASE ORDER BE ISSUED NOT TO EXCEED \$20,000.

MOTION CARRIED.

10. **PRIVATE AND CONFIDENTIAL**

There were no private and confidential items.

11. **DATE OF NEXT MEETING**

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

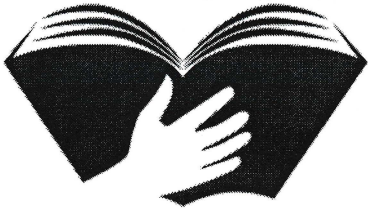
12. **ADJOURNMENT**

MOVED by Councillor Pearson, seconded by Ms Brown,

THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, SEPTEMBER 20, 2006 BE ADJOURNED.

MOTION CARRIED.

The meeting was adjourned at 8:20 p.m.



Hamilton Public Library

Date: October 12th 2006

To: Chair and Members of the Board

c.c. Ken Roberts, Chief Librarian

From: William Guise, Director, Finance and Facilities
Hamilton Public Library

Subject: **2007 Proposed Draft Operating Budget**

RECOMMENDATION:

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

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

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

BACKGROUND:

The Municipal Contribution included in the Draft Operating Budget for 2007 submitted at the September 20th 2006 Board meeting included an increase of \$893,880 or 3.8% over the 2006 approved budget.

The increase was the result of the following changes to the budget.

- **Employee Related Expenses** - \$713,700 (4% increase over 2006 budget)
 - Conversion during 2006 of four (4) vacant part time budgeted positions to two (2) fulltime positions - \$ 9,010 (0.05%)
 - Accommodation costs - \$ 11,480 (0.06%)
 - Increase to reinstate position deleted in error from the 2004 budget -\$61,840 (0.3%)
 - Increase in Health & Dental premiums - \$ 97,700 (0.5%)
 - Decrease in IPP premiums – \$ 37,240 (0.2%)
 - Increase in salaries and benefits for 2007 as per union contract based on current rates - \$ 571,070 (3.2 %)
- **Materials and Supplies** - \$ 200,000 (6.1% over 2006 budget)



- Increase in Library Materials budget - \$ 200,000
- **Fees and General Revenue** - \$19,880 (3.0% over 2006 budget)
 - Increase reflects projected fine revenue for 2006.

Changes to the Draft Operating budgets after the September 20th 2006 submission to the Board have resulted in a decrease in the Municipal Contribution being requested by \$117,880 for a total increase over 2006 of \$776,000 or 3.3%.

The decrease was the result of the following changes

- **Employee Related Expense**
 - Adjustment reducing the increase in salaries and benefits for 2007 as per union contract to reflect that the increase in pay rate does not take affect until April 1, 2007 reducing the increase by \$ 92,780 to \$478,290 (2.9%)
 - Reduction is allowance for replacement of part time staff during paid vacation - \$20,120
- **Materials & Supplies**
 - Increase in cost related to computer software - \$16,120
- **Contractual**
 - Increase in licensing, service and maintenance costs on computer software and equipment - \$64,800
- **Cost Allocations**
 - Miscellaneous changes in cost allocation from City of Hamilton, a reduction of \$3,510. Updates for changes to major items under Cost Allocations such as Facility Costs, Insurance, Vehicle repair, IP Telephony charges have not yet been received from the City.
- **Financial**
 - The 2006 budget included \$20,000 for Criminal Checks for staff and volunteers. This program was not implemented in 2006 and the budget was reduced by \$10,000.
- **Grants & Subsidies**
 - Under the proposed new contracts for two federal grant programs, it is anticipated that the programs will be fully recoverable and the additional revenue is being budgeted to match the budgeted expenditures.

The Current Proposed Draft Operating Budget contains an enhancement item which would allow Valley Park Branch Library to open for an additional twelve (12) hours per week. The cost represents the addition of one (1) FTE at a cost of \$58,090. The addition of this cost would result in an increase of the Municipal Contribution by another 0.25% to a total increase of 3.5% over 2006.



Hamilton Public Library

*Growing minds.
Growing community.*

DATE: October 12, 2006
REPORT TO: Chair and Members of the Board
FROM: Ken Roberts, Chief Librarian
SUBJECT: **North End Community Health Centre**

The North End Community Health Centre continues to have some delays in receiving their financing.

They have received word from the Province that the new plan for the facility, which includes space for the public library, is acceptable and is being sent forward for funding consideration. The NECHC continues to have every belief that funding will be approved. A new site plan, that includes the public library, is being considered by the City of Hamilton and there are no indications of difficulty. There was a concern from Culture and Recreation about parking impacts, since the Bennetto Centre is adjacent to the NECHC and the library. I believe these concerns are now addressed to their satisfaction.

The NECHC is now looking at the possibility of a June, 2007 building start. This would mean a Spring/Summer 2008 opening.



MAYOR LARRY DI IANNI
CITY OF HAMILTON

October 11, 2006

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

Dear Mr. Roberts

As you know, the renovations to the Ancaster Municipal Centre are proceeding well and we are all looking forward to the completed expansion.

I understand that there is a community room in the Centre that is to be used by both the library and the community. I would like to suggest that the community room be named to commemorate the tremendous contribution of Murray Ferguson. The "Murray Ferguson Community Room" is a fitting tribute to an exceptional community booster and strong advocate for Ancaster.

Your consideration with respect to this issue is great appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Larry Di Ianni".

Larry Di Ianni
Mayor

"GOOD GOVERNMENT FOR A GREAT CITY"

5-1 FUNDRAISING AND DONATIONS POLICY

Policy Level: Library Board
Author: D. Wood
Revision Date: April 2001; April 2002; March 2003
Date of Formal Board Approval: March 19, 2003
First Approved: June 1993

PURPOSE

This policy applies to all donations, community-based fundraising activities including raffles and lotteries, applications for grants and foundations, and solicitations to service clubs, organizations or individuals. The purpose of this policy is to:

- Ensure that the purpose for which the funds are to be used is consistent with Hamilton Public Library objectives.
- Establish the rights and responsibilities for fundraising for all interested parties.
- Coordinate fundraising efforts and maximize fundraising results.
- Develop an organizational culture and support for fundraising efforts at Hamilton Public Library.
- Clarify responsibilities and channels of communication.
- Ensure that the same donors are not approached by different Library groups.

Hamilton Public Library raises funds in order to:

- Raise the profile of the Library in the community.
- Generate revenue to support services and programs operated by the Library.
- "Tell our story" to the community.

Authority

The Library Board is responsible for the overall direction of fundraising for Hamilton Public Library; for establishing and directing fundraising campaigns; and for the allocation/disposition of funds contributed to existing trust and endowment funds.

The Board retains the right to approve or reject a fundraising initiative. Board fundraising initiatives take priority.

Fundraising to support the activities of a specific branch or department is not permitted unless it is a Board-approved initiative, such as a capital campaign. However, staff may solicit small in-kind donations (up to \$50) from businesses in their local community for program prizes.

Staff may fundraise only for authorized system-wide services and programs to enhance existing services and programs. All fundraising efforts, including the solicitation of donations for gifts and prizes, must be authorized prior to approaching a donor. Such

requests for authorization shall be forwarded to the Manager of Communications and Community Development.

Fundraising for a program consistent with current practice will be approved. However, if the proposed program is an expansion of service, or represents a different direction for fundraising, the Administration team will be consulted. If the proposed fundraising initiative will result in a significantly different direction, or a departure from corporate strategy, it will be referred to the Board.

Specific Donation Policies

Valuable Papers and Collections

The Library accepts papers of historic/documentary value related to the history of the city of Hamilton as determined by the Special Collections Department Collection Policy.

This policy also applies to the donation of collections of significant value. Before accepting such materials, library staff should refer the donor to the Manager of Communications and Community Development.

All donations constitute a complete transfer without restrictions from the previous owner to the Library. The Library reserves the right to dispose of works as necessary.

Art

The Library accepts artwork of historic/documentary value related to the history of the city of Hamilton as determined by the Special Collections Department Collection Policy.

The Library does not act as a repository of the works of local artists, portraits of local persons, etc. The Library does not actively collect, seek or accept unsolicited donations or purchase art for decorative, artistic or commemorative purposes unless it is a Commission of Art for a new building specifically commissioned by the Library Board.

The Library Board reserves the right to refuse to accept any artworks considered by it to be inappropriate and/or unsuitable to or for a library environment and/or the public served by the Library.

All donations constitute a complete transfer without restrictions from the previous owner to the Library. The Library reserves the right to dispose of works as necessary.

Honour with Books

The *Honour with Books* program is a cash donation program that encourages memorial and honour tribute donations to enhance the materials budget. Donations may be designated for a broad subject area, branch, or department, but not a specific title. Information about the item in which the bookplate is placed is not available.

The Readers Circle

The Readers Circle (established 1999) encourages donations related to the circulation of bestsellers and popular materials to enhance the materials budget.

The donor is able to "purchase" a title at the library's discounted rate and receive a tax receipt for the donation. The donor then has the opportunity to borrow the item in advance of other customers.

Library Legacy Fund

This fund, managed by the Hamilton Community Fund, ensures that the capital and interest is preserved forever for the sole use of the Hamilton Public Library. The Foundation manages these funds and provides the Library Board with the annual income. The Library Board must approve all expenditures from these funds within the guidelines specified by donors.

Special Gifts Funds/Capital Endowment Fund

These managed funds are designated for special building improvements, furnishings to support new or enhanced services, new technology, collections and service enhancements. Only 80% of the income from these accounts is spent on an annual basis, leaving capital funds intact. These funds, which are under the control of the Library Board, are managed by different financial agencies. The Board approves the expenditures of these funds. Donations to these funds are made directly to the Hamilton Public Library and should specify *Special Gift Funds/Capital Endowment Fund*.

Directed Donations

These are gifts that have been donated to a specified service. The donation is spent in its entirety. Generally, solicitation for these donations is limited to pre-approved system-wide initiatives (e.g. the Summer Reading programs).

In Kind Donations

Administration must approve all unsolicited in-kind donations. Staff should refer potential donors to the appropriate Service Coordinator.

Donor Recognition

The Library will ensure that a progressive system of donor recognition is maintained, including recognition in library publications, on donor boards, and electronic recognition.

The donor has the right to remain anonymous and to decline public or private recognition at any time.

Bequests are recognized when they are received, not at the time they are described in the will of a prospective donor.

The Library does not place plaques or signs on or near furniture as a method of donor recognition. The reason for this policy is that furniture and furnishings have a limited life-span and worn furnishings may reflect negatively on the donor with whom they are associated.

The **naming of a room** or facility in recognition of a donor is a decision that requires special consideration by the Library Board of the value and benefits of such recognition, the size of the donation vis-à-vis previous donations, and the suitability of the room for naming purposes. Each request is considered individually; however, past custom has been to limit this practice, and instead place a bronze plaque in the Central Library lobby.

In-kind donations are recognized in conjunction with the program and service for which the in-kind donation was made. They are not recognized on the Donor Boards, nor are they attributed a cash value for recognition purposes.

Charitable Receipts

Receipts are issued for cash donations and appraised donations of art and valuable papers. Receipts cannot be issued for more than the fair market value as determined by an independent appraiser. Deadlines may be applied to ensure that donations are received in time to be receipted in the current tax year. Receipts cannot be backdated.

Use of Library Facilities

Library facilities may be used for fundraising events of the Library and Friends of the Library only. Other community groups may not use library facilities for fundraising.

5-9 DONOR RECOGNITION

Policy Level: Administration
Author: D. Wood
Revision Date: April 2001
First Approved: February 5, 1997

PURPOSE

The Donor Recognition guidelines honour all individuals, corporations, service clubs, community organizations and philanthropic foundations that make monetary and/or gifts-in-kind donations, and government agencies that provide direct cash grants to Hamilton Public Library for the purpose of enhancing library services.

Donor recognition for special fundraising initiatives, such as a capital campaign, is developed independently.

The formal recognition of government grants is normally dictated by the terms of the grant and limited to Library publications and electronic recognition.

POLICY

See 5-1 Fundraising and Donations Policy – Donor Recognition.

PROCEDURES

Cash Donations

Cash donations are honoured by a progressive system of recognition. Such recognition may be varied at staff's discretion based upon the donor's wishes, conditions of the donation, or the appropriateness given the specific situation. The amount of recognition should be commensurate with the size of the donation. Recognition may include:

- Personalized thank you letter from appropriate staff member.
- Tax receipt.
- *Program Guide* listing.
- Annual Report listing.
- Web site listing.
- Placement on *Program Guide* mailing list (generally for about 2 years).
- Invitation to the event and public recognition (for event or program donation).
- Inclusion of name or corporate logo on publicity for the event (for event or program donation).
- Thank you letter or phone call from the Chief Librarian.

- Thank you letter or phone call from the Chair of the Library Board.
- Certificate presented to the donor.
- Media release focusing both on the generosity of the donor and how the Library will benefit from the donation.
- Customized gift presented to the donor (e.g. bookend).
- Small reception or media launch introducing the service and honouring the donor.
- Formal public recognition ceremony and reception in honour of the donor. (The donor may supply a list of invitees).

Further recognition is dependent upon the donor or the donation.

In-Kind Donations

Recognition is tied to the program and service for which the in-kind donation is made. Generally, in-kind donations are not recognized on Donor Boards, nor are they attributed a cash value for recognition purposes. Appropriate recognition may include:

- Recognition in the publicity related to the program/service that has been supported.
- Use of corporate logo on Library publicity, advertisements, etc.
- Placement on *Program Guide* mailing list for approximately two years.
- *Program Guide*, *Annual Report* and web site listing.
- Invitation to a function related to the program to which the donation was made (e.g. Power of the Pen finale).
- Thank you letter from appropriate staff member.

Note: Large donations with significant cash value may be treated as a cash donation on an individual basis (e.g. CIBC's donation of a building for Locke branch; JMG and Microsoft's donation of a computer training room at Central).

Anonymous Donations

In lieu of placing a name on any public listing of donations, the word "anonymous" shall be inserted in the alphabetical sequence in place of the individual's surname.

Appraised Collections of Materials

Customized bookplates may be used to acknowledge donations of special materials as determined by the Department Manager.

Future Donations

Pledges are recognized for their annual payment amount only. The total amount pledged is recognized in the year that the final payment is received.

Life Insurance is recognized for the amount of the policy payment as it accumulates. Once the insurance policy is paid in full, the donor is recognized for the full value of the life insurance.

Bequest recognition is best established as a non-revocable trust or some other form of non-revocable planned gift.

Naming Opportunities

The naming of a room or facility in recognition of a donor is a decision that requires special consideration by the Library Board of the value and benefits of such recognition, the size of donation vis-à-vis previous donations, and the suitability of the room for naming purposes. Past Library Boards have sometimes opted for a bronze plaque in the lobby of the Hamilton Central Library in lieu of naming a room after a generous donor.

Criteria for Evaluating a Naming Opportunity

- The donation must be sufficiently large (usually over \$250,000).
- The donor must be involved in the decision, as not all donors are comfortable with public attention. This eliminates bequests.
- The name to be used should be one with which the library is happy to be associated (e.g. a tobacco company may not be appropriate).
- The physical condition of the room must be assessed to ensure that it projects a positive image of the donor.
- The proposed naming opportunity should complement the purpose of the donation.
- If a room is named, signage appropriate to the location is installed.
- When a naming opportunity is to be established as part of a capital campaign, the monetary value of the donation must be considered in relationship to the entire building/renovation cost and not just the portion that is raised by a fundraising campaign.

Historical Donor Recognition and Special Donations

The Hamilton Public Library Donor Board, established in 1981, hangs in the Lobby of the Central Library. It is a formal lasting tribute for all donations received until December 2000. Donors are arranged by contribution level, and the donor bar moves from one category to the next as the donations accumulate. This information is also on the Library's web site.

Contribution Categories

- | | |
|--------------------|----------------------|
| ■ Patron | \$100,000 + |
| ■ Major Sponsor | \$ 50,000 - \$99,000 |
| ■ Sponsor | \$ 20,000 - \$49,999 |
| ■ Major Benefactor | \$ 10,000 - \$19,999 |
| ■ Benefactors | \$ 5,000 - \$ 9,999 |
| ■ Donors | \$ 1,000 - \$ 4,999 |
| ■ Friend | \$ 500 - \$ 999 |
| ■ Program Sponsor | \$ 500 + |

Centennial "Buy a Book" Campaign, 1989-1995

Established in 1989 for the 100th anniversary of the Hamilton Public Library, donations to this fund went directly to the purchase of library materials. Donors who gave over \$100 are listed on the Centennial Friends of the Library Donor Board. This Donor Board was formally discontinued in 1996.

Freda Waldon Trust; Mabel Waldon Thompson Trust

Funds are designated for local history and Canadiana collections, or any purpose related to the study of local history, sociology or ecology. These funds were named in honour of Freda Waldon, the former Chief Librarian of Hamilton Public Library, and her sister.

Ketha McLaren Memorial Fund

Funds are designated for use by library staff to develop their library skills and to promote librarianship in the Hamilton Public Library. Ms. McLaren's family and the City Librarian approve expenditures of these funds. The fund was established in memory of Ketha McLaren, 1944 - 1984, a Hamilton Public Library staff member.

Named Rooms

The Edward Mills Computer Training Facility at Central Library was named at the request of the donor in a bequest. This room was previously named the Stelco Room and permission was necessary to rename it.

The Freda Waldon Room, Special Collections Department, Central Library was named in honour of a former well-loved Chief Librarian.

The Allwood Room, Dundas Library, was named in honour of a former much-loved Chief Librarian and Head of South Central Regional Library Service.

Chief Librarian's Report October, 2006

2007 Canadian Library Association Conference

The Hamilton Public Library is going to be a highly visible organization at next year's CLA conference in St. John's, Newfoundland.

Paul Takala is putting together a session entitled *Working with Your IT Department: The Public and Academic Library Experience*. Lita Barrie will be a speaker at a session entitled *Building Bridges: A Community Youth Development Model for Teen Services*. Beth Hovius, Helen Benoit, and I will conduct a program called *Community Development in Action: The library at the core of building communities*. I will convene and organize a session called *Cross Country Check Up*, aimed at tracking national trends and exploring the ways that issues are being addressed across jurisdictions. Sybil Harrison has been asked to speak at a session on opportunities for working professionals abroad.

The day-long pre-conference that Daphne Wood and I proposed to organize (*Creating a positive organizational Culture*) has been tentatively approved and we are working on details of the day. Ken Haycock has agreed to participate as have staff at the University of Guelph library system.

CODI Conference

I was a keynote speaker at the Director's stream at the 2006 CODI conference in Salt Lake City, highlighting our portal and our Virtual Library Branch. I was asked, as well, to highlight the organizational structure that supports these two functions, as they are quite unique.

Legionnaire's Disease

As you are aware, the possible presence of Legionnaire's Disease having resided in the cooling towers of downtown buildings became a media issue in September. We have provided staff and our Health and Safety Committee with all available information. It is apparent that the CUP cooling towers that handle the library did not contain the strain of the disease that seems to have caused health problems in the city last summer. The cooling towers have, however, been cleaned in September as a precautionary measure.

Knowledge Ontario and Launch of Public Libraries Week

The Ontario Minister of Culture, Caroline Di Cocco, is slated to visit the Central Library on Monday, October 16th at 10 am in order to launch Ontario Public Libraries Week as well as to announce license agreements that support the Knowledge Ontario initiative. She will also announce the nominees for provincial innovation awards.

Knowledge Ontario pilot

The Hamilton region will be the first pilot for the license agreements reached under the Knowledge Ontario initiative. The pilot will occur here in light of the existing partnerships between the various types of libraries.

Wireless

As you may have noticed, the City of Hamilton, through the Future Fund, is providing \$500,000 as pilot funding for a wireless initiative. We are being asked to be a partner on the steering committee for this project and to take a lead on several aspects of the initiative,



DATE: October 13, 2006
REPORT TO: Chair and Members of the Board
FROM: Ken Roberts, Chief Librarian
SUBJECT: Hamilton Gallery of Distinction

RECOMMENDATION:

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

BACKGROUND:

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

The inductees for 2006 are: Sheila Copps, Michael Lee-Chin, Ethilda (Tillie) Johnson, Gene Sutton, Michael Joy and Gary Warner.

Board Members interested in attending the awards dinner should contact Karen Hartog.

20 Hamilton Gallery of Distinction Awards 06

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 905-546-5762 • www.hpl.ca/gallery



*Special Thanks
to our Sponsors*

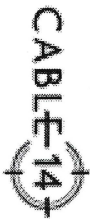
Gala Event Sponsor:


**Dan Lawrie
Insurance Brokers Ltd.**
THE NAME YOU CAN TRUST FOR INSURANCE

Media Sponsor:

THE HAMILTON SPECTATOR
— Beyond Black and White —

Television Event Sponsor:



Gala Event Supporters:


CIBC Commercial Banking
Partnering with Canada's Best™

*Visions
from the
Heart*

Archive Partner:


**Hamilton
Public Library**

Attachment #9.1

**Hamilton
Gallery of
Distinction
2006**

.....
AN INVITATION
.....



Hamilton Gallery of Distinction

.....

2006 Awards Dinner

Wednesday, November 8, 2006

Hamilton Convention Centre

5:30 p.m. Cocktail Reception

6:30 p.m. Dinner

Formal or Business Attire

.....

Please join us at the 23rd annual awards dinner to honour Hamilton Gallery of Distinction Inductees for 2006.

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 2006 Hamilton Gallery of Distinction Inductees



Sheila Copps

Sheila Copps first became a member of the Ontario Provincial Parliament in 1981. Three years later she moved to the federal political arena representing the riding of Hamilton East until 2004. During her time in office she served as Heritage Minister and Deputy Prime Minister. Through the numerous programs she developed during her time in office and her commitment to Hamilton, she secured support for many Hamilton institutions, including Hamilton's Marine Discovery Centre, the Royal Botanical Gardens, and the Workers Arts and Heritage Building.



Ethilda (Tillie) Johnson

Since 1971, local businesswoman and humanitarian Tillie Johnson has been a familiar and welcome face to shoppers at the Hamilton Farmers' Market. She has developed a well-earned reputation for giving, and in 1997 established the Tillie Johnson Scholarship Fund to provide assistance

to African-Canadian or Caribbean students pursuing post-secondary education.



Michael Joy

A 36-year member of the Hamilton Police Service, Michael Joy is the highest and most decorated police officer in Canada. He has saved or helped save the lives of 11 people, received the Chief's Commendation, the Hamilton Safety Council Life Saving Award, Governor General's Star

of Courage and the Governor General's Medal for Bravery.



Michael Lee-Chin

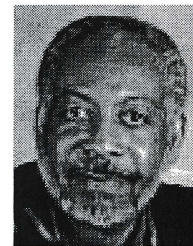
One of Canada's leading entrepreneurs and generous benefactors, Michael Lee-Chin is Chairman and Chief Executive Officer of AIC Limited. He has guided and developed the company to become one of Canada's best known investment firms. He was named one of "Canada's Heroes" by TIME Magazine and Outstanding Philanthropist of the Year by fundraising professionals in 2005, honouring his many contributions including his support for McMaster University.



Gene Sutton

Born in Hamilton, Gene Sutton has been a teacher and mentor for generations of students and athletes in the city and across the country. She was the president of Sport Hamilton, was Chef de Mission for the Pan American Games, and has been actively involved with the Canada

Games and the Olympic Movement. She has been recognized with numerous national and local awards for her dedication to sport.



Gary Warner

2006 has been an exciting year for Gary Warner. He received the Order of Canada and was named Hamilton's Citizen of the Year. The McMaster professor has been active internationally and within the Hamilton community for more than three decades, raising awareness of

human rights, equity and social justice issues. He is a board member of the Settlement and Integration Services Organization (SISO) and chairs the Working Committee of the Strengthening Hamilton's Community Initiative.

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



Hamilton Public Library

*Growing minds.
Growing community.*

DATE: October 5, 2006

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 Anderson, Branch Manager

SUBJECT: **Picton Branch Hours**

RECOMMENDATION: That Picton Library's hours be readjusted as follows:

Monday and Wednesday: 1 – 5

Tuesday and Thursday: 4 – 8

FINANCIAL IMPACT: This is neutral. Although there is one less service hour per week, the time will be used for collection and branch maintenance.

BACKGROUND: Picton's hours were changed in 2002 in response to the community's request that service focus on the children of the community. This change has not worked from either the Library's or the community's perspective.

The staffing of this branch is an ongoing concern. Several factors impact upon this branch's ability to attract and retain staff. A variety of efforts to control and improve the situation have been tried with limited success. In addition to two staff and casual staff, a security guard is also required seasonally to operate this branch.

After discussion with Picton staff, we believe that a change in hours is necessary. This proposal has been informed by community requests for changed hours – particularly for open hours before school is out for both older and younger customers, as well as for an additional evening. The change will enable the Library provide more balanced services to all of the community.

The proposed hours are consistent with the other neighbourhood branches in that a combination of afternoon and evening hours are provided. These proposed hours are also complementary to the hours of the North End Community Health Centre and significant changes are not anticipated if the library relocates.

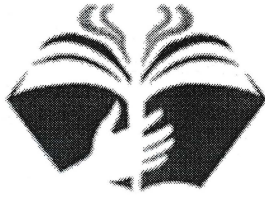
Saturday hours are not included because the needs of the regular Saturday customers will be better met by the earlier opening times (Mondays and Wednesdays) and the additional evening (Thursday). Staff report that the Saturday customers also use the Library on weekdays. Another neighbourhood library, Mount Hope, also has no Saturday hours.

The Central Library, which is about 1.5 km away has recently increased staffing on Saturdays and is well able to serve Picton's customers on that day. A check of library use by postal code indicated that 75% of those postal codes which had residents who borrowed from a library in the past three weeks used another library besides Picton, and the majority of these used Central.

This change will be implemented as quickly as possible to alleviate staff and community concerns.

Appendix A: Summary of current and proposed hours

	MON	TUE	WED	THU	FRI	SAT
Current	3 - 6	3 - 8	3 - 6	3 - 6	Closed	2 - 5
Proposed	1 - 5	4 - 8	1 - 5	4 - 8	Closed	Closed



Hamilton Public Library

*Growing minds.
Growing community.*

DATE: October 3, 2006

REPORT TO: Chair and Members of the Board

C.C. Ken Roberts, Chief Librarian

FROM: Beth Hovius, Director of Public Service and Collection Development

SUBJECT: Cluster C Branch Hours Changes

RECOMMENDATION:

That Lynden Library hours be extended on Saturdays until 4:00 p.m. and that Rockton Library open Saturday 10 – 1 instead of 2 – 5.

That Rockton Library's weekday hours become:

Monday and Wednesday: 2 – 5

Tuesday and Thursday: 4 – 8

That, contingent upon the above recommendations being accepted, Red Hill Library's hours be readjusted as follows:

Wednesday: 10 - 8

FINANCIAL IMPACT:

These proposals are neutral.

BACKGROUND:

It is proposed that the Lynden and Rockton changes take place the week of November 20th and the Red Hill changes in early 2007.

Lynden: Lynden is extremely busy on Saturdays (averaging approximately 150 items per 3 hour shift) and is very crowded. By extending the hours on Saturday the use should spread out over the longer hours.

Rockton

It is necessary for Rockton's Saturday hours to be changed before the extended hours at Lynden can be implemented since staff at Lynden and Rockton provide Saturday coverage at both locations. The staff of Greenville and Rockton will be twinned to provide Saturday coverage instead. Since Greenville is open

afternoons, Rockton need to be open in the morning. It is anticipated that this change will have little impact on Rockton customers since morning service is generally preferred.

During the amalgamation process the determination of the total weekly service hours for the rural branches were based on circulation – and a formula of 30 items per hour average circulation (the provincial average for rural branches) was used. Rockton was initially open 14 hours weekly and Sheffield 13 hours weekly. These branches were treated as a unit and staff worked at both locations. When Sheffield closed the hours were transferred to Rockton (for a total of 27 hours, with 3 open evenings per week). This was done with the understanding that use would be monitored since these hours were more extensive than at other comparative neighbourhood branches which are open 17 hours weekly with 2 evenings per week.

We are proposing that Rockton's service hours become consistent with other neighbourhood branches¹ with similar circulation – 17 hours weekly. Since the hours which would be closed currently have very little use (Circulation ranges from 11 – 16 items per hour) the impact will be minimal. Past experience with a reduction of hours has demonstrated that customers adjust to the new hours and annual use does not drop. This change improves the viability of this branch as operating costs are reduced, and with fewer hours, the circulation will be closer to the 30 items per hour target which will ensure that there is sufficient work for staff.

Red Hill

The above changes will enable Red Hill to open a third evening which will better serve its community. This recommendation to open an additional evening is contingent upon the transfer of hours from Rockton to Red Hill.

Appendix A: Current Hours

	MON	TUE	WED	THU	FRI	SAT	SUN
Lynden	2 - 8	2 - 8	2 - 8	2 - 5	Closed	10 - 1	Closed
Rockton	2 - 5	2 - 8	2 - 8	2 - 8	Closed	2 - 5	Closed
Red Hill	Closed	10 - 8	10 - 6	10 - 8	10 - 6	10 - 5	Closed

Proposed Hours

	MON	TUE	WED	THU	FRI	SAT	SUN
Lynden	2 - 8	2 - 8	2 - 8	2 - 5	Closed	10 - 4	Closed
Rockton	2 - 5	4 - 8	2 - 5	4 - 8	Closed	10 - 1	Closed
Red Hill	Closed	10 - 8	10 - 8	10 - 8	10 - 6	10 - 5	Closed

¹ Millgrove, Freelton, Mt. Hope, Greenville.



Hamilton Public Library

Date: October 13th 2006

To: Chair and Members of the Board

c.c. Ken Roberts, Chief Librarian

From: William Guise, Director, Finance and Facilities
Hamilton Public Library

Subject: 2007 – 2031 Capital Budget Submission

RECOMMENDATION:

That the attached 2007-2031 Capital Budget Project Detail Sheets be submitted to the City of Hamilton to be included in the 2007-2031 Capital Budget process.

BACKGROUND:

Project ID: 7500341100 South Mountain Complex – New Library

This project submission is a request for the balance of the funding (\$3,000,000) required for the construction of the new library branch at Turner Park. In prior years funding in the amount of \$5,712,000 was approved. This project is currently in the design phase.

Project ID: 7500641100 Central Library Improvements

This project is submitted at a total project cost of \$3,230,000 of which \$280,000 was approved in the 2006 Capital Budget for design work and the balance of \$2,950,000 is being requested in 2007 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 to develop a design program.

Project ID: 7500641101 Waterdown Branch Library

This project is submitted at a total project cost of \$5,302,000 of which \$420,000 was approved in the 2006 Capital Budget for design work and the balance \$4,882,000 is being requested in 2007 to cover construction costs. This project would result in the replacement of the exiting Waterdown, Carlisle and Millgrove branches with a new 20,000 square foot branch.



Subject:
Page 2 of 2
Date

Project ID: 7500741102 Accessibility, renewal and Health and Safety Renovations

This project represents a request of block funding on \$100,000 per year to address issues related to accessibility, renewal and health & safety at the various branch libraries.

Project ID: 7500780690 Development Charges Exemptions

This submission is a request for budget allocation to repay the development charges reserve to compensate for those construction projects which the City of Hamilton has approved development charge exemptions. Exemptions need to be repaid to ensure that the development charge reserves continue to be sustainable. The amount requested for 2007 is \$116,000.

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.

**CITY OF HAMILTON
2007-2031 CAPITAL BUDGET PROJECT DETAIL SHEET**

Division/Department: Hamilton Public Library – Hamilton Public Library **Project ID:** 7500341100 **Category:** Building – New
Project Name: South Mountain Complex – New Library **Ward (s):** 7

Objectives:

To provide library services to the residents of the City of Hamilton and in particular residents of south mountain area which is currently underserved. Library branch to be built in conjunction with the YMCA attached to the existing police station at Turner Park location.

Status:	Recommended
Capital Budget Initiation:	2003
Start Date:	2005
Completion Date:	2007

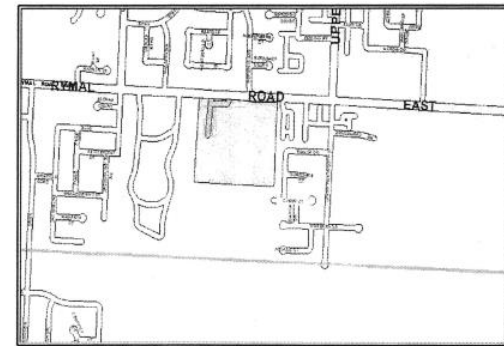
Expense	Total	Pre 2007	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017-31
Construct	5,548	2,548	3,000										
Consultant	202	202											
Design	400	400											
Equipment	1,075	1,075											
Other Capital Expenditures	1,487	1,487											
Total Expenses	8,712	5,712	3,000										

Revenue	Total	Pre 2007	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017-31
Dev Charges – Non-Res	368	238	130										
Dev Charges – Res	7,393	4,913	2,480										
Total Revenue	7,761	5,151	2,610										

Net Cost	951	561	390	0	0	0	0	0	0	0	0	0	0
-----------------	------------	------------	------------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------

Operating Budget Impact	2007	2008	2009 onward
Costs (Savings)	240	565	
Staffing Impacts (F.T.E.)	10.00	0.00	

Project Rating Attributes	Weight	Rating	Weighted Rank
(Project Justification):		(1-10)	
Contractual/Legislated Obligations			
Health and Safety			
Operating Budget/Financial Impact			
Strategic Direction (Dominant Project)	0.29	1	0.29 B



**CITY OF HAMILTON
2007-2031 CAPITAL BUDGET PROJECT DETAIL SHEET**

Division/Department: Hamilton Public Library – Hamilton Public Library **Project ID:** 7500641100 **Category:** Renovations
Project Name: Central Library – Improvements **Ward (s):** 2

Objectives:

In order to make the Central Library a destination of choice for information, culture and recreational reading for both residents and visitors, major renovations are required to update the entrance and first floor of the facility. The Central Library provides services which draw people downtown from all parts of the City and can assist in revitalizing the downtown area. The Central Library occupies the same building as the Hamilton Farmers' Market and together can act as an important catalyst for downtown renewal.

Status:	Recommended
Capital Budget Initiation:	2006
Start Date:	2006
Completion Date:	2007

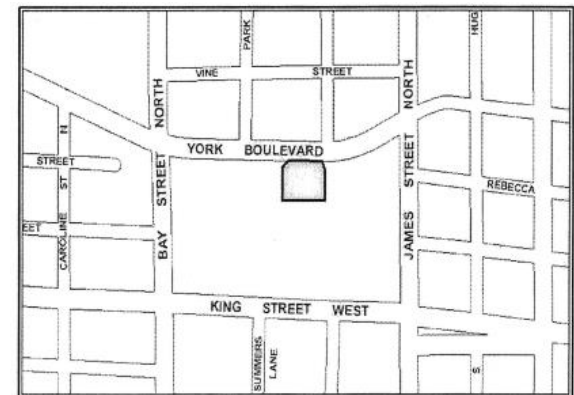
Expense	Total	Pre 2007	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017-31
Construct	2,800		2,800										
Consultant	280	280											
Equipment	150		150										
Total Expenses	3,230	280	2,950										

Revenue	Total	Pre 2007	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017-31
From Operating Fund	280	280											
Total Revenue	280	280											

Net Cost	2,950	0	2,950	0	0	0	0	0	0	0	0	0	0
-----------------	--------------	----------	--------------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------

Operating Budget Impact	2007	2008	2009 onward
Costs (Savings)			
Staffing Impacts (F.T.E.)			

Project Rating Attributes	Weight	Rating	Weighted Rank	
(Project Justification):		(1-10)		
Contractual/Legislated Obligations				
Health and Safety				
Operating Budget/Financial Impact	0.09	5	0.45	
Strategic Direction (Dominant Project)	0.29	1	0.29	B



**CITY OF HAMILTON
2007-2031 CAPITAL BUDGET PROJECT DETAIL SHEET**

Division/Department: Hamilton Public Library – Hamilton Public Library **Project ID:** 7500641101 **Category:** Building – New
Project Name: Waterdown Branch Library **Ward (s):** 15

Objectives:

Build a new branch library to replace existing Waterdown, Carlisle, and Millgrove Branch Libraries. Existing buildings no longer adequate to properly serve the client base in the area and combining the branches would result in consolidating services and improving efficiency. New branch would eliminate existing and potential health and safety issues and accessibility issues.

Status:	Recommended
Capital Budget Initiation:	2006
Start Date:	2007
Completion Date:	2008

Expense	Total	Pre 2007	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017-31
Construct	4,200		4,200										
Consultant	420	420											
Equipment	262		262										
Other Capital Expenditures	420		420										
Total Expenses	5,302	420	4,882										

Revenue	Total	Pre 2007	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017-31
Dev Charges – Non-Res	233	18	215										
Dev Charges – Res	4,430	349	4,081										
From Program Reserves	639	53	586										
Total Revenue	5,302	420	4,882										

Net Cost	0	0	0	0	0	0	0	0	0	0	0	0	0
-----------------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------

Operating Budget Impact	2007	2008	2009 onward
Costs (Savings)			
Staffing Impacts (F.T.E.)			

Project Rating Attributes	Weight	Rating	Weighted Rank	
(Project Justification):		(1-10)		
Contractual/Legislated Obligations				
Health and Safety				
Operating Budget/Financial Impact	0.09	8	0.72	
Strategic Direction (Dominant Project)	0.29	1	0.29	B



**CITY OF HAMILTON
2007-2031 CAPITAL BUDGET PROJECT DETAIL SHEET**

Attachment #9.4

Division/Department: Hamilton Public Library - Hamilton Public Library Project ID: 7500741102 Category: Barrier Free Renovations

Project Name: Accessibility , Renewal and Health Safety Renovations-Annual Program Ward (s): City Wide

Objectives:

Block funding to provide for renovations to existing facilities to address accessibility, renewal and health and safety issues.

Status:

Capital Budget Initiation: 2006

Start Date: 2007

Completion Date: 2015

Expense	Total	Pre 2007	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017-31
Construction	1,000		100	100	100	100	100	100	100	100	100	100	
Total Expense	1,000		100	100	100	100	100	100	100	100	100	100	

Net Cost	1,000	0	100	100	100	100	100	100	100	100	100	100	0
-----------------	--------------	----------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	----------

Operating Budget Impact:	2007	2008	2009 onward
Costs(Savings)			
Staffing Impacts (F.T.E.)			

Project Rating Attributes	Weight	Rating	Weighted Rank
(Project Justification):		(1-10)	
Contractual/Legislated Obligations			
Health and Safety	0.16	6	0.96
Operating Budget/Financial Impact	0.09	5	0.45
Strategic Direction (Dominant Project)	0.29	1	0.29
			1.70

B

**CITY OF HAMILTON
2007-2031 CAPITAL BUDGET PROJECT DETAIL SHEET**

Attachment #9.4

Division/Department: Hamilton Public Library - Hamilton Public Library **Project ID:** 7500780690 **Category:** Network Extension Projects
Project Name: DC Exemptions **Ward (s):** City Wide

Objectives:

*Budget allocation to repay development charge reserves to compensate for exemptions. Exemptions need to be repaid to ensure that the development charge reserves continue to be sustainable.
 Sustainable development charge reserves are necessary to ensure growth continues to pay for growth.
 Library Residential 110322 and Non-residential 110323.*

Status: Recommended
Capital Budget Initiation: 2007
Start Date: 2007
Completion Date: 2007

Expense	Total	Pre 2007	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017-31
Other Capital Expenditures	116		116										
Total Expense	116		116										
Net Cost	116	0	116	0	0	0	0	0	0	0	0	0	0

Operating Budget Impact:	2007	2008	2009 onward
Costs(Savings)			
Staffing Impacts (F.T.E.)			

Project Rating Attributes	Weight	Rating	Weighted Rank
(Project Justification):		(1-10)	
Contractual/Legislated Obligations			
Health and Safety			
Operating Budget/Financial Impact			
Strategic Direction (Dominant Project			

**CITY OF HAMILTON
2007-2031 CAPITAL BUDGET PROJECT DETAIL SHEET**

Attachment #9.4

Division/Department: Hamilton Public Library - Hamilton Public Library **Project ID:** 7500941100 **Category:** Building - New
Project Name: Sherwood Branch Library **Ward (s):** 6

Objectives:

The current facility for Sherwood Branch Library located on Upper Ottawa Street at Fennell is leased and the lease expires in 2010. A new facility will be required to be built or purchased. Current location is approximately 20,000 sq. ft.

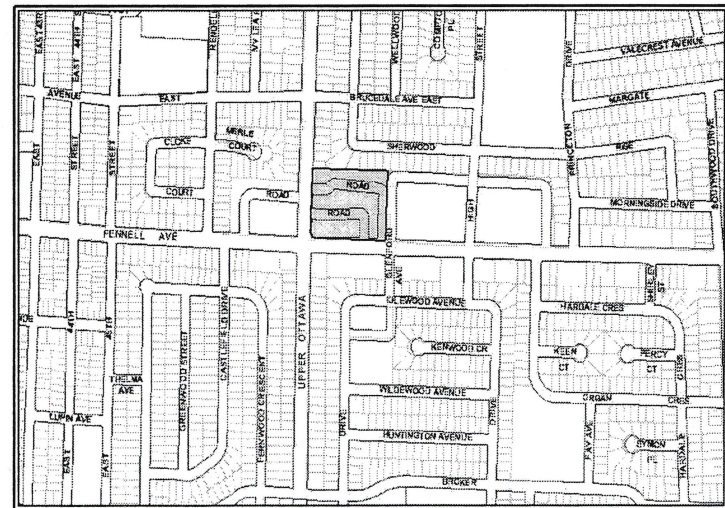
Status:

Capital Budget Initiation: 2001
Start Date: 2009
Completion Date: 2009

Expense	Total	Pre 2007	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017-31
Construction	4,959				4,959								
Consultant	472				472								
Equipment	304				304								
Total Expense	5,735				5,735								
Net Cost	5,735	0	0	0	5,735	0	0	0	0	0	0	0	0

Operating Budget Impact:	2007	2008	2009 onward
Costs(Savings)			
Staffing Impacts (F.T.E.)			

Project Rating Attributes	Weight	Rating	Weighted Rank
(Project Justification):		(1-10)	
Contractual/Legislated Obligations			
Health and Safety			
Operating Budget/Financial Impact	0.09	8	0.72
Strategic Direction (Dominant Project)	0.29	1	0.29
			1.01
			B



**CITY OF HAMILTON
2007-2031 CAPITAL BUDGET PROJECT DETAIL SHEET**

Attachment #9.4

Division/Department: Hamilton Public Library - Hamilton Public Library Project ID: 7501041100 Category: Building - New

Project Name: Kenilworth Branch Library Ward (s): 4

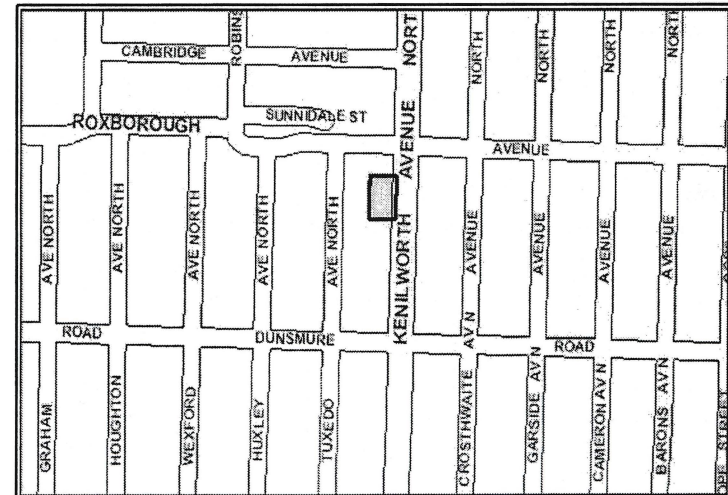
Objectives:

The Kenilworth Branch Library which was built in the 1930's and renovated in 1987 will require renewal and update of facility in order to provide efficient and quality service to the residents of the City of Hamilton.

Status:
Capital Budget Initiation: 2001
Start Date: 2010
Completion Date: 2010

Expense	Total	Pre 2007	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017-31
Construction	1,459					1,459							
Consultant	146					146							
Equipment	304					304							
Total Expense	1,909					1,909							
Net Cost	1,909	0	0	0	0	1,909	0	0	0	0	0	0	0

Operating Budget Impact:	2007	2008	2009 onward
Costs(Savings)			
Staffing Impacts (F.T.E.)			



Project Rating Attributes (Project Justification):	Weight	Rating (1-10)	Weighted Rank
Contractual/Legislated Obligations			
Health and Safety			
Operating Budget/Financial Impact	0.09	8	0.72
Strategic Direction (Dominant Project)	0.29	1	0.29
			1.01

B



Hamilton Public Library

Date: October 13th 2006

To: Chair and Members of the Board

c.c. Ken Roberts, Chief Librarian

From: William Guise, Director, Finance and Facilities
Hamilton Public Library

Subject: **Branch Lease Expiry**

RECOMMENDATION:

That the City Real Estate department be requested to negotiate a renewal of the lease on the current Greenville Branch Library facility which expires on December 31, 2006 for an additional term of five years, and

That the City Real Estate department be requested to negotiate a renewal of the lease on the current Lynden Branch Library facility which expires on December 31, 2006 for additional term of one year with an option to renew for one or two additional terms of one year.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The current leases for both Greenville and Lynden Branch Libraries are in the name of the City of Hamilton and the lease cost is charged back to the Library through a Cost Allocation account. The City's Real Estate department acts on behalf of the Library to negotiate with the landlords.

BACKGROUND:

The current lease for Greenville Branch Library was for a two year period, however since there does not appear any desire to move the location of the branch, it could be more advantageous for the Library to seek a longer term and contain lease costs.

The current lease for Lynden Branch Library was for a one year period. Since there is discussion with residents in Lynden about the possibility of moving the location of the current branch, the continuation of a one year term lease with options to renew is advisable.