

## **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, December 19, 2007**  
**Central Library, Board Room**

5:00 p.m. Christmas 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, November 21, 2007** **Attachment #3**
4. **Presentations**
5. **Consent Items**
  - 5.1 Youth Services Summer Reading Club Report **Oral Report**
6. **Business Arising**
  - 6.1 RFID **Oral Report**
  - 6.2 Lynden/Rockton **Oral Report**
  - 6.3 Sale of Land Policy **Attachment #6.3**
  - 6.4 2008 Operating Budget **Suggested Action: Recommendation**  
**Attachment #6.4**  
**Suggested Action: Receive**
7. **Correspondence**
8. **Reports**

**8. Reports**

**9. New Business**

9.1 Chief Librarian's Report

9.2 Bookmobile Purchase

Attachment #9.1

**Suggested Action: Receive**

**10. Private and Confidential**

10.1 In-camera minutes of the Hamilton Public Library Board  
Meeting of November 21, 2007

Attachment #10.1

**11. Date of Next Meeting**

Wednesday, January 16, 2007

**Central Library, Board Room, 5<sup>th</sup> Floor**

5:30 p.m. Dinner

6:00 p.m. Meeting

**12. Adjournment**

**STRATEGIC PLANNING SESSION**

**HAMILTON PUBLIC LIBRARY**  
**LIBRARY BOARD**

**UPCOMING/OUTSTANDING ISSUES**

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

**HAMILTON PUBLIC LIBRARY BOARD  
Regular Meeting**

**Wednesday, November 21, 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, Councillor Jackson, Councillor Pearson, Santina Moccio

**STAFF:** Ken Roberts, Maureen Sawa, Bill Guise, Beth Hovius, Helen Benoit, Karen Hartog

**GUESTS:** Rebecca Raven, Karen Peter, Paul Takala

Mr. Geczy called the meeting to order at 6:05 p.m.

**1. DISCUSSION PERIOD**

- 1.1 Board members discussed the recent editorial in the Flamborough News.
- 1.2 Mr. Roberts reported that the City's CUPE Local 5167 will be in a legal strike position in the next 10 days. Information is being gathered on how this might impact the library's services.

**2. ACCEPTANCE OF THE AGENDA**

**MOVED** by Ms Moccio, seconded by Ms Fawcett,

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

**MOTION CARRIED.**

**3. MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, OCTOBER 17, 2007**

Item 1.2 should read "...reported that Ms Adams...".

**MOVED** by Ms Gautrey, seconded by Ms Moccio,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MINUTES OF WEDNESDAY, OCTOBER 17, 2007 BE ADOPTED AS AMENDED.**

**MOTION CARRIED.**



**HAMILTON PUBLIC LIBRARY BOARD  
Regular Meeting**

**Wednesday, November 21, 2007  
Central Library, Board Room  
5:30 p.m. Dinner  
6:00 p.m. Meeting**

**IN-CAMERA MINUTES**

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

**STAFF:** Ken Roberts, Maureen Sawa, Bill Guise, Beth Hovius, Helen Benoit, Karen Hartog

**MOVED** by Ms Moccio, seconded by Ms Gautrey,

**THAT THE HAMILTON PUBLIC LIBRARY MOVE IN-CAMERA TO DISCUSS  
PROPERTY ACQUISITION.**

**MOTION CARRIED.**

**1. PROPERTY ACQUISITION**

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

**THAT ADMINISTRATION BE AUTHORIZED TO SUBMIT AN OPTION FOR  
THE PURCHASE OF THE PROPERTY LOCATED AT 110 LYNDEN ROAD,  
LYNDEN AND THAT THE LIBRARY'S ADMINISTRATION PREPARE, FOR  
THE DECEMBER BOARD MEETING, THE POTENTIAL PURCHASE AND  
CONSTRUCTION OF A LIBRARY BRANCH TO REPLACE THE CURRENT  
LYNDEN AND ROCKTON LOCATION.**

**MOTION CARRIED.**

Board members also requested that a Rockton public meeting be held shortly.

**MOVED** by Ms Gautrey, seconded by Ms McKeating,

**THAT THE IN-CAMERA SESSION BE ADJOURNED.**

**MOTION CARRIED.**

Minutes recorded by Karen Hartog.

**4. PRESENTATIONS**

No presentations.

**5. CONSENT ITEMS**

**MOVED** by Councillor Pearson, seconded by Ms McKeating,

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

**MOTION CARRIED**

5.1 Received for information.

5.2 That the Hamilton Public Library schedule its Board meetings on the following dates: January 16<sup>th</sup>, February 20<sup>th</sup>, March 19<sup>th</sup>, April 16<sup>th</sup>, May 14<sup>th</sup>, June 18<sup>th</sup>, September 17<sup>th</sup>, October 22<sup>nd</sup>, November 19<sup>th</sup> and December 17<sup>th</sup>.

5.3 That the Hamilton Public Library charge for lost and damaged items as follows:

Lost/damaged lockable DVD and CD cases - \$2.00 each  
Missing bar codes, security labels - \$2.00 each  
Lost kit bags - \$2.00 each  
Cover art liner inserts - \$2.00 each  
Liner inserts (booklets) – full replacement cost of item

5.4 Received for information.

**6. BUSINESS ARISING**

6.1 2008 Operating Budget – 3<sup>rd</sup> Draft

**MOVED** by Ms Moccio, seconded by Ms Gautrey,

**THAT A 2008 OPERATING BUDGET BE PRESENTED AT A 3% INCREASE PLUS SEPARATE COSTS FOR INTERNAL AND PAY EQUITY AND TURNER PARK.**

**MOTION CARRIED UNANIMOUSLY.**

**MOVED** by Ms McKeating, seconded by Ms Moccio,

**THAT THE ATTACHED PROJECTED 2008-2010 OPERATING BUDGET DATED NOVEMBER 16, 2007 BE RECEIVED AS AMENDED.**

**MOTION CARRIED.**

6.2 Lynden Branch Update

Mr. Geczy reported on the recently held public meeting at Lynden. Copies of the letter received by the Lynden Citizen Group were distributed to Board members. Mr. Roberts provided an update on the latest developments.

6.3 Waterdown Branch Update

**MOVED** by Ms Gautrey, seconded by Ms McKeating

**THAT THE LIBRARY'S ADMINISTRATION PREPARE A REPORT ON THE IMPLICATIONS AND POSSIBILITIES OF BUILDING A NEW WATERDOWN BRANCH ON THE SITE OF THE FORMER FLABOROUGH TOWN HALL, AND**

**THAT THE LIBRARY'S ADMINISTRATION INVESTIGATE OTHER POSSIBLE SITES IN WATERDOWN, INCLUDING LOCATIONS WHERE THERE MAY BE A NEED FOR ACQUIRE PROPERTY.**

**MOTION CARRIED.**

6.4 Strategic Plan Review and Renewal

Received for information.

6.5 Amendment to Hamilton Public Library Board By-laws

**MOVED** by Ms Gautrey, seconded by Ms McKeating,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD APPROVES THE ATTACHED REVISED BY-LAWS.**

**MOTION CARRIED.**

6.6 Audit Committee

**MOVED** by Ms Leach, seconded by Councillor Pearson,

**THAT MS MOCCIO BE APPOINTED TO THE AUDIT COMMITTEE.**

**MOTION CARRIED.**

7. **CORRESPONDENCE**

No correspondence.

8. **REPORTS**

No reports.

9. **NEW BUSINESS**

9.1 Nominating Committee

The Nominating Committee will consist of Mr. Geczy, Ms McKeating, Ms Horbach and Ms Fawcett. Board members were requested to submit their completed nomination sheets to Ms Hartog by the December 19<sup>th</sup> Board meeting.

9.2 Estimated Reserve Funds Available

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

**THAT THE ATTACHED ESTIMATED RESERVE FUNDS AVAILABLE SCHEDULE BE ACCEPTED FOR INFORMATION.**

**MOTION CARRIED.**

9.3 RFID Implementation

**MOVED** by Ms Horbach, seconded by Ms Gautrey,

**THAT RFID BE IMPLEMENTED ACROSS THE HAMILTON PUBLIC LIBRARY SYSTEM, AND**

**THAT A TOTAL OF \$3,400,000 BE ALLOCATED TO FUND IMPLEMENTATION (\$620,000 TO BE FUNDED FROM RESERVE FOR LIBRARY COLLECTIONS AND \$2,780,000 TO BE FUNDED FROM RESERVE FOR LIBRARY CAPITAL PROJECTS, AND**

**THAT THE PERFORMANCE OF THE CURRENT VENDOR BE REVIEWED IN DECEMBER AND RECOMMENDATIONS BE BROUGHT TO THE BOARD.**

**MOTION CARRIED.**

10. **PRIVATE AND CONFIDENTIAL**

**MOVED** by Ms Moccio, seconded by Ms Gautrey,

**THAT THE HAMILTON PUBLIC LIBRARY MOVE IN-CAMERA TO DISCUSS PROPERTY ACQUISITION.**

**MOTION CARRIED.**

**MOVED** by Ms Moccio, seconded by Ms McKeating,

**THAT THE INFORMATION DISCUSSED WITH REGARD TO PROPERTY AND CONTENT REMAIN IN-CAMERA.**

**MOTION CARRIED.**

**MOVED** BY Ms Gautrey, seconded by Ms McKeating

**THAT THE IN-CAMERA SESSION BE ADJOURNED.**

**MOTION CARRIED.**

**11. DATE OF NEXT MEETING**

Wednesday, December 19, 2007

**Central Library, Board Room, 5<sup>th</sup> Floor**

5:00 p.m. Dinner

6:00 p.m. Meeting

**12. ADJOURNMENT**

**MOVED** by Ms Moccio, seconded by Ms Fawcett,

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

The meeting was adjourned at 8:55 p.m.

Minutes recorded by Karen Hartog.





# Hamilton Public Library

**Date:** December 4, 2007

**To:** Chair and Members of the Board

**c.c.** Ken Roberts, Chief Librarian

**From:** Helen Benoit, Director, Children and Young Adult Services

**Subject:** Youth Services Summer Reading Club Report for 2007

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## **RECOMMENDATION:**

That the 2007 Youth Services Summer Reading Club Report be received for information.

## **BACKGROUND:**

Summer Reading 2007 was a success. Although the number of participants decreased slightly (2.7%), an additional 13,700 books were read. It was also a year of experimentation. This summer, we altered the prize structure and introduced a new approach to incentives by working with the "Free The Children" Alternative Income Program. We challenged the members of our Summer Reading Club to read and report on 70,000 books over the course of the summer. Each book read translated into funding for the Adopt a Village Program. Through their reading, the children succeeded in earning \$5,000 for Moyamba, a village in the Kono District of Sierra Leone. In 2006, 10,129 young people read 70,379 books. This year, 9,854 young people joined our summer reading programs (Storybook Readers, Summer Readers, Reading Buddies, Enjoy Summer Learning and Teen Summer Reading) and together, Hamilton children and teens read and reported on 84,102 books.

Summer Reading is a core program and is intended to:

- Stimulate and encourage the enjoyment of reading in children, including those with reading difficulties.
- Assist interested children in maintaining their level of reading over the summer.
- Encourage children to develop their communication abilities in relation to children's literature via oral or written reports.
- Increase the staff knowledge of children's reading interests.

Five different and distinct reading programs are offered for children up to 18 years of age.



### **Summer Readers**

This is the traditional program in which children ages 6 to 12, read on their own and report on books to library staff over the summer. A passport is used to show their progress and prizes are awarded. The majority of children register in this club.

### **Reading Buddies**

For a variety of reasons, some children do not read well. Reading Buddies is a literacy program for children ages 7 to 12, who need help or encouragement with reading. Volunteer tutors meet twice a week with the registered children to help them practice their reading. Most branch locations in Hamilton hold a Reading Buddies program for children, space permitting.

### **Storybook Club**

Although many preschool children cannot read, the library provides an opportunity for parents to encourage reading awareness and a love of literature in their young children. During the summer months, parents read books with their children ages 0 to 6 years. A passport is used to show their progress and the same prizes are awarded as in the other programs.

### **Enjoy Summer Reading**

Enjoy Summer Reading is a program that helps children ages 7 to 13 who are new to Canada. Children can practice their English through speaking, reading, listening to stories and other learning activities. The program is currently held at four library locations including Central, Red Hill, Terryberry and Westdale.

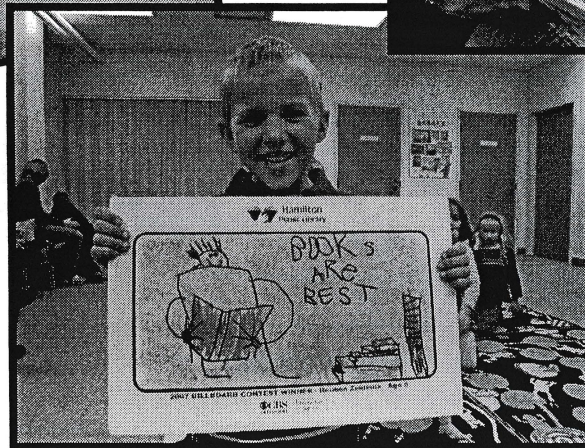
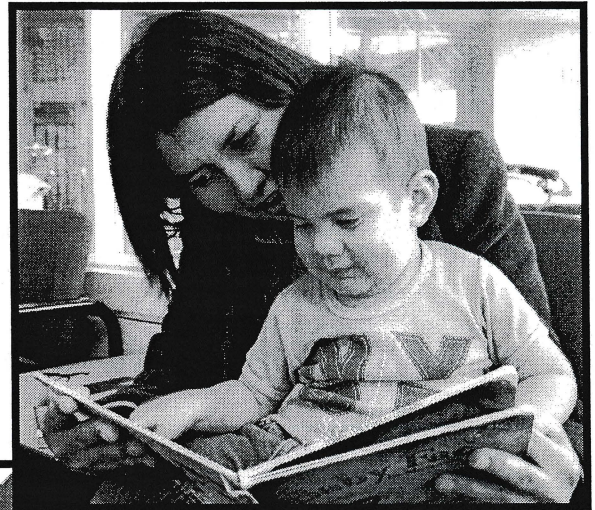
### **Teen Reading**

This program encourages young adults, ages 12 to 18, to read for pleasure. Teens fill out ballots and provide quick reviews on the books they have read, instead of using the passport featured in the other programs. The prize structure is very similar to the Summer Readers and Storybook Club.



# Hamilton Public Library Youth Services

## Summer Reading Club Report 2007



*We had an amazing response to our Summer Reading Challenge with "Free The Children"! Kids and parents loved this addition to the program. Families were more motivated to read when they knew that their efforts would not only be helping themselves, but other children in Africa. Many children made a stronger effort to read all 12 books and many children read more than 12 books. (Binbrook Branch)*



## **Introduction**

2007 was a year of experimentation for summer reading at the Hamilton Public Library. This summer, we altered the prize structure and introduced a new approach to incentives by working with the "Free The Children" Alternative Income Program. We challenged all the members of our Summer Reading Club to read and report on 70,000 books over the course of the summer. Thanks to the generosity of the Hamilton Tiger Cats and Scotiabank, each book read translated into funding for the Adopt a Village Program. Through their reading, the children succeeded in earning \$5,000 for Moyamba, a village in the Kono District of Sierra Leone. The summer was a success. Although the number of participants decreased slightly (2.7%), an additional 13,700 books were read! In 2006, 10,129 young people read 70,379 books. This year, 9,854 young people joined our summer reading programs (Storybook Readers, Summer Readers, Reading Buddies, Enjoy Summer Learning and Teen Summer Reading) and together, Hamilton children and teens read and reported on 84,102 books.

## **Clubs**

The Hamilton Public Library has offered a summer reading program during July and August for many years. By recognizing the need to expand the summer reading program beyond the traditional reading and reporting format, the Library has developed programs for:

- good readers;
- children who have difficulties with their reading;
- preschool children; and
- teens.

Five different and distinct reading programs are offered for children up to 18 years of age.

### **Summer Readers**

This is the traditional program in which children ages 6 to 12, read on their own and report on books to library staff over the summer. A passport is used to show their progress and prizes are awarded. The majority of children register in this club.

### **Reading Buddies**

For a variety of reasons, some children do not read well. Reading Buddies is a literacy program for children ages 7 to 12, who need help or encouragement with reading. Volunteer tutors meet twice a week with the registered children to help them practice their reading. Most branch locations in Hamilton hold a Reading Buddies program for children, space permitting.

### **Storybook Club**

Although many preschool children cannot read, the library provides an opportunity for parents to encourage reading awareness and a love of literature in their young children. During the summer months, parents read books with their children ages 0 to 6 years. A passport is used to show their progress and the same prizes are awarded as in the other programs.

### **Enjoy Summer Reading**

Enjoy Summer Reading is a program that helps children ages 7 to 13 who are new to Canada. Children can practice their English through speaking, reading, listening to stories and other learning activities. The program is currently held at four library locations including Central, Red Hill, Terryberry and Westdale.

### **Teen Reading**

This program encourages young adults, ages 12 to 18, to read for pleasure. Teens fill out ballots and provide quick reviews on the books they have read, instead of using the passport featured in the other programs. The prize structure is very similar to the Summer Readers and Storybook Club.

## **Summer Reading Club and the Internet**

The Summer Reading Club web page takes Hamilton Public Library's Summer Reading Club worldwide. The web page contains the same basic elements as the Summer Reading Club and shares the theme of that particular year. The page has reading lists, activities, and contests. It also contains a links page to other web pages that are pertinent to the theme.

The online version may be used to supplement a child's enjoyment of the Summer Reading Club through online activities. It may also introduce children who live outside the Hamilton area to the Hamilton Public Library's web page and the Kids' Page. The site is updated each year and removed from the children's page by mid to late October.

## **Goals and Objectives**

Summer Reading is a core program and is intended to:

- Stimulate and encourage the enjoyment of reading in children, including those with reading difficulties.
- Assist interested children in maintaining their level of reading over the summer.
- Encourage children to develop their communication abilities in relation to children's literature via oral or written reports.
- Increase the staff knowledge of children's reading interests.

## **Highlights**

The flexibility of the TD Summer Reading "Lost Worlds" theme provided staff with an opportunity to highlight non-fiction books and plan a wide variety of displays and associated programs.

Of the total membership, 55.3% of the participants were girls and 44.7% were boys. Girls made up a higher percentage of participants in all programs with the exception of Reading Buddies which was comprised of equal numbers of both boys and girls.

The programs were promoted in visits to 167 schools and other agencies. This has proven to be one of the most effective ways of reaching children in the community.

A SRC Kick-off party was held at the Central Library-Rooftop Patio and featured the Reptile Man, face painting, prizes, crafts and musical entertainment. Over 260 children, teens, and parents from across the city attended.

323 supporting programs and events were offered and were attended by 11,016 children.

Children and teens who read 12 books were each given a free paperback book. 38.5% of the registrants read 12 books.

The School Challenge remains popular and was offered at numerous branches this year. Branches track the number of children who join by school and tally the total number of books read. Staff presented winning schools with special SRC plaques. School spirit is strong and this challenge is another tool to encourage children to continue to read all summer long.

To help the children in our community, we asked families to drop off a non-perishable food item at their neighbourhood library when they attended summer kick-off programs. Over 40 boxes of items were donated to the food banks at both St. Matthew's House and the Living Rock.

488 members of the community volunteered their time to help children with their reading through the Reading Buddies program and Enjoy Summer Learning. These volunteers generously donated 7,344.8 hours of their time.

**Figure 1 – Summer Reading 2007 Statistics**

STORYBOOK			SUMMER READERS		TEENS		READING BUDDIES		ESL		ALL CLUBS		TOTAL
BRANCH	GIRLS	BOYS	GIRLS	BOYS	GIRLS	BOYS	GIRLS	BOYS	GIRLS	BOYS	GIRLS	BOYS	
AN	349	373	185	131	18	6	10	16			562	526	1088
BA	28	25	241	195	6	3	7	16			282	239	521
BKMB	49	47	159	98	33	13	0	0			241	158	399
CA	8	9	34	24	6	3	0	0			48	36	84
CE	120	80	298	252	33	12	75	80	21	19	547	443	990
CN	56	34	112	79	10	8	15	18			193	139	332
DU	131	97	197	150	28	5	6	9			362	261	623
FR	9	12	17	10	4	3	0	0			30	25	55
GR	10	12	39	16	5	1	0	0			54	29	83
KE	99	78	131	99	26	21	16	10			272	208	480
LO	25	20	42	38	10	0	5	11			82	78	160
LY	11	8	34	24	8	1	0	0			53	33	86
MI	17	15	28	27	4	2	0	0			49	44	93
MH	12	13	122	105	9	5	0	0			143	123	266
PI	8	23	28	23	6	7	6	3			48	56	104
RH	101	92	178	146	42	20	15	16	10	10	346	284	630
RO	2	4	15	12	2	2	0	0			19	18	37
SA	78	85	197	131	38	18	26	18			339	252	591
SH	128	119	213	108	29	11	26	24			396	262	658
ST	33	26	61	45	4	1	8	6			106	78	184
TE	195	157	251	237	36	14	63	46	15	14	560	468	1028
VP	82	86	154	134	15	13	22	18			273	251	524
WA	50	50	69	73	8	5	2	4			129	132	261
WE	73	71	92	79	14	6	19	21	15	10	213	187	400
<b>TOTAL BY CLUB</b>	<b>1701</b>	<b>1567</b>	<b>2958</b>	<b>2275</b>	<b>402</b>	<b>183</b>	<b>327</b>	<b>327</b>	<b>61</b>	<b>53</b>	<b>5449</b>	<b>4405</b>	<b>9854</b>
<b>TOTAL BY CLUB</b>	<b>3268</b>		<b>5233</b>		<b>585</b>		<b>654</b>		<b>114</b>				

### **Boys and Reading**

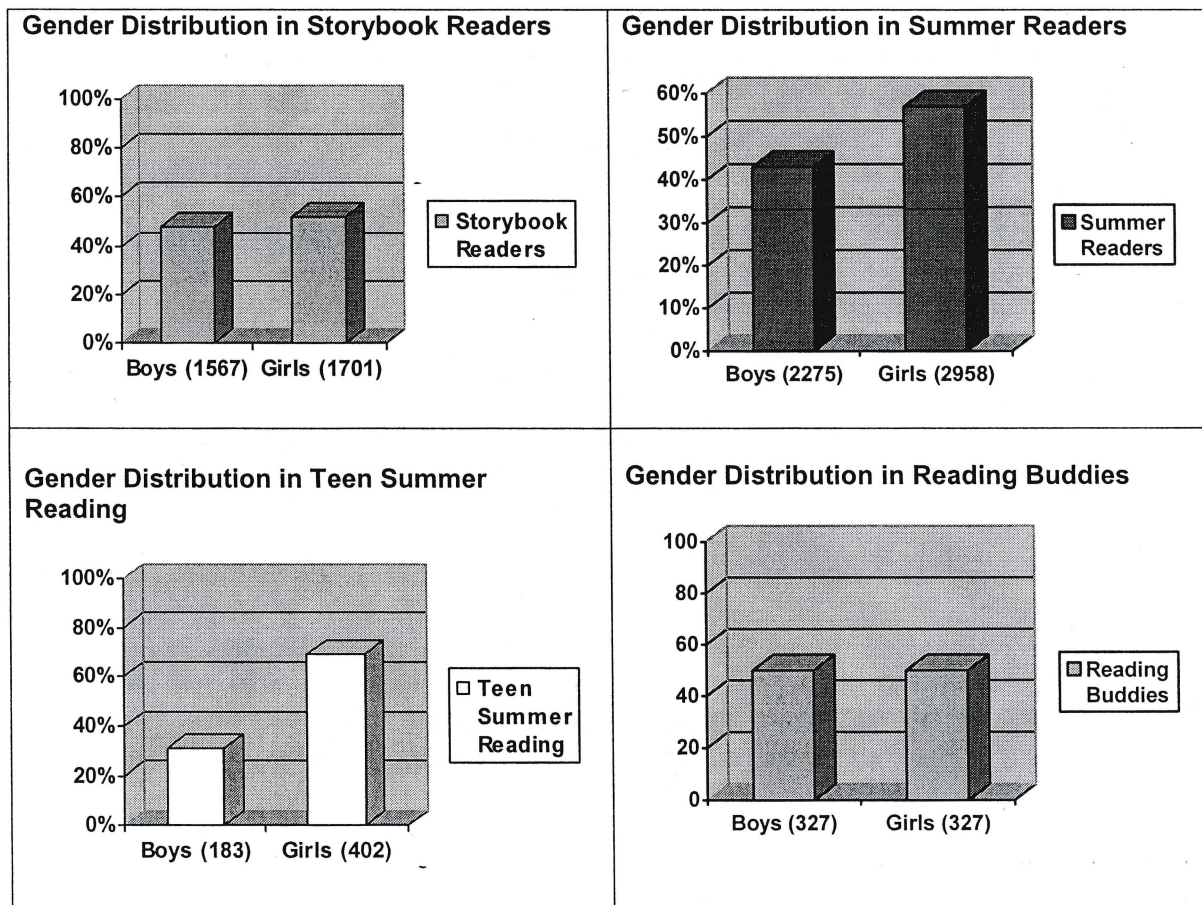
4,405 boys and 5,449 girls joined one of the reading clubs. Although girls made up the higher percentage of participants in the clubs, parents and library staff commented that the program encouraged boys to read:

*One boy in reading buddies would not be able to read more than a book each session because he was too self-conscious to read aloud. However after a few weeks with his buddy encouraging him, he often read three or four books a week. (Sherwood Branch)*

The “Lost Worlds” theme provided staff with an opportunity to highlight non-fiction books of special interest to male readers.



**Figure 2 - Gender Distribution in Summer Reading**



## **Theme**

The TD Bank Financial Group supports summer reading programs across Canada by providing an original slate of publicity and prizes. Every Summer Reader, Reading Buddy, Enjoy Summer Learning and Storybook Club participant received a logbook featuring the "Lost Worlds" theme illustrated by Joe Weissman. The log book and the accompanying poster and stickers were popular with both boys and girls. The 15-page bilingual full colour passport included stories, puzzles and activities. 40,000 bookmarks were distributed to students during summer reading promotions at the schools.

A special logbook for the Storybook Club based on the Every Child Ready To Read project was distributed as part of several satellite programs. The Storybook handout was designed to offer parents more information on reinforcing pre-reading skills.

## **Contests**

Through the continued generosity of the Hamilton Spectator, we offered the bookmark contest for children ages 3 – 14 and received 599 entries. The winning bookmarks were printed in the November 25<sup>th</sup> edition of the Hamilton Spectator.

For the 12<sup>th</sup> consecutive year the Billboard Contest was offered in partnership with CBS Outdoor Canada and Rocky River Sign Co. A total of 398 children participated in the contest. The winning entry was displayed on a billboard at the corner of Upper Gage and Mohawk during October. The winner (who is home schooled) was presented with a plaqued copy of his submission at a special program at Terryberry. Many of his home schooled friends also attended the celebration.

For the fourth year, we partnered with Laurentien and offered a writing contest for children ages 7 to 12. 144 children participated in this contest. Two winners from each location received school packs from Laurentien. This writing contest for young students is proving to be a popular program.

The Anime Art Contest attracted six creative entries from teens across the city. Winners received prize packs from Laurentien/Prismacolor and Comics 1. Selected entries were posted on the Teen Page.

### **Programs**

A total of 323 programs were offered in July and August and 11,016 children attended these programs. Each branch offered a special kick-off program featuring local performers and the response was excellent.

This summer, the Penpal Program was offered at 6 branches. Dale Kent and Stella Clark organized the program and partnered with branches of the Ottawa Public Library. Canada Post Heritage Club sponsors this program.

A number of dual language programs were offered at the Central, Red Hill, Terryberry and Westdale branches in support of the Enjoy Summer Learning project, a partnership with SISO. The storytelling programs were recorded to be webcast and posted on the newcomer section of the Library's website at [www.hpl.ca](http://www.hpl.ca)

Laurentien Craft Corner programs were offered at many locations and proved to be popular.

### **Prizes**

Reading incentives are a great way to encourage children to keep reading throughout the summer. 53% of registered children read six books and 37% completed the program, 43% of registered teens read six books and 23% completed the program.

### **Figure 3 - Prize Structure**

*The nice part about this year is that the kids just seemed really keen on working towards a common goal. The prizes seemed to be less dominant... while the programs remained as full as ever. (Valley Park Branch)*

<b>Books Read</b>	<b>Children's Clubs</b>	<b>Teen Club</b>
1 Book	TD Passport and McDonald's Coupon	McDonald's Coupon
6 Books	TD Poster and Stickers and Reading Rewards Voucher	Reading Reward Voucher
12 Books	Free Book	Free Book

This summer, we streamlined the prize structure and introduced a new approach to incentives by working with "Free the Children." We challenged Summer Reading Club members to read and report on 70,000 books. Thanks to the generosity of our sponsors, the Hamilton Tiger Cats and Scotiabank, each book read translated into funding for the Adopt a Village Program. Through their reading, the children succeeded in raising \$5,000 for Moyamba, a village in the Kono District of Sierra Leone.

The kids did miss receiving prizes for books three and nine, not for the prize itself but as an important milestone in their reading progress. However, they did love working with "Free The Children" and reading for goats, and understood that this was part of the prize to be worked towards this summer. (Binbrook Branch)

A lot of the parents were quite pleased with our involvement with the "Free The Children" organization. They felt that it was a good blend of prizes and goodwill. A parent who had been reluctant to register her children in the reading program over the past few years readily signed her four children up this year. She didn't like the idea of rewarding children for reading, but strongly approved of donating towards an excellent cause. (Dundas Branch)

McDonald's has supported the program for over 10 years. Once again this summer the coupons for free ice cream proved to be very popular with everyone.

The reading reward coupon was incorporated into the prize structure to give participants the opportunity to read away their fines. Fine forgiveness is an incentive strategy that is being used increasingly by a wide range of public libraries across North America. This incentive was designed to assist patrons, primarily for low income families and teens, who often have difficulty paying off their fines and as a result suspend their use of the public library. This year procedures were simplified and parents were allowed to use the coupons. Many parents borrow books for their children on a family/adult card. The expiry date of the rewards coupon was adjusted and shortened. By the end of October, 1,305 voucher redemptions had been reported and \$4,686.33 in fines forgiven.

**Figure 4 – Reading Rewards Redeemed 2007**

Branch	July \$	July #	Aug \$	Aug #	Sep \$	Sep #	Oct \$	Oct #	Total \$	Total #
AN			314.25	72			262.95	84	<b>577.20</b>	<b>156</b>
BA	4.00	1	34.30	8	11.80	3	7.10	4	<b>57.20</b>	<b>16</b>
BI							99.25	29	<b>99.25</b>	<b>29</b>
BKMB	25.00	5	10.00	2	19.35	4	30.60	7	<b>84.95</b>	<b>18</b>
CA	5.00	1	10.40	3	22.95	6	26.65	9	<b>65.00</b>	<b>19</b>
CE	46.35	11	96.10	27			118.25	42	<b>260.70</b>	<b>80</b>
CN	19.00	8	53.90	13	36.65	9	68.65	21	<b>178.20</b>	<b>51</b>
DU	41.05	9	87.75	22	84.30	23	144.65	48	<b>357.75</b>	<b>102</b>
FR	10.00	2	15.45	4	25.00	5	11.25	3	<b>61.70</b>	<b>14</b>
GR							41.50	17	<b>41.50</b>	<b>17</b>
KE	72.00	16	69.90	19	10.00	2	106.85	17	<b>258.75</b>	<b>54</b>
LO	14.25	3	42.60	12	11.70	5	38.45	9	<b>107.00</b>	<b>29</b>
LY	20.00	4			24.00	7	57.45	20	<b>101.45</b>	<b>31</b>
MH							103.60	29	<b>103.60</b>	<b>29</b>
MI							29.10	7	<b>29.10</b>	<b>7</b>
PI			26.20	7			13.10	3	<b>39.30</b>	<b>10</b>
RH	43.95	9	5.00	1			214.80	52	<b>263.75</b>	<b>62</b>
RO	22.70	5	0.40	1	5.00	1	16.80	5	<b>44.90</b>	<b>12</b>
SA			158.75	38			151.70	45	<b>310.45</b>	<b>83</b>
SHW	97.94	27	27.35	7	97.05	29	125.25	36	<b>347.59</b>	<b>99</b>
ST	16.80	5	18.40	4	14.95	4	10.10	4	<b>60.25</b>	<b>17</b>
TE	84.95	22	126.75	37	122.35	35	180.90	61	<b>514.95</b>	<b>155</b>
VP							327.85	95	<b>327.85</b>	<b>95</b>
WA	31.95	12	41.40	9	18.50	7	66.95	26	<b>158.80</b>	<b>54</b>
WE					164.50	41	70.64	25	<b>235.14</b>	<b>66</b>
System Totals	554.94	140	1,138.90	286	668.10	181	2,324.39	698	4,486.33	1305

### **“Free the Children”**

The comments we received from our staff and the public were overwhelmingly positive.

*“Children liked that they were helping others and anticipated adding the stickers to the cows and goats... the challenged added excitement to the programme.” (Ancaster Branch)*

*“Our involvement with the “Free the Children” organization has also had an amazing effect on the children. The knowledge that their own reading success can help bring education to children in Africa has opened their eyes to their own power, but most especially to the importance of education and literacy.” (Binbrook Branch)*



*"The parents loved the idea of the "Free The Children" challenge. They loved the idea of helping those who were less fortunate. The children also had a positive response and as a result read more books." (Bookmobiles)*

*"Children and parents were enthusiastic and eager to contribute to something beyond the realm of the individual; many children read extra books in an effort to contribute more." (Central)*

*"Parents and teachers were very supportive of this challenge." (Concession Branch)*

*"Our statistics show that while (slightly fewer children registered in the reading program, they read far more books overall than in past summers. They were certainly made more aware of their reading accomplishment with the Adopt a Village reading incentive. Each time a verbal or written report was made, the child was asked to stamp a goat - each stamp brought us closer to our branch goal."*

*"The parents really embraced our involvement with the "Free The Children" organization and brought their children into the library on a regular basis to help boost our numbers." (Dundas Branch)*

*"Parents loved the ideas as did the older children." (Freelton Branch)*

*"The same or similar approach to summer reading would be a good idea. It gave summer reading a goal and some of the children more purpose to their reading." (Greensville Branch)*

*"The response was enthusiastic. The community took an interest in the programme and children did read more...In this branch, a few families did not join the programme because the charity wasn't Christian - based. Overall, it was well supported." (Lynden Branch)*

*"Would like to see "Free The Children" again." (Saltfleet Branch)*

*"Great feedback! Parents loved the idea and were heard explaining to their children - young children often did not understand the concept without lots of explaining but really wanted to help." (Stoney Creek Branch)*

*"Valley Park whole heartedly accepted and implemented this new program. Parents LOVED it to the point where they too wanted to read for the village. Children could very easily be convinced to join knowing that they were contributing to such a special cause. They read like fiends and the buzz all summer never really subsided. We had kids reading like crazy to the end."*

## **Teen Summer Reading**

Several new initiatives were incorporated into Teen Summer Reading this year. In addition to the 585 teens who participated in the traditional summer reading program, youth across the city took part in Online Teen Summer Reading. Returning for a second year, the online reading club was relocated from the myhamilton collaboration space to the Teen Space Blog, eliminating the need for pre-registration and enabling more teens to participate. An online poll was placed on the blog and each week teens were invited to vote for their favourite of eight titles, with the least popular title being dropped from the list. By the end of the summer, 3,440 votes were submitted and *We All Fall Down* by Eric Walters was selected as the Hamilton teen choice. Teens were also encouraged to submit book reviews online in order to be entered in a weekly draw for prizes which included copies of *Harry Potter and the Deathly Hallows*, as well as t-shirts and other popular teen hardcovers. This was the first year book reviews were accepted electronically and the initiative was very popular, with a total of 208 reviews received.

## **Summer Workers**

*"Our two students were among the best teams I've ever worked with for SRC." (Ancaster Branch)*

This summer, we employed a record number of students, 50 students (38 university students, 4 SISO university students, 3 YMCA-funded high school students and 5 split page/SRC positions) to provide support for the programs. Base funding was supplemented by endowment funding and grants and donations from the following organizations:

- Young Canada Works
- CAPC
- Summer Job Service

- Canada Summer Jobs
- YMCA
- Optimist Clubs of Hamilton and other service clubs (Soroptomist and Kiwanis)
- SISO and Canada Summer Jobs

The university students hired were dedicated, hard-working and contributed significantly to the success of the programs. Friendly faces and personal connections kept the children coming back.

## **Training and Communication Needs**

Staff reported that their training and communication needs were well met and the summer grant students were also well trained. The mid-summer workshop was offered for all summer students. Students and staff found it useful and re-energizing. Some students commented that two retreats - one in July and one in August - would be beneficial. Several students identified the need for more formal branch specific training. This year, Youth Services staff trained branch pages who were assigned to assist with the Summer Reading Club. This was key in Clusters A and B where one summer student was responsible for Greensville, Rockton, Lynden, Freulton and Millgrove. This was a change from previous years when a student worker was assigned to each of the clusters.

Summer Reading News was posted on the Youth Services page of HPLNET. Key documents, resources and announcements were posted to facilitate communication. A blog was also added to make it easier to share information in a user friendly format. Staff response to this additional mode of communication was positive. E-mail updates were also sent to both staff and students (it was particularly helpful that students had access to e-mail).

## **Publicity and Promotion**

We worked closely with a number of community organizations, agencies and groups to promote our summer reading programs.

- The Hamilton Spectator, our print media sponsor increased their contribution for this year. 10,000 "I ♥ Reading" buttons and 150 t-shirts were ordered. A total of 15 print ads (Summer Reading Club and Power of the Pen) were also donated to increase community awareness and promote program participation.
- The Hamilton Tiger-Cats printed 70,000 copies of a special flyer that was distributed by both of our local school boards.
- To promote the Storybook Club, the Healthy Babies Healthy Children program added special flyers to their Let's Grow packages for new parents. The storybook club was promoted in the Family Resource Centres and the Ontario Early Years Centres across the city.

## **Outreach**

For the sixth consecutive year, we partnered with Settlement and Integration Services (SISO) to enable Settlement Workers in Schools – Hamilton to support newcomers in the community at the library over the summer. A number of SWISH workers as well as our LSSP worker were scheduled at the Central, Terryberry, Red Hill and Westdale locations throughout the summer. These workers liaised with newcomers, library staff and SISO summer students.

For the second year, in partnership positions with SISO, four students were hired to facilitate the Enjoy Summer Learning program and each was assigned a special project to help address the needs of newcomers and reach out to newcomer youth. These projects included: multilingual storytelling programs (to be web cast on the website), the Our Stories project which allows young newcomers a chance to share their stories about coming to Canada (also to be posted and web cast on the website) and a Volunteer Forum to assist newcomer high school students in linking with community organizations to fulfill their community service hours and a leadership curriculum project.

This was the 10th consecutive year that the Hamilton Public Library was able to offer the CAPC Summer Outreach Program in the east end of the city with the support of CAPC funding. This year, two students were hired and they worked out of the Red Hill Branch. It was an extremely successful summer with 62 programs reaching out to 1,833 participants.

The Barton Library connected with two local summer literacy programs – "Summer Literacy Program" at Cathy Wever



School and the Eva Rothwell Centre's "Reach for the Sun-Reading is Fun," offered by the Hamilton YWCA/HWDSB.

A number of branches (including Ancaster) set up satellite sites throughout the community and offered children additional opportunities to participate in a reading club.

The HPL Reading Tent was set up at a number of summer events including the Festival of Friends, Starbucks, Buskerfest, and Ancaster Heritage days. Although the weather proved challenging, hundreds of children and parents attended our many puppet shows during these events. In addition, the Hamilton Public Library puppeteers performed at Eastgate Square at the beginning of July to promote the Summer Reading Club.

The Hamilton Public Library's Kidspage contained Summer Reading Club reading lists, activities and contests. The Teen Page also included information about Summer Reading and for the second summer teens were invited to join an online Teen Summer Reading program.

### **Staff Suggestions for Consideration**

- Investigate other media sponsors (radio ads).
- Produce a bookmark promoting the clubs for distribution in May that would be available at checkout desks.
- Consider chapters/parts of book in tabulating books read (ie – Harry Potter).
- Review required statistics and make the information available to all staff at the beginning of summer.
- Consider extending the timelines for the program to accommodate the Bookmobile schedules.
- Consider a prize/certificate/bookplate from Free The Children and HPL acknowledging participation.

### **Key Strategies**

- Continue with "Free The Children" and create a simple flyer or bookmark that communicates the concept of reading to help children in developing countries.
- Continue partnerships with community groups and agencies to promote summer reading.
- Maintain a mid-summer workshop for the summer students.
- Review the prize structure and the materials purchased.
- Continue to include the reading reward voucher as a prize.
- Continue central booking of kick-off programs for all locations.
- Review options for a system Summer Reading Launch Party and Teen Summer Reading Festival.
- Continue to centralize Summer Reading communications through postings on Youth Services HPLNET, the Summer Reading News blog and the HPL Kidspage.
- Review publicity and increase the profile and promotion of the Storybook Club
- Investigate cross promotional opportunities for the Teen Clubs (both traditional and online).
- Increase the hourly rate of pay for the summer literacy worker position.

### **Conclusion**

Summer Reading 2007 was another success story. The ongoing support of organizations such as the Toronto Dominion Bank, the Hamilton Spectator, the Hamilton Tiger-Cats and the Optimist Clubs of Hamilton help to ensure the funding and promotion of this high quality program. An enthusiastic and dedicated staff brought young people and books together in a meaningful way for another great summer.

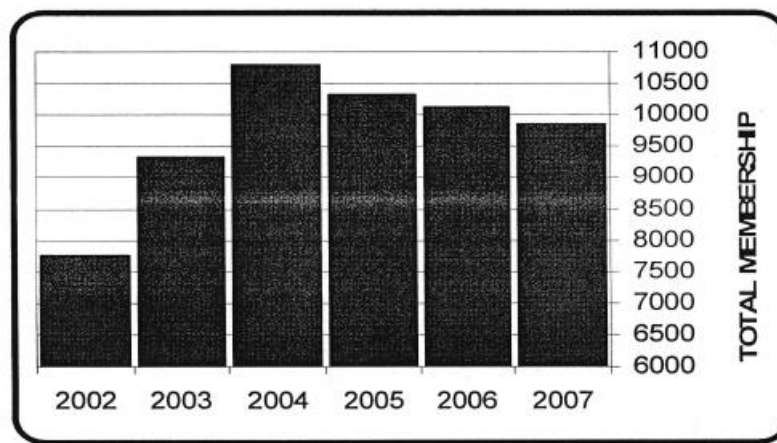
*"This is the smoothest summer reading we have ever experienced. We were thrilled with the results. Our kids rock cause they read!" (Valley Park Branch)*

*Submitted by Helen Benoit and Jane Lindsay.*

### Appendix A – Summer Reading Total Membership by Branch

BRANCH	2007	2006	2005	2004	2003	2002
AN	1088	857	905	698	457	280
BA	521	444	420	300	305	292
BI	177	128	137	174	194	181
BKMB	399	452	462	559	640	716
CA	84	105	148	128	108	112
CE	990	952	741	720	525	607
CN	332	320	366	476	401	388
DU	623	621	755	827	582	379
FR	55	34	46	50	47	64
GR	83	58	62	95	94	60
KE	480	642	557	731	600	575
LO	160	187	252	182	162	153
LY	86	84	83	138	109	97
MI	93	23	41	75	56	50
MH	266	198	113	111	128	62
PI	104	95	125	149	103	97
RH	630	818	716	720	765	358
RO	37	26	46	59	61	38
SA	591	587	622	589	500	432
SH	658	807	942	907	739	621
ST	184	263	271	283	204	71
TE	1028	1224	1253	1405	1326	1223
VP	524	489	485	522	426	285
WA	261	252	312	348	353	274
WE	400	463	481	476	435	259
<b>TOTAL</b>	<b>9854</b>	<b>10129</b>	<b>10341</b>	<b>10792</b>	<b>9321</b>	<b>7744</b>

### Appendix B – Summer Reading Total Membership 2007

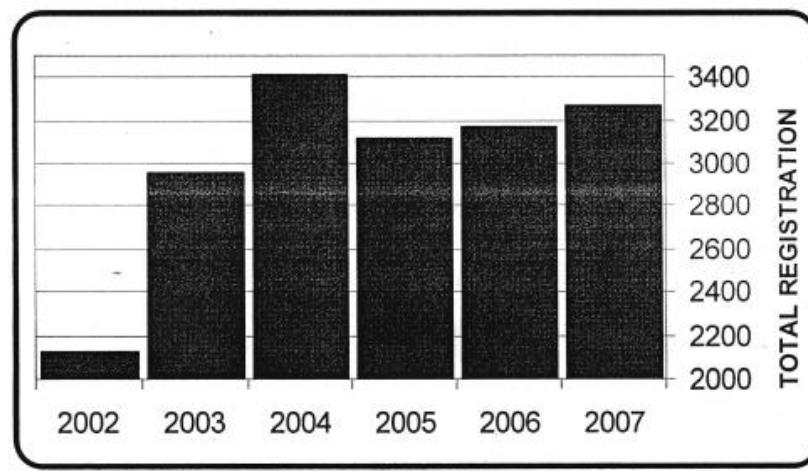


Year	2007	2006	2005	2004	2003	2002
<b>Total</b>	9,854	10,129	10,341	10,792	9,321	7,744

### Appendix C – Storybook Readers' Membership by Branch

BRANCH	2007	2006	2005	2004	2003	2002
AN	722	549	581	345	217	135
BA	53	42	63	50	50	53
BI	49	37	28	56	41	48
BKMB	96	104	95	145	172	160
CA	17	23	46	43	44	29
CE	200	101	121	242	173	120
CN	90	104	91	109	81	119
DU	228	225	267	298	197	104
FR	21	10	9	11	9	18
GR	22	20	13	38	26	12
KE	177	284	160	229	230	158
LO	54	83	84	73	72	63
LY	19	24	16	43	31	21
MI	32	3	11	16	14	10
MH	25	11	26	22	29	10
PI	31	25	0	19	7	12
RH	193	272	170	195	291	86
RO	6	9	16	12	14	10
SA	163	187	222	179	120	119
SH	247	270	276	321	231	139
ST	59	88	78	123	65	39
TE	352	260	289	404	423	356
VP	168	164	150	140	125	83
WA	100	90	126	121	124	84
WE	144	185	182	179	173	120
<b>TOTAL</b>	<b>3268</b>	<b>3170</b>	<b>3120</b>	<b>3413</b>	<b>2959</b>	<b>2127</b>

### Appendix D – Storybook Readers' Total Membership 2007

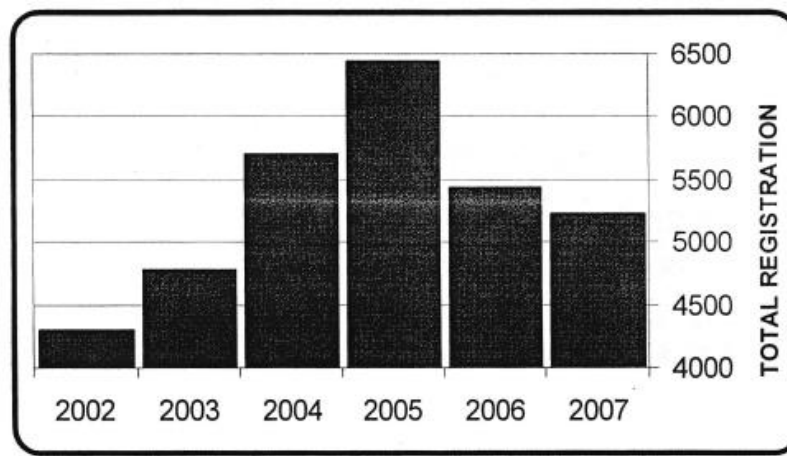


Year	2007	2006	2005	2004	2003	2002
<b>Total</b>	3,268	3,170	3,120	3,413	2,959	2,127

#### Appendix E – Summer Readers Total Membership by Branch

BRANCH	2007	2006	2005	2004	2003	2002
AN	316	247	302	300	210	111
BA	436	357	341	203	202	210
BI	100	69	95	90	126	108
BKMB	257	270	319	333	362	438
CA	58	66	87	68	53	71
CE	550	581	562	301	184	323
CN	191	179	250	296	270	233
DU	347	338	449	454	329	216
FR	27	22	32	28	27	40
GR	55	35	43	54	58	42
KE	230	246	335	365	235	286
LO	80	77	145	73	62	69
LY	58	54	59	76	62	66
MI	55	18	23	47	26	29
MH	227	175	69	70	69	47
PI	51	59	122	111	52	51
RH	324	394	489	386	331	178
RO	27	15	29	32	38	25
SA	328	293	335	305	281	233
SH	321	432	602	497	400	382
ST	106	137	168	117	115	27
TE	488	753	857	766	678	677
VP	288	254	297	329	239	156
WA	142	136	165	171	168	132
WE	171	224	272	242	194	101
<b>TOTAL</b>	<b>5233</b>	<b>5431</b>	<b>6447</b>	<b>5714</b>	<b>4781</b>	<b>4294</b>

#### Appendix F – Summer Readers Total Membership 2007

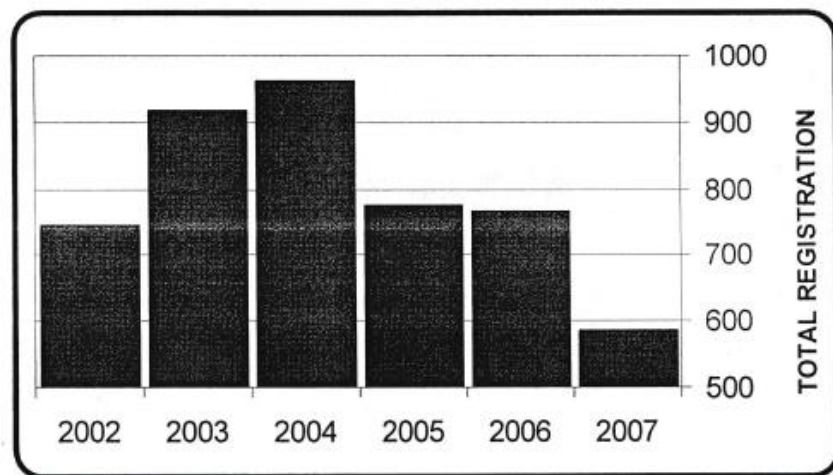


Year	2007	2006	2005	2004	2003	2002
<b>Total</b>	5233	5431	6447	5714	4781	4294

### Appendix G – Teen Club Membership by Branch

BRANCH	2007	2006	2005	2004	2003	2002
AN	24	40	22	42	16	19
BA	9	25	16	23	18	11
BI	11	16	14	23	24	14
BKMB	46	78	48	81	106	101
CA	9	16	15	15	10	11
CE	45	92	58	51	67	78
CN	18	19	25	30	25	16
DU	33	32	39	62	44	33
FR	7	2	5	9	10	6
GR	6	2	6	7	10	6
KE	47	88	62	87	85	80
LO	10	12	23	20	11	21
LY	9	6	8	14	15	9
MI	6	2	7	11	15	11
MH	14	9	18	17	24	5
PI	13	8	3	17	30	27
RH	62	33	57	57	62	28
RO	4	2	1	13	9	1
SA	56	64	65	57	56	46
SH	40	50	64	92	54	52
ST	5	28	25	28	11	4
TE	50	86	107	111	104	79
VP	28	31	38	30	38	18
WA	13	11	21	34	31	45
WE	20	14	27	30	42	15
<b>TOTAL</b>	<b>585</b>	<b>766</b>	<b>774</b>	<b>961</b>	<b>917</b>	<b>745</b>

### Appendix H – Teen Club Total Membership 2007



Year	2007	2006	2005	2004	2003	2002
<b>Total</b>	585	766	774	961	917	745



# Hamilton Public Library

**Date:** December 13<sup>th</sup> 2007  
**To:** Chair and Members of the Board  
**c.c.** Ken Roberts, Chief Librarian  
**From:** William Guise, Director, Finance and Facilities  
**Subject:** **Sale of Land Policy**

---

## **RECOMMENDATION:**

That the attached policy for the sale of land be approved.

## **BACKGROUND:**

Section 270 (2) of the Municipal Act which comes into force on January 1<sup>st</sup> 2008 states

*A local board shall adopt and maintain policies with respect to the following matters:*

- 1. Its sale and other disposition of land.*
- 2. Its hiring of employees.*
- 3. Its procurement of goods and services.*

A local board as defined by the Municipal Act includes a library board.

Library Board has previously adopted policies related to its hiring of employees and its procurement of goods and services but has not established a policy for the sale or other disposition of land.

The attached policy has been drafted based on the City of Hamilton's Sale of Land By-Law and meets the requirements of section 270 (2) of the Municipal Act which comes into force on January 1<sup>st</sup> 2008.





## Sale of Land

Policy Level: Board  
Author: Director, Finance and Facilities  
Date of Board Approval:

### Purpose:

To establish the process for the sale and other disposition of land owned by the Hamilton Public Library.

### Policy:

1. In this policy,
  - “sale” includes the sale, transfer or conveyance of land by the Board and includes leases by the Board as landlord of land for a term of 21 years or longer.
  - “land”, “property” or “real property” means lands and premises or any proprietary interest in land which is owned or held by the Board in fee simple or otherwise, including, without limiting the generality of the foregoing, all easements, rights-of-way and leasehold interests of the Board, and lands owned under agreement of purchase and sale. Land does not include personal property of the Board.
2. Land intended to be sold by the Hamilton Public library Board shall be sold in accordance with the requirements of the Municipal Act, 2001 and the Public Libraries Act, R.S.O. 1990, and the provisions of this policy.
3. Before selling any land owned by the Board, the Board shall;
  - (a) by resolution declare the land to be surplus;
  - (b) obtain at least one appraisal of the fair market value of the land, unless an appraisal is not required;
  - (c) obtain consent from the City of Hamilton for the sale of the land, and
  - (d) give notice to the public of the proposed sale.
4. Section 3. (b) does not apply (and therefore an appraisal is not required) to the sale of the following classes of land:
  - Easements granted to public utilities or to telephone companies.
5. Section 3. (b) does not apply (and therefore an appraisal is not required) to the sale of land to the following public bodies:
  - (a) A municipality.
  - (b) A local board, including a school board and a conservation authority.



- (c) The Crown in right of Ontario or Canada and their agencies.
6. An appraisal required under section 3. (b) above includes a written opinion on the appraised fair market value of the land as of a date which is within one year of the date of approval of an intended land sale (or within such other time as is expressly accepted for a particular appraisal, by resolution, by the Board), that is prepared by or is an appraisal satisfactory to, the Chief Librarian.
7. Notice to the public of the proposed sale of land, required under section 3.(d) above, may consist of one or more of the following types:
- (a) by publication of the notice once in a newspaper having general circulation within the municipality in which the land is located;
  - (b) by listing the land with a broker and/or directly with the Multiple Listing Service of the Metropolitan Hamilton Real Estate Board;
  - (c) by posting on the land proposed to be sold, a "For Sale" sign, for not less than seven (7) days, which sign includes the Board's name and telephone number for inquiries;
  - (d) by inclusion of the land sale on the agenda of the Board meeting at which the intended sale is to be considered by the Board;





# Hamilton Public Library

**Date:** December 13<sup>th</sup> 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 – Submission to City

---

## RECOMMENDATION:

That the attached Requested 2008 Operating Budget dated December 13<sup>th</sup>, 2007 be accepted for information.

## BACKGROUND:

The 3<sup>rd</sup> Draft of the 2008 Operating Budget that was presented to the Board at the November 21<sup>st</sup> 2007 Board meeting had a requested budget increase of \$890,823 or 3.7% increase over the 2007 Restated Budget. This amount included Pay and Internal Equity cost in the amount of \$82,470. The increase for 2008 before Pay and Internal Equity costs would have been \$808,353 or 3.3% increase over 2007.

Direction was received from the Board to reduce the requested budget increase to 3.0% over the 2007 Restated Budget excluding Pay and Internal Equity costs for 2008.

In order to reduce the operating budget increase for 2008 the following reductions were made to the requested budget.

- Elimination of the increase in conference costs of \$25,000 which had been included in the original draft budget 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.
- Elimination of the increase in training costs of \$20,000 which had been included in the original draft budget 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.
- Elimination of the anticipated operating costs of \$45,610 in 2008 for Turner Park operating costs which were to cover the salary and benefit costs for staff hired in 2008 for Turner Park. Although the salary and benefit costs have been eliminated, staff will still be hired and their costs will be covered through gapping.



Attachment #6.4

The attached 2008 Operating Budget submission now stands at an increase of \$806,270 or 3.3% increase over the 2007 Restated Budget. Excluding the Pay and Internal Equity costs for 2007 or \$82,470, the submission would be \$723,800 or 3.0% increase over the 2007 Restated Budget.

Attached is a schedule "2008 Budget Cost Drivers" which list the significant items which contributed to the increase in costs over 2007.

**Cost Category Report – Draft/Requested**

Attachment #6.4

**Year: 2008****Version: Requested Budget****Dept: Library****Details at: Department**2008 Requested vs.  
2007 Restated Budget

	2006 Actual	2007 Budget Council Approved	2007 Budget Restated	2007 Forecast	2008 Budget Requested	\$	%
Net Levy	\$ 23,301,980	\$ 24,086,990	\$ 24,383,570	\$ 24,086,990	\$ 25,189,840	\$ 806,270	3.3%
Expense	\$ 25,877,112	\$ 26,188,040	\$ 26,484,620	\$ 27,705,979	\$ 27,240,090	\$ 755,470	2.9%
EMPLOYEE RELATED COST	17,723,880	18,286,460	18,583,040	18,301,414	19,087,020	503,981	2.7%
MATERIAL AND SUPPLY	3,310,702	3,472,390	3,472,390	4,212,242	3,613,860	141,470	4.1%
VEHICLE EXPENSES	54,350	1,170	1,170	1,621	1,300	130	11.1%
BUILDING AND GROUND	685,212	447,260	447,260	1,238,296	473,040	25,780	5.8%
CONSULTING	-	-	-	157	-	-	0.0%
CONTRACTUAL	666,060	608,770	608,770	603,315	623,800	15,030	2.5%
AGENCIES and SUPPORT PAYMENTS	328	-	-	25	-	-	0.0%
RESERVES/RECOVERIES	358,951	124,910	124,910	288,107	121,900	(3,010)	(2.4)%
COST ALLOCATIONS	2,983,838	3,164,700	3,164,700	3,004,433	3,250,110	85,410	2.7%
FINANCIAL	93,792	82,380	82,380	56,369	69,060	(13,320)	(16.2)%
Revenue	\$ (2,575,132)	\$ (2,101,050)	\$ (2,101,050)	\$ (3,618,989)	\$ (2,050,250)	\$ 50,800	2.4%
FEES AND GENERAL	(758,721)	(693,250)	(693,250)	(675,147)	(642,450)	50,800	7.3%
GRANTS AND SUBSIDIES	(1,648,273)	(1,407,800)	(1,407,800)	(1,487,632)	(1,407,800)	-	0.0%
RESERVES	(168,138)	-	-	(1,456,210)	-	-	0.0%

## CITY OF HAMILTON

Attachment #6.4

**2008 Budget Cost Drivers****HAMILTON PUBLIC LIBRARY BOARD****HAMILTON PUBLIC LIBRARY**

	2008 MAINTENANCE	COUNCIL APP'D IMPACTING 2008	2008 MANDATED	TOTAL 2008 BASE PRESSURES
	\$	\$	\$	\$
Employee costs	421,103		-	421,103
Pay Equity and Internal Equity costs	82,470			82,470
Library Materials	200,000			200,000
Security costs	19,630			19,630
Facility Costs	63,350			63,350
Computer and Server Lease costs	27,730			27,730
Photocopier Revenue	-	19,930	-	19,930
Fine Revenue	-	25,590	-	25,590
Other Maintenance		37,507		37,507
<b>TOTAL (= TOTAL BUDGET PRESSURES)</b>	<b>806,270</b>	<b>-</b>	<b>-</b>	<b>806,270</b>
<b>TOTAL COST DRIVERS</b>	<b>806,270</b>	<b>-</b>	<b>-</b>	<b>806,270</b>

## Chief Librarian's Report December, 2007

### OCULA Award

Jen Horwath, who is working for us as Virtual Library Branch Manager on a one-year secondment from Mohawk College, has just won the 2008 Ontario College and University Library Association Award, their highest honour. The award will be given at the Ontario Library Association conference in late January. The award winner is expected to show:

- Demonstrated notable service to the academic community through contribution to professional organizations, publications, and/or research.
- Served as models for their profession and as examples of dedication, and to have demonstrated consistently high service standards and innovative approaches to library issues.
- Participated actively in work to achieve the goals of their employing library and its parent institution.

### Interim Director of Human Resources

Linda Dymont has joined us as Interim Director of Human Resources. Linda recently retired from the Oakville Public Library as their Manager of Human Resources and is a resident of Dundas.

### OCLC Report: Sharing, Privacy and Trust in Our Networked World

OCLC is noted for the quality of their reports on perceptions and beliefs that customers have of libraries around the world as well as their reports on the perceptions and beliefs that we, as libraries, have about ourselves. Their latest report, *Sharing, Privacy and Trust in Our Networked World*, analyzes the results of a worldwide survey of library users, non-users, and directors. The report is intended to measure people's attitudes about the possible role that social networking tools currently play or might play in library settings.

We have purchased hardcopy reports for all of our librarians and they will discuss the report at a Librarians Roundtable scheduled for January. An electronic version of the report is available through the Board's collaboration space under "Key Reports."

### Winter 2008 Program Guide

An impressive variety of programs and special events are taking place at the Hamilton Public Library – full details were published in the Thursday, December 6 edition of *The Hamilton Spectator*.

### Kidspage

Our kidspage on the website has a new look. It can be found at <http://portal.chccdev.ca/myHamilton/LibraryServices/Kids/>

### AskON

The Hamilton Public Library will be one of ten public libraries in the province (along with seven academic libraries) to pilot AskOn. AskON is a Knowledge Ontario project that will allow library patrons to "chat" with library staff members in order to receive assistance with reference concerns. Staff will direct people to resources found both from Knowledge Ontario licensed electronic products and from web material. The participating libraries will share in a common software platform and will responsibility to staff the service. Access will be through a chat icon on the websites of all participating libraries. There will be limited initial publicity during the pilot stage. It is expected to launch on January 7, 2008.



**CULC Social Inclusion audit**

The Canadian Urban Libraries Council is spearheading a project aimed at producing strategies for ensuring that immigrant youth feel as strong connection to library services. The four participating libraries in the first stage of the Social Inclusion Audit are Toronto, Brampton, Hamilton and Vancouver. The pilot project is funded, in part, by both the Laidlaw Foundation and the Wellesley Institute. Researchers at the University of Toronto are also involved.



# Hamilton Public Library

**Date:** December 14<sup>th</sup> 2007

**To:** Chair and Members of the Board

**c.c.** Ken Roberts, Chief Librarian

**From:** William Guise, Director, Finance and Facilities

**Subject:** **Bookmobile Purchase**

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## **RECOMMENDATION:**

That a purchase order be issued to Macnab Bus Sales for the acquisition of a bookmobile in the amount of \$246,889.00 plus applicable taxes.

## **BACKGROUND:**

At its regular meeting of December 20<sup>th</sup> 2006, the Board directed staff to prepare and issue a Request for Proposal for the acquisition of a new bookmobile. A request for proposal was prepared and issued through City of Hamilton Purchasing in September 2007 with a closing date of October 3<sup>rd</sup> 2007.

Only one vendor (Macnab Bus Sales) picked up a copy of the Request for Proposal but did not submit a bid by the closing date. We contacted the vendor and found out that they had intended to submit a bid however they were not able to complete the bid because of staff commitment responding to other bids.

Under the Purchasing policy authorization can be given by the Manager of Purchasing to enter into negotiations with a vendor under specified circumstances. Since Macnab Bus Sales was the only vendor who had expressed interest in the Request for Proposal, authorization was given to enter into negotiations. They were requested to complete the Request for Proposal and submit a bid. Their proposal met the conditions outlined in the RFP and the bid price was within our budget.

The Library has had experience with Macnab Bus Sales since they supplied both of our current bookmobiles which were purchased in 1990 and 1991 and we have had a continuing relationship with them over the years and are satisfied with their service.