

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 19, 2005

Hamilton Public Library, Board Room

5:30 p.m. Dinner

6:00 p.m. Meeting

AGENDA

1. Discussion Period

- 1.1 myhamilton.ca Statistics
- 1.2 Friends of HPL

2. Acceptance of the Agenda

3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, September 21, 2005

Attachment #3

4. Presentations

- 4.1 Executive Summary of 8R's Research – LF

5. Consent Items

- 5.1 Opening Doors Update – HB

Attachment #5.1

Suggested Action: Receive

- 5.2 2005/2006 Operating Budget

Attachment #5.2

Suggested Action: Recommendation

- 5.3 Frontier College Proposal

Attachment #5.3

Suggested Action: Recommendation

6. Business Arising

7. Correspondence

No correspondence.

8. Reports

8.1 Chief Librarian's Report

Attachment #8.1
Suggested Action: Receive

9. New Business

9.1 Hamilton Gallery of Distinction

Attachment #9.1
Suggested Action: Recommendation

9.2 Management/Reporting Package – KD

Attachment #9.2
Suggested Action: Recommendation

10. Private and Confidential

10.1 Labour Relations Update – LF

11. Date of Next Meeting

Regular Board Meeting - Wednesday, November 16, 2005
Central Library, Board Room
5:30 p.m. Dinner
6:00 p.m. Meeting

12. Adjournment

HAMILTON PUBLIC LIBRARY BOARD

**Regular Board Meeting
Wednesday, September 21, 2005
Mohawk College**

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

MINUTES

PRESENT: George Geczy, Maureen McKeating, Santina Moccio,
Tamara Fernandes, Mavis Adams, Doreen Horbach, Joyce Brown,
Councilor Pearson, Councilor Jackson, Mac Carson

REGRETS: Jennifer Gautrey

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

GUESTS: Evan McDade, Grant Thornton, Shannon McKay, City IT Department

1. Discussion Period

2. Acceptance of the Agenda

MOVED by Councilor Pearson, seconded by Ms Moccio,

THAT THE AGENDA BE APPROVED AS PRESENTED.

MOTION CARRIED.

3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, June 8, 2005

MOVED by Ms Brown, seconded by Ms Horbach,

**THAT THE MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD
MEETING OF WEDNESDAY, JUNE 8, 2005 BE ADOPTED AS PRESENTED.**

MOTION CARRIED.

4. Presentations

4.1 Myhamilton.ca Presentation

Ms Shannon McKay, City IT Department, thanked the Hamilton Public Library under the direction of Co-Chair Ken Roberts for the efforts and expertise provided by Library staff during the myhamilton portal implementation.

4.2 Auditor's Report – Evan McDade from Grant Thornton present

Mr. McDade was welcomed to the meeting by the Board Chairman. Mr. McDade provided an overview of the report and provided the final recommendations.

4.2.1 Audit Concluding Memo

Received for information.

4.2.2 Internal Control Findings

Received for information.

4.2.3 Response to Internal Control Findings

MOVED by Ms Brown, seconded by Ms Fernandes,

THAT THE RECOMMENDATION PRESENTED BE TABLED UNTIL THE PROPOSED COMMITTEE STRUCTURE AND TERMS OF REFERENCE ARE PRESENTED TO THE BOARD FOR AN AUDIT SUBCOMMITTEE OF THE BOARD.

MOTION CARRIED.

4.2.4 2004 Audited Financial Statement

MOVED by Ms Horbach, seconded by Ms Adams,

THAT THE 2004 AUDITED FINANCIAL STATEMENTS FOR THE HAMILTON PUBLIC LIBRARY BOARD ATTACHED TO THIS REPORT BE APPROVED.

MOTION CARRIED.

5. Consent Items

MOVED by Ms McKeating, seconded by Mr. Carson,

THAT CONSENT ITEMS 5.1 TO 5.6 BE APPROVED.

MOTION CARRIED.

5.1 Image Digitization Collections

That \$102,000 be allocated from the Special Gifts Fund (CTRUS 125010) to fund the creation of online collections of images from the Special Collections Department.

5.2 Chief Librarian's Report

Received for information.

5.3 Non-Union Compensation

That the Non-Union salaried wage ranges be updated to reflect the City of Hamilton increase of 2.25% effective April 1, 2005 and that the Income Protection Plan for eligible non-union employees be adjusted as per Attachment A.

This recommendation will comply with the non-union pay equity plan and the legislated requirement to maintain equity.

5.4 Special Gifts Fund

That \$5,100 be allocated from the Special Gifts Fund (CTRUS 125010) for the acquisition of a replacement piano for the Music Room on the 4th Floor at Central Library.

That \$15,000 be allocated from the Special Gifts Fund (CTRUS 125010) for the modification of the neon artwork located in the lobby of the Central Library.

5.5 E-Audio Books Service

That \$35,840 be allocated from the Reserve for Library Collections (Dept-ID 106006) for the acquisition of eAudio book service.

5.6 Early Years Challenge Fund

That the reconciliation and certification for the Early Years Challenge Fund be received for information and

That the Chair of the Board or designate sign the reconciliation and certification.

6. Business Arising

6.1 Central Library Review

MOVED by Mr. Carson, seconded by Ms Horbach,

THAT \$424,000 BE ALLOCATED FROM THE RESERVE FOR REDEPLOYMENT, TRAINING AND RESTRUCTURING (DEPTID 106011) FOR RENOVATIONS TO THE 5TH FLOOR AT CENTRAL LIBRARY.

MOTION CARRIED.

6.2 RFID Update

Ms Darling distributed copies of background information for the Library Board. Additional information will be provided at the October Board Meeting.

6.3 Facilities Masterplan

Mr. Geczy reported that a number of meetings with various Councilors have taken place with the Chief Librarian. These meetings were a result of the recommendations passed by the Library Board at its June meeting.

6.4 South Mountain Design

MOVED by Councilor Jackson, seconded by Ms Moccio,

THAT AUTHORIZATION BE GIVEN TO PROCEED WITH THE BRANCH LIBRARY PLANNED FOR TURNER PARK, IN ACCORDANCE WITH ATTACHED DRAFT PLANS.

MOTION CARRIED.

6.5 Ancaster Branch

MOVED by Mr. Carson, seconded by Ms McKeating,

THAT AUTHORIZATION BE GIVEN TO PROCEED WITH PLANNED RENOVATIONS OF THE ANCASTER BRANCH BASED ON SPACE USE AS OUTLINED IN THE ATTACHED DRAFT PLANS FOR RENOVATIONS TO THE MAIN FLOOR AND THE LOWER LEVEL (PLAN #1, OPTION 8), SUBJECT TO SUFFICIENT FUNDING FROM THE CITY.

THAT THE LIBRARY PROCEED TO PUBLIC CONSULTATION BASED ON THESE PLANS.

MOTION CARRIED.

7. Correspondence

No correspondence.

8. Reports

No reports.

9. New Business

9.1 2006 Preliminary Operating Budget

Received for information.

9.2 2006-2015 Capital Budget Submissions

MOVED by Ms Adams, seconded by Ms Moccio,

THAT THE ATTACHED 2006-2015 CAPITAL BUDGET PROJECTS BE SUBMITTED TO THE CITY OF HAMILTON TO BE INCLUDED IN THE 2006-2015 CAPITAL BUDGET PROCESS.

MOTION CARRIED.

9.3 Computer Booking System

MOVED by Ms Brown, seconded by Councilor Pearson,

THAT \$35,000 BE ALLOCATED FOR THE RESERVE FOR LIBRARY MAJOR CAPITAL PROJECTS (DEPT-ID 106008) TO FUND THE ACQUISITIONS AND INSTALLATION OF A NEW COMPUTER BOOKING SYSTEM.

MOTION CARRIED.

9.4 Soroptimist International Fundraising Dinner

MOVED by Ms Brown, seconded by Ms McKeating

THAT THE LIBRARY PURCHASE A TABLE FOR THE SOROPTIMIST DINNER AT A COST OF \$750.

MOTION CARRIED.

10. Private and Confidential

No in-camera issues to discuss.

11. Date of Next Meeting

Wednesday, October 19, 2005
Central Library, Board Room
5:30 p.m. Dinner
6:00 p.m. Meeting

12. Adjournment

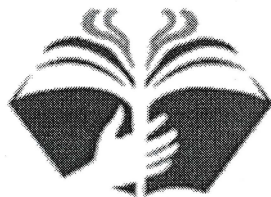
MOVED by Ms Moccio, seconded by Ms McKeating,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF
WEDNESDAY, SEPTEMBER 21, 2005 BE ADJOURNED.**

MOTION CARRIED.

The meeting was adjourned at 9:00 p.m.

Minutes recorded by Karen Hartog



Hamilton Public Library

*Growing minds.
Growing community.*

DATE: September 27, 2005

REPORT TO: Chair and Members of the Board

C.C.: Ken Roberts, Chief Librarian

FROM: Helen Benoit, Director Children and Young Adult Services

SUBJECT: Frontier College Research Study

RECOMMENDATION:

That library participation in the Action Research project conducted by Frontier College be approved.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

There are no financial or staffing implications. As per the library's policy on research, the research tools have undergone an Ethics Review process and were assessed by personnel from the Macaulay Child Development Centre.

BACKGROUND:

Frontier College is a Canada-wide, volunteer-based literacy organization that was founded in Ontario in 1899. The library has partnered with Frontier College to offer free homework help at library locations across Hamilton. They recruit, train and support tutors, who work under the guidance of trained professionals. Frontier College has received funding to set up a series of Homework Club Institutes through a grant from the Ministry of Education. They would like the library to participate as one of the demonstration projects. The intent of the projects is to ensure that community facilitators are providing training and consultation that is rooted in practice as well as theory, to provide local models of homework clubs and to provide sites for action research.



Hamilton Public Library

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DATE: August 15, 2005

REPORT TO: Chair and Members of the Board

C.C.: Ken Roberts, Chief Librarian

FROM: Helen Benoit, Director Children and Young Adult Services

SUBJECT: Opening Doors

RECOMMENDATION:

That this update on ***Opening Doors***, a national survey intended to determine children's reading habits and their use of the library, be received for information.

BACKGROUND:

The Research Study, ***Opening Doors to Children: Reading, Media and Public Library Use by Children in Six Canadian Cities*** has been published and is available for purchase from the Canadian Library Association. This national study on library service to children examines the extent to which children from grades four to seven are satisfied with their public library, the reasons they go to the library, their reading preferences and the similarities and differences between children who use the public library and those who use it infrequently. Hamilton Public Library was one of the 6 libraries that participated in the research study and youth services staff administered the questionnaires at local schools. This study is the first of its kind in Canada and provides data that will help libraries to better meet the informational and recreational needs of children in middle years.

The attachment summarizes some of the research implications for libraries:

- the importance of class visits
- the critical role of parents in getting children to their local library
- the need to develop and promote library websites
- the sharp gender differences in reading interests
- the importance of colourful and attractive facilities
- the importance of developing the library habit from an early age through special family and outreach programs.

Opening Doors to Children

Reading, Media and Public Library Use
by Children in Six Canadian Cities

Adele Fasick, Andre Gagnon, Lynne Howarth, Ken Settingington

Published by Regina Public Library, Saskatchewan

Acknowledgements

Our greatest thanks go to the children who participated in the study. Without their cooperation in telling us how they feel about libraries, reading, and other media, there would be no study. Their opinion really does count and we hope our study will help to open the doors of libraries to all Canadian children.

A dedicated site manager in each of the six cities in this study helped to draft the questionnaires, contacted the school boards, and coordinated the selection of the participants and the distribution and administration of the questionnaires. Without their hard work and thoughtful input throughout the course of the study, the work could not have been completed. The research team wants to thank these site managers:

Karen Dahl, Halifax Public Libraries, NS
Roland Guérin and Diane Fréchette, Bibliothèque de Montréal, QC
Helen Benoit, Hamilton Public Library, ON
Ken Settington and Sulekha Sathi, Toronto Public Library, ON
André Gagnon, Regina Public Library, SK
Bernadette McGrath, Vancouver Public Library, BC

Also indispensable was Justyna Berzowski, an efficient and knowledgeable research assistant. She was responsible for assembling all of the survey data and making it available for analysis. None of this work could have been completed without her generous and patient help in preparing tables, devising Power Point presentations, and answering an endless stream of questions. For her cheerful assistance and infinite good humour we are all grateful.

The authors also want to thank the school and library boards that made the survey possible as well as the library directors and librarians who worked on the survey:

Halifax Public Libraries Board
Halifax Regional School Board
Hamilton Public Library Board
Hamilton-Wentworth District School Board
Commission scolaire de Montréal
Conseil administratif de la Bibliothèque de Montréal
Regina Public Schools
Regina Catholic Schools
Regina Public Library Board
Toronto Public Library Board
Toronto Catholic District School Board
Vancouver Public Library Board
Vancouver School Board
Kitchener Public Library Board and especially Maureen Plomske and Maureen Sawa who organized and carried out the pilot testing of the survey

Overview and Implications

Opening Doors to Children is the report of a survey of 3,486 children in grades four to seven in the cities of Halifax, Hamilton, Montréal, Regina, Toronto, and Vancouver. The children answered a questionnaire asking about their reading and media habits and their use of the public library. In addition, some children participated in focus group sessions where a number of questions were probed further.

Library Use

Respondents in the survey supported the traditional role of libraries in supplying books. Children overwhelmingly enjoy visiting libraries and their primary reason for liking them is because they like the books. Frequent library users tend to visit the library every two or three weeks most often with their families or other adults. The most frequently cited reason for a library visit is to borrow materials for fun, although many children also use public libraries for finding materials for school work. Most children have visited the library with their class, while a smaller number have heard a writer or illustrator in a library setting.

During a library visit, most children choose materials to borrow and return those they previously selected. About half of the children use computers in the library, with boys slightly outnumbering girls in this activity.

Summer reading clubs attract about half of the frequent library users, but less than a quarter of the infrequent library users. More than half of the children who did join in this program said they read more books than they would have without it.

When asked what libraries should have more of, most respondents focused on books with newer books being the favourite choice. Series books were also popular, and many boys also asked for video games. DVDs and videos were chosen by many of the infrequent library users.

Differences between sites were subtle, with many choices being very similar in all cities across the country. The francophone children in Montréal showed some differences in their pattern of library use, being less likely to visit the library with a parent than alone or with a friend. In suggesting materials for library purchase, they often chose graphic novels or comics instead of more traditional books.

Information Seeking Behaviours

When asked how they choose books or other library materials, most children reported that they browsed the shelves, asked people who worked in the library, or used the catalogue. These methods did not vary greatly by grade level. When they could not find an item they wanted, most children asked a library worker, chose something else, or put a hold on the material. Children in grades six and seven were slightly more likely than younger children to put something

on hold. For frequent library users, books or magazines from the public library and Internet use at home were equally important sources of information for homework. Most infrequent library users use the Internet at home as their first choice for homework. Internet use rose with grade level for both frequent and infrequent library users. Library websites were not an important source of information for most children, with only about 40 per cent of frequent library users and 20 per cent of infrequent library users saying they used them. Frequent library users most often used the library website to find out whether the library had materials or to put a hold on a book. Infrequent library users were likely to use it to get onto the Internet or to find out whether the library held certain materials. The most frequently reported reason for not using the library website was not knowing about it, which suggests that libraries should try harder to publicize its availability.

Differences between sites in information seeking behaviours were not dramatic, although there were some variations in the patterns of Montréal children. They were less likely than children in other cities to browse the shelves for materials, and were more likely than others to give up looking if they did not find what they wanted. They put a hold on materials less often than children at other sites. Frequent library users in all cities chose the Internet as their major source of homework information, but books were a close second in all cities except Montréal. Infrequent library users in all cities had similar patterns of seeking, although those in Montréal were less likely than others to ask parents or other adults. The use of the library website did not vary much from one city to another, although children in Halifax were somewhat less likely than others to use theirs.

Media in Home Environment

When asked about electronic media available in their homes, more than 90 per cent of all children reported having at least one computer at home, although fewer than half of them had a computer in their own room. Whether or not they have their own computer, about 80 per cent of the children said they accessed the Internet at home. Television was even more ubiquitous with virtually all children reporting it was available at home, and most saying they had three or more television sets available. Infrequent library users were likely to have more televisions at home than frequent library users. About half of all children had a television set in their own room, with infrequent library users and boys more likely to have one than frequent library users, especially girls in that group. Several types of nonprint media were available in most homes, including VCRs, CD players, DVD players, and cassette players. Video game consoles and handheld games were slightly less common and more boys had them than girls. When asked about the number of videos or DVDs they had at home, most children replied "some" or "a lot."

Children were asked about how much time they spent watching television; most replied they watched more than an hour a day. Computer use took up less time with only about 20 per cent of the children saying they spent more than an hour a day using the computer. Video games



were popular with 20 to 30 per cent of the boys, but most girls reported they almost never played them.

Differences between cities were examined. Children in Vancouver and Hamilton were more likely than others to have two or more computers in their home, although children in Montréal were slightly more likely to have a computer of their own. In all cities boys were more likely than girls to own a computer. Television sets were common in every city and at each site except for Montréal. Infrequent library users tended to have more television sets in their home than frequent library users. The same was true of having a television set in their own room, with Montréal being unique in having frequent library users more likely than infrequent library users to have one. In every city boys were more likely than girls to have their own television.

Differences in the amount of time spent on media did not show much variation from one city to another, although frequent library users in Halifax were less likely to watch television more than an hour a day than groups in other cities. Time spent on computers also showed little difference except for Montréal, where a larger than expected number of children reported they seldom or never used a computer. The use of video games showed little difference from one site to another.

Reading Habits and Preferences

Most children in every city surveyed, both frequent and infrequent library users, reported that they enjoy reading and read frequently. Girls were more enthusiastic than boys about reading, and children in grade four ranked it higher than those in grade seven. As might be expected, children who use the library frequently read more often than infrequent library users. Among frequent library users 69 per cent of the girls and 56 per cent of the boys said they read every day, while for infrequent library users the comparable figures were 54 per cent of girls and 40 per cent of boys. Frequency of reading declines from grade four to seven.

Children reported a wide range of interests in fiction. There were differences based on gender and grade, but overall the three top categories of fiction were adventure, mysteries, and funny stories. Science fiction and romance ranked low among both frequent and infrequent library users. In nonfiction the spread of differences was greater than in fiction, especially between frequent and infrequent library users. Frequent library users preferred legends, how-to books, and biography, while infrequent library users chose legends, fairy tales, and sports. The great popularity of legends among both groups might be due to their use in many school curricula. Low ranking choices in nonfiction were similar for both frequent and infrequent library users - science, math, and computers. Gender differences were strong with boys choosing sports and war, while girls preferred poetry, biography, and puzzle books.

Not only did children use the library, 76 per cent of them also reported buying books for themselves. Girls were more likely than boys to buy books, but infrequent library users were just

access terminals for children's use, but must remember that the library has an important role to play in providing equitable access to information technologies for less advantaged children.

Children responded enthusiastically to being asked for their opinions about reading, media use, and what they liked (or not) about the public library. Libraries could consider creating regular opportunities for children to provide feedback on resources, services, and programs through such means as

- focus groups
- children's "advisory board" (ideas team)
- website polls for kids

Children for whom reading is a favourite activity tend to visit the public library more frequently and stay for a longer period of time than other children. Libraries can foster an environment that is welcoming to these regular users through

- displays of materials
- book clubs
- youth advisory groups
- posting children's book reviews on websites
- library blogs

Children who have been exposed to the public library are more familiar and comfortable with services, such as placing holds, or asking for recommendations from a librarian. This confidence grows as the children get older. It is important for libraries to encourage children to "get into the library habit" from an early age so they develop this comfort level by

- offering Books for Babies programs
- organizing Parent-child book clubs
- promoting more school visits to the public library
- marketing library services through family institutions like churches, gyms, day camps

Children whose households have "lots" of books tend to be readers themselves. Libraries could try to develop relationships with community bookstores to distribute booklists or order forms from local bookstores for materials found in the library. Libraries could also provide booklists of suggested gift books both on their websites and in the library.

Children like having books and other materials recommended to them. This suggests that libraries should provide booklists for parents and children at the library and also posted on library websites.

In focus groups children expressed a generally high level of satisfaction with the way they are treated by library staff. Libraries would be well advised to encourage continuing education for children's librarians in inter-personal relationships with various groups in the community such as children with disabilities, new Canadians, children in difficult family situations.

Children identified that staff at the circulation desks were not as friendly as the children's staff - this suggests an additional training opportunity as well.

When asked about their feelings about children's libraries, many children responded that libraries should be more colourful and attractive. Children's preferences should be taken into account in designing facilities.

Suggestions for Parents

Parents can encourage reading by taking children to the library, not only while they are preschoolers, but during their middle school years.

When buying a gift book for a child, parents can ask librarians for lists of age-appropriate and appealing books.

When children ask for help with their homework, parents can look to the library website to suggest search tools, books, and sometimes homework help email or telephone service.

Parents can make sure their public library website is bookmarked on home computers.

For wider access to library materials both in the library and on the website, parents can make sure their child has a library card.

When considering buying a television set for a child's room, parents might consider the fact that children who have a set in their room tend to read less than their peers.

Computer use at home does not seem to interfere with library use or reading.

Children's reading interests should be honoured and their preferences taken into account in choosing and encouraging reading.



Hamilton Public Library

Attachment #5.2

Date: October 13, 2005
To: Chair and Members of the Board
c.c. Ken Roberts, Chief Librarian
From: William Guise, Director, Finance and Facilities
Hamilton Public Library
Subject: **2006 Draft Operating Budget with Estimated Actuals for 2005**

RECOMMENDATION:

That the 2006 Draft Operating Budget showing \$965,900 or 4.3% increase in the contribution from the City of Hamilton over the 2005 City contribution of \$22,447,280 be approved for submission to the City of Hamilton.

BACKGROUND:

Except for any additional changes in cost allocations from the City of Hamilton, the proposed draft operating budget for 2006 requests a 4.3% increase in the municipal contribution. Analysis of the factors driving the increase is attached. The main components driving the budget up are

- inflationary increase to salaries, wages and benefits
- increase in library material budget to meet increase demand and costs
- increase in cost allocations from the City for vehicle, facility and insurance costs

Offsetting some of the pressure of increase in cost is the anticipated increase in fine revenue in 2006 based on projected estimates for 2005.

As part of the budget submission, estimated projections are included for the 2005 operating budget. Included in the projections, based on August 31, 2004 actuals, is an anticipated surplus of approximately \$400,000 which would be transferred Library reserves.

CITY OF HAMILTON

2006 OPERATING BUDGET

By Cost Category

Attachment #5.2

DEPARTMENT: Library

	2004 Historical Actual	2005 Approved Budget	2005 Restated Budget	2005 Projected Actual	2006 Base Budget	Program Changes	2006 Requested Budget	2006 Requested/ 2005 Restated Change	
								\$	%
Employee Related Costs	15,580,601	17,066,380	17,158,340	16,684,330	17,914,780	-	17,914,780	756,440	4.4%
Materials and Supplies	3,349,135	3,141,760	3,109,300	3,623,360	3,309,300	-	3,309,300	200,000	6.4%
Vehicle Expenses	937	1,170	1,170	840	1,170	-	1,170	-	0.0%
Buildings and Grounds	579,073	477,060	477,060	409,650	477,060	-	477,060	-	0.0%
Consulting	18,554	-	-	-	-	-	-	-	0.0%
Contractual	623,361	774,390	573,230	537,800	573,230	-	573,230	-	0.0%
Reserves / Recoveries	881,690	16,610	16,610	551,920	24,910	-	24,910	8,300	50.0%
Cost Allocations	2,703,396	2,790,790	2,993,230	3,043,980	3,058,390	-	3,058,390	65,160	2.2%
Financial	11,009	32,120	32,120	53,360	32,120	-	32,120	-	0.0%
Capital Financing	105,710	-	-	92,190	-	-	-	-	0.0%
TOTAL EXPENDITURES	23,853,466	24,300,280	24,361,060	24,997,430	25,390,960	-	25,390,960	1,029,900	4.2%
Fees and General	(708,344)	(578,370)	(578,370)	(719,290)	(642,370)	-	(642,370)	(64,000)	(11.1%)
Grants and Subsidies	(1,435,513)	(1,275,910)	(1,335,410)	(1,345,030)	(1,335,410)	-	(1,335,410)	-	0.0%
Reserves / Capital Recoveries	(40,934)	-	-	(487,110)	-	-	-	-	0.0%
TOTAL REVENUES	(2,184,791)	(1,854,280)	(1,913,780)	(2,551,430)	(1,977,780)	-	(1,977,780)	(64,000)	(3.3%)
NET LEVY	21,668,675	22,446,000	22,447,280	22,446,000	23,413,180	-	23,413,180	965,900	4.3%

CITY OF HAMILTON
2006 OPERATING BUDGET
Analysis of Significant Cost Category Increases

Cost Category	From Preceding Cost Object Summary Page: Change 2006/2005		Related Subsidy/R revenue	Net Impact	EXPLANATION
	\$	%			
<u>Employee Related</u>					
Salaries and Wages	428,990	2.5%		428,990	Inflationary increases on salaries & wages and resulting increases in benefits
Benefits	29,610	0.2%		29,610	Changes in EI, CPP, Medical Dental and Group Life rates
Long term Disability	28,070	0.2%		28,070	Increase in premiums
OMERS	69,090	0.4%		69,090	Rate increase
Job Evaluations	51,950	0.3%		51,950	Non Union job evaluation
Reclassifications	25,240	0.1%		25,240	Reclassification of positions
Reorganization	91,490	0.5%		91,490	Reorganization resulting in net addition of 2.9 FTE
Grant	<u>32,000</u>	<u>0.2%</u>		<u>32,000</u>	Non recoverable portion of grant program
	756,440	4.4%		756,440	
<u>Materials and Supplies</u>					
Library Materials	200,000	6.4%		200,000	To cover increased demand and cost of library material
<u>Reserves/Recoveries</u>					
Cost recovery	8,300	50.0%		8,300	Mohawk/McMaster Centre occupancy is terminated
<u>Cost Allocations</u>					
Vehicles	5,030	0.2%		5,030	Vehicle cost allocated from City
Insurance	11,320	0.4%		11,320	Liability Insurance allocated from City
Facilities	<u>48,810</u>	<u>1.6%</u>		<u>48,810</u>	Facility cost allocated from City
	65,160	2.2%		65,160	
<u>Revenue</u>					
Fees and General					
Fine revenue	(64,000)	11.1%		(64,000)	Increase of Fine revenue based on projected estimates for 2005

Chief Librarian's Report October 2005

Youth Summer Reading Programs

2005 was another great year for summer reading. The "Blast-off" theme captured the imagination of participants of all ages. Despite the record heat and a number of program changes to accommodate our sponsors, 10,341 young people joined our summer reading programs (Storybook Club, Summer Readers and Teen Reading). 642 children participated in Tackle A Good Book (Reading Buddies and Enjoy Summer Learning) sponsored by the Hamilton Tigercats and Scotiabank. Altogether, Hamilton children and teens read and reported on over 84,000 books. 55.7% of the participants were girls and 44.2% were boys. Over 4,570 boys joined one of the reading clubs (an increase of 3.6% from 2004). Girls made up a higher percentage of participants in all programs with the exception of Reading Buddies. The summer reading programs were promoted in visits to 160 schools and other agencies. A SRC Kick-off party was held at the Central Library-Rooftop Patio and featured puppet shows, face painting, clowns, magic, prizes and musical entertainment. Over 300 additional supporting programs and events were offered across the City and were attended by 12,000 children.

Adult Summer Reading Programs

An Adult Summer Reading Club for adults 18 years and up was started in the summer of 2005. The Club coincided with the Children's clubs and the Teen Club. A Summer Reading Club, for any age, is a terrific marketing tool for the Library. The Adult Summer Reading Club of 2005 was a considerable success, even in its first year. It proved to be a great bridge for Teens to enter into an Adult club, the age starting at 18. It allowed parents who were bringing their children in for the various youth reading clubs to participate in one of their own.

Fall Book Sale

The Fall booksale generated \$29,577 in gross income and \$15,770 in income for the library. This is down from \$17,594 in income in 2004.

Facilities Master Plan Issues

Greenville/Dundas

The Board Chair and I met with Councillor Samson of Dundas in order to discuss Greenville/Dundas opportunities with him. He supports the concept of holding a public meeting in Greenville and a public meeting in Dundas in order to ask for the thoughts of local residents. We will be setting up two local meetings.

Ancaster

I will probably have more information by the time of the Board meeting. I met with Councillor Ferguson the day after the September Board meeting in order to convey the Board's motion. We had a good discussion and I think there is agreement. I will be having another meeting with Councillor Ferguson before the Board meeting and hope to learn more about the status of the overall project. We met with the architect, and with representatives from the other services currently using the building. We are all quite pleased with the draft plans. I did mention that the Library Board would want to schedule a public meeting fairly soon.

West Flamborough

Again, we may have moiré information by the Board meeting. It appears that environmental issues might delay any construction start for up to four years on the Joe Sams site. We will have to review our plans for West Flamborough since the branches in this area of the city are not in good physical condition and are not large enough to support the growing population.

Education Policy

The current Education Policy expires this December 31st. We do plan to recommend a new Education/Tuition Policy before the end of the year.

Northern Exposure to Leadership

I was again a mentor at the Northern Exposure to Leadership (NEL) program in Yoho National Park (late September and early October). It was a privilege to be there and to participate. The participants are all fairly recent library school graduates with hopes of taking leadership responsibilities. It is a passion-based leadership program, which is quite unusual. One of the participants is a librarian at McMaster University. She and I will jointly conduct information sessions on "what we learned" to McMaster librarians and to HPL librarians. I was pleased to see that the new HPL librarians easily meet the quality standards required for NEL participation.

Holds

We raised the issue of Holds at the September meeting. Several Board members suggested that this will have to be a strategic priority for the library system in 2006. I learned some good processes to help library managers to focus on the problem and on potential solutions while at NEL. As a result, we are holding an internal "summit" with most managers to discuss the issue in early November. Daphne Wood and I will facilitate the discussion, using NEL techniques.

Canada Day Holiday weekend

Canada Day falls on a Saturday in 2006. The library will, of course, close for the day. Since most staff do not work on Saturdays, this presents a problem. The City of Hamilton will close Monday, July 3rd in lieu of the Saturday holiday (as well as Saturday). We don't want to close all branches on July 3rd since, for some locations, this will create a four day closure. Instead, branches that are normally closed on Friday will be closed on Friday and Saturday but open Monday. Branches normally closed on Mondays will be open on Friday but closed on Saturday and Monday. The Central Library, which is open on both the Friday and the Monday, will follow the city example and close on Monday.

Security

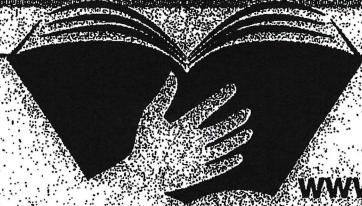
For the past few years, the library system has endured more security issues during cold weather months. We are trying to anticipate security issues. I think that we have improved our ability to handle these issues each and every year but the nature of the problems has also increased in intensity.

Central Library 25th Anniversary

The week of the Board meeting is the 25th anniversary of the Central Library. I have attached the Spectator advertisement on the celebrations taking place.

Response to Internal Control Findings (Audit)

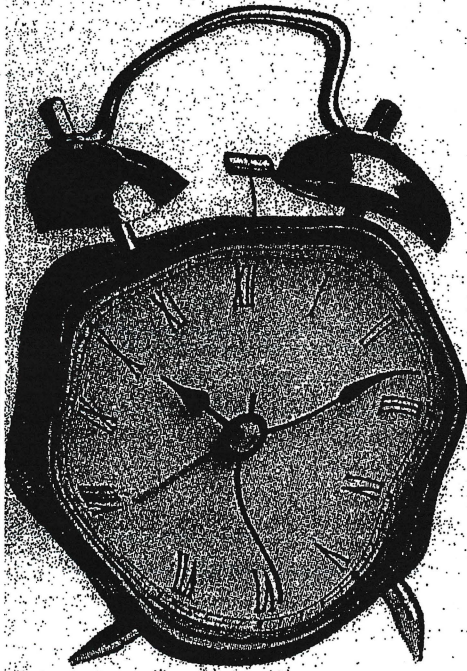
We had expected to have a recommendation for this month's Board meeting but will not be ready until November.



www.hpl.ca

Hamilton Celebrates the 25th Anniversary of the Central Library

Live music, art, poetry, award-winning teen authors, exhibits and a literary gala... all this, and more, at the Central Library. Join us for free events during Ontario Public Library Week (October 17 to 23) and throughout the month. Discover what your library has in store for you! For event details, visit www.hpl.ca

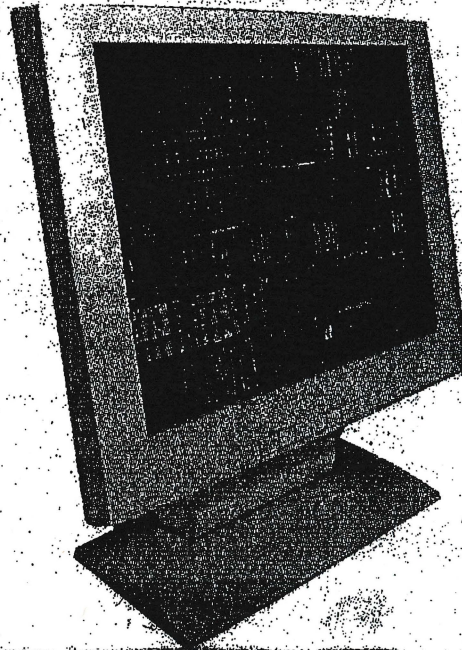


Time flies at 55 York Boulevard.

Travel back to Hamilton in the year 1980 with The History of the Central Library. Memorabilia on display in the Special Collections Department, 3rd floor, Central Library, October 17-22.

So You Want to Start a Book Club!

Join us if you are interested in starting or improving your book club. Learn how to set up your club, choose good books, read for discussion and how to be a great discussion leader, find book reviews and information about the author. To register, call 905-546-3921. October 18, 7:00 p.m., Terryberry Branch.





A Literary Gala with Canadian Author, Jay Ingram

In partnership with Bryan Prince Bookseller, the Hamilton Public Library welcomes you to the 25th anniversary of the Central Library to hear our special guest, celebrated science broadcaster and writer, Jay Ingram. As co-host of television's first daily science news magazine, *Daily Planet*, Jay Ingram has earned two ACTRA Awards and has written eight books, three of them winners of Canadian Science Writers' Awards. When not hosting *Jay's Journal*, he writes a weekly science column for the Toronto Star. Opening remarks from Chief Librarian Ken Roberts. Reception to follow, featuring live jazz. **October 22, 7:30 p.m., Hamilton-Wentworth Room, Central Library. Call 905-546-3280 to reserve your free seat. Maximum six per person.**

Inspiration: Art Installation

A work of art in three dimensions based on a quotation by internationally acclaimed author Jorge Luis Borges. Inspiration will showcase concepts of what a library is. "I have always imagined paradise to be a kind of library." Installation by Moran & Lisson. **October 1-31, Jackson Square (near Denningers).**

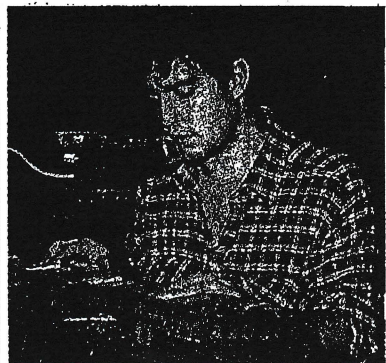
Free Noon Hour Concerts at the Central Library

Duet Club Chorus

The Duet Club Chorus was formed at the turn of the last century, making this one of the oldest in the British Empire. Enjoy new and favourite tunes performed by the Duet Club Chorus under the direction of Marguerite Couldridge. **October 17, noon, Hamilton Room, Central Library.**

Hamilton All Star Jazz Band Combo

Formed in 1984 by lifelong Hamilton resident Russ Weil, Hamilton All Star Jazz Band Inc. has developed into one of the premier amateur big band organizations in Canada. This small combo provides an intimate introduction to the jazz genre. **October 17, 1:00 p.m., Hamilton Room, Central Library.**



Bob Wiseman

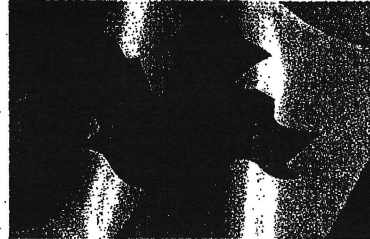
This special concert will feature original Blue Rodeo keyboardist and independent recording artist Bob Wiseman. He's funky, irreverent and has played with the Barenaked Ladies. **October 18, noon, Hamilton Room, Central Library.**

Anytime, Anywhere!

A perfect club for busy readers. Visit www.hpl.ca (see Readers' Café). Each month, we select a book and provide a brief description for club members. The online discussion starts at the first of every month. Library staff will moderate the discussion and post upcoming books in advance. Enjoy great books, post your thoughts for others to read and recommend future books for the club. It's fun, it's free, and it starts October 21.

Story & Drumming Circle for the Young (and Young at Heart)

Join us for a fun-filled hour of drumming and community storytelling. We are going to make some noise in both the morning and afternoon. (Weather permitting, we may move out to the patio over Jackson Square Mall during the lunch hour.) **October 19, 10:00 a.m., 12:30 p.m. and 2:00 p.m., Hamilton Room, Central Library. Contributors: Central Children's Department and Drummer Dean Gagnon of Rhythm Factory.**



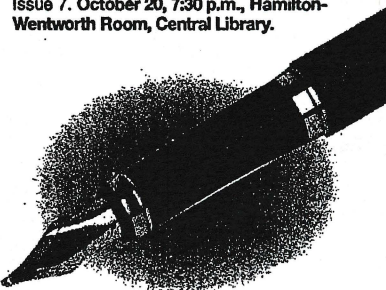
Now Showing at the Central Library (Free Film at Noon)

Growing Up Canadian:

Twentieth Century Canadians witnessed innovations in communication and entertainment, they recall the first time they saw a telephone, a movie, television and the computer. Canadians of all ages talk about books, radio and TV programs, music and movies they loved as children. Co-sponsored by the National Film Board. **October 20, noon, Hamilton Room, Central Library.**

Hammered Out Poetry Prize and Launch

Hammered Out, Hamilton's New Independent Literary Journal, produced by Peter Street Publishing and edited by Frances Ward. Hamilton Celebrates Poetry with the presentation of the Silver Hammer prize during Central Library's silver anniversary. This event will also launch Issue 7. **October 20, 7:30 p.m., Hamilton-Wentworth Room, Central Library.**



Power of the Pen Awards Evening

The Hamilton Public Library and The Hamilton Spectator present the 11th Annual Power of the Pen Awards Evening. The stars of the evening will be teen authors and poets who will read a selection from their winning entries. Mayor Larry Di Ianni will be the keynote speaker. Join us for this special evening and help us celebrate the young writers in our community. Light refreshments and door prizes provided. **October 21, 7:00 p.m., Hamilton-Wentworth Room, Central Library. Contributors: Bryan Prince Bookseller, Canada Post Heritage Club, Hamilton Association for the Advancement of Literature, Science and Art, Little Caesars and Starbucks Coffee Company.**



DATE: October 14, 2005
REPORT TO: Chair and Members of the Board
C.C.: Ken Roberts, Chief Librarian
FROM: Karen Hartog, Administrative Assistant
SUBJECT: Hamilton Gallery of Distinction

RECOMMENDATION:

THAT THE HAMILTON PUBLIC LIBRARY BOARD AUTHORIZE THE PURCHASE OF TEN TICKETS (TABLE) FOR THE HAMILTON GALLERY OF DISTINCTION DINNER BEING HELD WEDNESDAY, NOVEMBER 9, 2005 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 2005 are: Michael DeGroot, Mary Lou Dingle, Dr. Lorne Finkelstein, Margaret and Charles Juravinski, Karen Kain and John Pelech.

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



DATE: October 14, 2005

REPORT TO: Chair and Members of the Board

C.C.: Ken Roberts, Chief Librarian

FROM: Kit Darling, Director of Information Technology and Bibliographic Services

SUBJECT: Management Decision Support/Reporting Package

RECOMMENDATION:

That \$37,600 be allocated from the Reserve for Library Major Capital Projects (Dept-ID 106008) for the acquisition of an application to generate reports showing key library metrics.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

There are adequate funds in the Reserve to cover this purchase. The annual maintenance costs will be funded from existing budgets.

RELATION TO HAMILTON PUBLIC LIBRARY BOARD MISSION, VISION, VALUES AND STRATEGIC PRIORITIES:

Access to a rich, flexible store of data enables staff and Library Board members to make informed decisions that support all three strategic priorities: ***Strengthen communities; Support diverse needs; Continue to develop and energize our organization.***

BACKGROUND:

Good management decisions require access to good data that is delivered in a format that meets the immediate requirements of the situation. This requires a system that can deliver the rich store of data available from Horizon to the person who needs it and that allows the data to be manipulated to meet the immediate need. We have been searching for a solution that will enable us to deliver the data required from the Horizon system to support planning, for collection management and reporting, the daily operational reports and performance and comparative data required while reducing the amount of time required from Electronic Services staff to



generate and post the reports. We are also concerned that the impact on the Horizon server needs to be minimized to ensure that our daily operations are not jeopardized. Dynix has a partnership with a 3rd party vendor for a product called Web Reporter that meets all of our requirements. Originally developed for the retail market, Dynix has tailored this add-on module to meet the needs expressed by the library market. It comes with over 140 standard reports, including reports for circulation, acquisitions budget, serial collections, and collection development statistics. These standard reports can be easily modified and saved for future use. Staff can subscribe to specific reports that are scheduled to run in off hours and delivered to an email box or to a web folder.

It also provides a wizard for creating new, custom, or ad hoc reports and extensive graphics and charting capabilities.

Staff can access the reports using a web browser – and access the reports that they most need to do their jobs when they need them.

Dynix modular approach to an integrated library system enables the company to keep the cost of the base system low relative to other vendors and allows libraries to build the system that meets their operational requirements. The initial cost is a one-time investment. Annual maintenance fees ensure that there is ongoing vendor support and upgrading.