

**HAMILTON PUBLIC LIBRARY BOARD  
Inaugural and Regular Meeting**

**Wednesday, February 20, 2002  
Board Room  
5:30 p.m. Dinner  
6:00 p.m. Meeting**

**MINUTES**

**PRESENT:** Anne Gravereaux, Mavis Adams, Glen Whitwell, Peter Rogers, Dawna Petsche-Wark, Chris McLaughlin, Joyce Brown, George Geczy, Doreen Horbach, Anita Culley, Councilor Caplan, Mac Carson

**REGRETS:** Maureen McKeating, Councilor Jackson

**STAFF:** Ken Roberts, William Guise, Helen Benoit, Kit Darling, Beth Hovius, Karen Hartog, Eileen Thoms

**1. DISCUSSION PERIOD**

1.1 Presentation Regarding Picton Branch

Representatives from the North End Neighbourhood Association and the Central and North End West Neighbourhood Association stated to the Library Board their concerns regarding the reduction of hours and the possible move to the Bennetto Centre.

**2. ACCEPTANCE OF THE AGENDA**

Add 6.8 Honouring Peter Gzowski

**MOVED** by Ms Adams, seconded by Mr. Geczy,

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

**MOTION CARRIED.**

**3. MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, JANUARY 16, 2002**

**MOVED** by Councilor Caplan, seconded by Mr. Geczy

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MINUTES OF WEDNESDAY, JANUARY 16, 2001 BE ADOPTED AS PRESENTED.**

**MOTION CARRIED.**

**4. BUSINESS ARISING**

4.1 Picton Branch

**MOVED** by Ms Horbach, seconded by Ms Culley,

**THAT THE CURRENT HOURS OF THE PICTON BRANCH BE MAINTAINED THE END OF MAY 2002 (TO BE DISCUSSED AT MAY 15, 2002 MEETING) WHEN THE STAFF REDEPLOYMENT THAT WAS APPROVED BY THE LIBRARY BOARD TAKES PLACE.**

**THAT ADMINISTRATION BE AUTHORIZED TO NEGOTIATE A ONE-YEAR EXTENSION ON THE LEASE FOR THE CURRENT PICON BRANCH.**

**MOTION CARRIED.**

It was suggested

**5. CORRESPONDENCE**

Letter from Michael Ridley, OLA President, dated January 10, 2002

Received for information.

Letter from Ken Roberts to Ms Donna Ellis dated February 4, 2002

Received for information.

Comment from Ms Donna Ellis dated January 9, 2002

Received for information.

Letter from Aida Rudnik dated February 14, 2002

Received for information

**6. NEW BUSINESS**

6.1 2002 Operating Budget

Councilor Caplan updated board members on the latest issues regarding the 2002 budget.

Mr. Guise's report was received for information.

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

**THAT THE HAMILTON PUBLIC LIBRARY BOARD PRESENT A BUDGET REQUESTING A 4.5% INCREASE TO COUNCIL.**

**MOTION CARRIED.**

6.2 Strategic Plan

This item was deferred until the March 22<sup>nd</sup> meeting.

6.3 hplnet Demonstration

Ms Darling provided a demonstration of the library's staff intranet.

6.4 Electronic Board Package Proposal

**MOVED** by Ms Horbach, seconded by Mr. Geczy,

**THAT THE DISTRIBUTION OF THE LIBRARY BOARD PACKAGES BE DISTRIBUTED ELECTRONICALLY FOR A THREE-MONTH TRIAL BASIS AND THAT THE BOARD PACKAGE BE MADE AVAILABLE ON THE LIBRARY'S WEBSITE FOR THE PUBLIC TO ACCESS.**

**MOTION CARRIED.**

6.5 Hours of Operation

**MOVED** by Ms Adams, seconded by Mr. McLaughlin,

**THAT THE CENTRAL BRANCH OF THE HAMILTON PUBLIC LIBRARY OPEN ON MONDAY EVENING UNTIL 9:00 P.M., THE TERRYBERRY BRANCH OPEN MONDAY MORNINGS AT 10:00 A.M. AND THE SHERWOOD BRANCH OPEN THURSDAY MORNINGS AT 10:00 A.M. AFTER LABOUR DAY, 2002.**

**THAT THE SALTFLEET BRANCH OF THE HAMILTON PUBLIC LIBRARY OPEN ON SUNDAYS FROM 1:00 P.M. TO 5:00 P.M. STARTING AFTER LABOUR DAY, 2002, FOLLOWING THE SAME PATTERN FOR SUNDAY HOURS AS THAT CURRENTLY IN PLACE FOR CENTRAL AND TERRYBERRY.**

**MOTION CARRIED.**

6.6 Transfer to Reserve

**MOVED** by Mr. Geczy, seconded by Ms Horbach,

**THAT THE UNEXPENDED 2001 BUDGET FOR ACCOUNT HAMTN 53591-750015 OPERATING EQUIPMENT BE TRANSFERRED TO THE HAMILTON PUBLIC LIBRARY BOARD'S "LIBRARY GENERAL DEVELOPMENT" RESERVE (DEPTID 106007).**

**MOTION CARRIED.**

6.7 Budget Exception Report

Received for information.

6.8 Learning Centre

Board Members discussed various ideas that the Hamilton Public Library could honour Peter Gzowski. This item was deferred until the March 20<sup>th</sup> meeting.

**7. PRIVATE AND CONFIDENTIAL**

**MOVED** by Ms Adams, seconded by Ms Brown,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MOVE IN-CAMERA TO DISCUSS THE CHIEF LIBRARIAN'S CONTRACT.**

**CARRIED.**



**7.1 Chief Librarian's Contract**

**MOVED** by Ms Horbach, seconded by Mr. Geczy

**THAT THE HAMILTON PUBLIC LIBRARY AMEND THE CHIEF LIBRARIAN'S CONTRACT AS RECOMMENDED BY THE AD HOC CONTRACT COMMITTEE.**

**MOTION CARRIED.**

**MOVED** by Ms Adams, seconded by Ms Brown,

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

**MOTION CARRIED.**

**8. DATE OF NEXT MEETING**

Wednesday, March 20, 2002

5:30 p.m. Dinner

6:00 p.m. Meeting

**9. ADJOURNMENT**

**MOVED** by Ms Brown,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, FEBRUARY 20, 2002 BE ADJOURNED.**

**MOTION CARRIED.**

The meeting was adjourned at 845 p.m.

Minutes recorded by Karen Hartog.

**To:** Peter Rogers, Hamilton Public Library Board Chair

**From:** Ken Roberts, Chief Librarian

**C.C.** Library Board Members

**Date:** March 15, 2002

**RE: Strategic Plan**

I have taken many of the suggestions from the Saturday strategic planning session and incorporated them into a first draft of a board strategic plan. I took, from that session, that there is a desire to emphasize three components – unification, sustainability, and access to services. There is also a desire to avoid detailed descriptions of specific elements and, instead, to highlight the larger picture. The more detailed elements that we distributed would appear as a workflow/operational chart for administration.

I heard, as well, that there is a desire to include monthly reports on various topics and that the reports should include the components that are listed.

At this point, I am submitting a draft and asking what other elements/changes you would like to see so that we can begin complying a final strategic plan.

**To:** Peter Rogers, Hamilton Public Library Board Chair  
**From:** Ken Roberts, Chief Librarian  
**C.C.** Library Board Members  
**Date:** March 14, 2002  
**RE:** Mission/Values

### **Recommendation**

*That The Hamilton Public Library Board adopt its provisional Mission and Value Statements.*

### **Background**

The Hamilton Public Library Board passed Mission and Value statements at its meeting in January but made them provisional, pending the Saturday strategic planning session. It was felt that the Saturday session might cause issues to arise that would lead to changes in the Mission or Values.

As mentioned at the Saturday session, our branch and Central Library managers did make two suggested changes. They feel that the term "warm and welcoming" is redundant and suggest editing it down to "welcoming". They also suggest that the cut line under "Accountability" be amended to read "We offer vital library services to our community in order to enrich people's lives."

### **Provisional 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.

### **Provisional Values**

We believe in . . .

#### ***Intellectual Freedom***

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

#### ***Inclusiveness***

- We work with our diverse communities to encourage library use.

#### ***Innovation***

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

#### ***Respect***

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

#### ***Accountability***

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

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** March 14, 2002

**REPORT TO:** Chair and Members, Hamilton Public Library Board

**FROM:** William Guise, Business Administrator  
Business Office

**SUBJECT:** Draft Operating Budget for 2002

**RECOMMENDATION:**

That the current revision of the 2002 Preliminary Operating Budget for the Hamilton Public Library Board be received for information.

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William Guise, Business Administrator  
Business Office

**BACKGROUND:**

Attached are the following documents

- 2002 Preliminary Operating Budget
- Explanation of Changes
- Draft 2002 Operating Budget Grouped by Service Area

The attached 2002 Preliminary Operating Budget for the Hamilton Public Library Board is an updated revised draft of the budget for 2002. The Preliminary Operating Budget, which is based on a "maintenance budget", shows an increase in the Municipal Contribution of \$896,100 or an increase of 4.6% over the approved adjusted budget for 2001. The major increases in the proposed Municipal Contribution are outlined in the attached "Explanations of Changes".

The Draft 2002 Operating Budget Grouped by Service Area compares the 2002 draft operating budget to the 2001 Operating Budget by service area.

c.c. Ken Roberts, Chief Librarian

# MEMO

**To:** Peter Rogers, Hamilton Public Library Board Chair  
**From:** Chris McLaughlin  
**Cc:** Library Board Members  
**Date:** March 13, 2002  
**Re:** Peter Gzowski: an update

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**Recommendation:**

That the Hamilton Public Library Board install in the fourth floor literacy area an enlarged, framed copy of the poster which was placed in each branch following the death of Peter Gzowski, and that an inscription read "The Hamilton Public Library acknowledges the contribution of Peter Gzowski (1934–2002) to Canadian literature and the cause of literacy."

**Background:**

At our last meeting it was agreed that the Board would delay a decision regarding a possible tribute to Peter Gzowski of some kind. It was agreed that Beth and I would try to find and suggest a method of doing so more suitable to the Hamilton Public Library.

As I had hoped, productive discussion was generated by the previous proposal regarding naming the fourth floor literacy area after Mr. Gzowski. However, this would prove to be inappropriate for a number of reasons. Not the least of which is a lack of space for naming opportunities with financial attachments—of which this would have none—and a lack of policy regarding room namings without financial attachments.

And, although he once hosted Morningside from the Hamilton Farmers' Market, he had no known direct influence on the Hamilton Public Library. It may therefore be more appropriate that any such opportunities be left open for persons who have made a more direct, local, or significant contribution to the Hamilton Public Library.

Additionally, there was the issue of money that his invitational golf tournaments raised in fact detracting from local literacy programs. Regardless, it can perhaps be agreed that he continually championed lesser-known Canadian authors and artists, and thereby promoted the reading and writing of the printed word, and for that it may be appropriate for the Hamilton Public Library to pay him a tribute, albeit more modest than originally suggested.





LOCAL 932

CANADIAN UNION OF PUBLIC EMPLOYEES  
SYNDICAT CANADIEN DE LA FONCTION PUBLIQUE

A. Taylor

President - Président

J. Fletcher

Recording Secretary - Secrétaire Archiviste

13 February 2002

Michael Ridley (Past President)  
Ontario Library Association  
100 Lombard Street, Suite #303  
Toronto, Ontario, M5C 1M3

Dear Mr. Ridley:

We are writing to you about the recent "President's Award for Excellence in Amalgamation" given to Hamilton Public Library and to two other libraries.

You state that the award was for "effective leadership and teamwork that has met the challenges of integrating and advancing library programs and services in newly amalgamated communities." The write-up on the OLA website also indicated that the libraries which got the awards had actually "improved programs and services."

Since the Dundas, Hamilton and Wentworth library systems' amalgamation is far from complete (and is in fact being challenged in several ways by our Union,) we think that this award is at best, premature and, in fact could be seen as a mockery in terms of what is happening to library service and staff. We do not yet know how the proposed cuts in hours, staffing levels, collection development staff and re-organized services will impact on library services in Hamilton. It is our expectation and our fear that our service will deteriorate.

We do not yet know how many of the approximately 300 workers will lose their jobs, we do know that perhaps as many as half or more will be forced into other jobs through the restructuring process. The imposition of extra credentials of dubious necessity has caused great dislocation and hardship especially for long time workers who have in fact been the very foundation of Hamilton's excellent public library service for many years.

Although there will be new jobs created for the amalgamated library system, too many of these jobs are part-time. Part-time work will not allow sufficient income for people who were full-time before redeployment to continue to support their families. In addition, many of the new jobs also require credentials that many of the approximately sixty redundant employees do not possess. The Library's commitment to pay tuition for a limited number of staff rings hollow given that many of our redundant members are near to or over 50 years old, have family commitments including children, grandchildren and aging parents, and have already proved themselves excellent public service employees. These workers, even if they did take the courses required, would often gain the credential just in time for their retirement.

The increasing levels of fear, anxiety, stress and illness are apparent to us. Living and working under this impending restructuring for more than the past year has hardly been an "excellent" experience for our members or for the public.

Yours truly,

Arthur Taylor, President on behalf of the Executive Committee  
Canadian Union of Public Employees Local 932

Cc: Stephen Abrams -- President 2002, Ontario Library Association  
Ms. Liz Kerr, President Elect 2002, Ontario Library Association  
Editor, Access, OLA Publication  
Hamilton Public Library Board  
Canadian Union of Public Employees Local 503 [Ottawa Public Library]  
Canadian Union of Public Employees Local 416 [Toronto Public Library]





epixtech, inc.  
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Waterloo, ON, N2J 4M1  
Tel: 800.288.8030  
Fax: 519.747.4262

February 15, 2002

Ken Roberts  
CEO  
Hamilton Public Library  
55 York Boulevard  
P.O. Box 2700, Station A  
Hamilton, ON L8N 4E4

Dear Ken,

On behalf of epixtech, I would like to congratulate you/your library on receiving the OLA President's Award for Exceptional Achievement as presented by OLA President Michael Ridley. The public recognition as an Amalgamation Super Hero is well deserved and you can be justifiably proud of this achievement.

As your library automation vendor, we are very aware of the efforts of you and your staff. The OLA President's Award for Exceptional Achievement is acknowledgement of the extraordinary job you accomplished in amalgamating the Hamilton Public Library and the superhuman effort required to not only meet the challenge but actually improve programs and services. The staff at epixtech heartily concurs and we wish to extend our congratulations in meeting the amalgamation challenge and exceeding all expectations in creating a merged library operation.

We want to thank you for being able to participate in this exciting project and look forward in continuing our partnership with Hamilton Public Library. Your outstanding efforts are an inspiration to other libraries and are indicative of your unwavering commitment to better serve your patrons.

Cordially,

Steve Donoghue  
Canadian Sales & Marketing Manager  
epixtech, inc.





## Hamilton Public Library

*Growing minds.  
Growing community.*

February 20, 2002

Arthur Taylor,  
President, on behalf of the Executive Committee,  
Canadian Union of Public Employees Local 932

Dear Mr. Taylor

I am writing to let you know that I have seen a copy of your letter to Liz Kerr and to Michael Ridley regarding the fact that the Hamilton Public Library was a recipient of OLA highest honor, the President's Award for Exceptional Achievement.

It is apparent that no CUPE executive member was present at the awards presentation. If you had attended, you would have heard both the President of OLA and the Chief Librarian of the Hamilton Public Library lament the hardship that amalgamation inevitably creates. You would have heard that the award, for which libraries cannot apply, was given for the courage and professionalism that the boards, management, and all staff of the recipient libraries have shown. It is, perhaps, comparable to the fact that on November 11<sup>th</sup> we do not glorify war but we do remember that some of those in our midst have endured incredible difficulties. As the President of the Ontario Library Association stated, OLA needed to acknowledge that libraries undergoing amalgamation are facing exceptional challenges. It was clear, both from Mr. Ridley and from Mr. Roberts, that CUPE members are included in this umbrella.

As the Chair of the Hamilton Public Library Board I find many of your comments astonishing. The bumping process that will cause so many Hamilton Public Library staff members to move to different positions is something that CUPE brought to the bargaining process, not the Library Board nor administration. The Education Policy is viewed by other library systems as a remarkably fair document. The swift implementation of wage parity means that some workers, who had been seriously underpaid, will be fairly compensated for their work. We are trying to address staff safety issues. The library has received kudos from our public and from the city about last year's Summer Reading Program, the provision of consistent children's programming across the new city, remote access to electronic services, and the unified catalogue.



I appreciate and respect the fact that amalgamation itself causes fear, anxiety and stress. It is true that the unified library system has to find internal resources to address safety and wage parity concerns and that this will have an effect on the number of staff we employ. These are the situations that create hardship. The Hamilton Public Library Board is doing all it can to reduce the impact of these very real anxieties. We are trying to let staff know, as quickly as possible, where they will work and what they will be paid. It is these efforts, in the face of obvious obstacles, that resulted in OLA's generous recognition. As a long time member of the former Hamilton Public Library Board and now as a member of this organization's first board, I am personally quite proud that OLA has seen fit to recognize the courage and integrity of all our staff.

Yours,



Peter Rogers,  
Chair, Hamilton Public Library Board

c.c. Stephen Abrams

Mike Ridley

Liz Kerr

Editor, Access

Hamilton Public Library Board

Canadian Union of Public Employees Local 503 (Ottawa Public Library)

Canadian Union of Public Employees Local 416 (Toronto Public Library)





Industry Canada Industrie Canada

<http://www.ic.gc.ca>

Mr. Ken Roberts  
Chief Librarian  
Hamilton Public Library  
55 York Boulevard  
P.O. Box 2700  
Hamilton, Ontario  
L8N 4E4

Dear Mr. Roberts:

As the new Associate Assistant Deputy Minister of the Spectrum, Information Technologies and Telecommunications Sector, Industry Canada, it gives me great pleasure to confirm the selection of the Hamilton Public Library as a recipient of the *LibraryNet Best Practices 2001* award. I have recently had the opportunity to meet with some of your colleagues at the annual LibraryNet Advisory Board meeting and I was very impressed by the innovative work being undertaken by public libraries in information and communications technologies.

In addition to providing public access to the information highway, libraries across Canada are using their web sites to deliver services electronically, build community partnerships, support local economic and community development, and create Canadian content that can be disseminated around the world. To recognize these achievements, LibraryNet has reviewed Canadian public library initiatives on the Internet and has selected some of the most innovative applications to showcase in *LibraryNet Best Practices 2001*. These exemplary practices will serve as models for other libraries to emulate.

Libraries are playing a key role in achieving Canada's broad connectivity objectives. Providing public Internet access in libraries ensures that all Canadians have access to the knowledge-based economy and will result in economic and social benefits as Canadians become connected to the rest of the world. By using and integrating technology efficiently, public libraries are helping to make Canada the most connected nation in the world.

—J2

Canada

- 2 -

*LibraryNet Best Practices 2001* can be viewed on the Internet at <http://www.schoolnet.ca/in-rb/>. Should you have any questions concerning *LibraryNet Best Practices 2001*, please do not hesitate to contact Edith Core, LibraryNet Manager, by telephone at (613) 957-6553, or by e-mail at [core.edith@ic.gc.ca](mailto:core.edith@ic.gc.ca).

Once again, please accept my congratulations and best wishes for your library's continued success.

Yours sincerely,



David Fraesen  
Associate Assistant Deputy Minister  
Spectrum, Information Technologies and  
Telecommunications Sector



## **Chief Librarian's Report March, 2002**

It is not my intent to include items that are reported in other places, as part of the regular agenda process. I will use this report to outline several issues that are in progress but do not, at this point, require board motions.

### **Negotiations with Halton public libraries**

The Hamilton Public Library continues to be involved in HWIN (Hamilton-Wentworth Information Network), a consortium composed of the public library, the public school board, the catholic school board, McMaster University, Mohawk College, and the City of Hamilton. Halton has had a similar network called Halinet. We had had one initial conversation with the public libraries in the Halinet system in order to determine if there are areas where Halinet and HWIN can learn from each other and might, in fact, pool their resources and become a single network.

### **The Ontario Digital Library**

The Ontario Digital Library (ODL) proposal is a result of about two years of meetings between librarians representing various "sectors" of the province. I am on the "catalyst" group that is taking the ODL through its initial stages of conception. We have sent a proposal to the provincial government, seeking business case funding. We have extremely good feedback from provincial officials that have seen the document and have high expectations that business plan funding will be approved.

### **Reciprocal Borrowing**

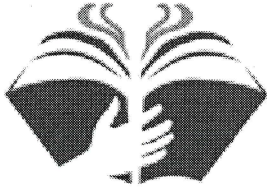
I have had conversations with the chief librarians at Grimsby, Cambridge, Milton and Haldimand about proposed reciprocal borrowing. I owe them a letter outlining the details of the process and have not had a chance to do that letter. It appears that everyone is in agreement. The only problem comes from Cambridge. Cambridge is in the process of changing automated systems and doesn't want to add components to their conversion right now. They would prefer to provide Hamilton residents with Cambridge cards. We would prefer to have one methodology in place for all participating library systems. The Haldimand library system spends more on public libraries than we had initially presumed.

### **LibraryNet Award**

This is the second year in a row that we have received a LibraryNet Award under the Industry Canada Best Practices criteria.

### **OLA Awards Presentation at Council**

The OLA President's Award for Exceptional Achievement was presented to us again, this time by Council. The presentation took place on March 6<sup>th</sup>. Council members had very good things to say about the library system.



# Hamilton Public Library

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## - RECOMMENDATION -

**DATE:** March 5, 2002

**REPORT TO:** Chair and Members, Hamilton Public Library Board

**FROM:** Kit Darling, Electronic Services Coordinator

**SUBJECT:** Computer Booking System

### **RECOMMENDATION:**

That authorization be given to issue a purchase order to Cash Activated Systems Inc. for the acquisition and installation of the CASI SparkNet Resource Booking System in the amount of \$41, 991 including GST of \$2661 and PST of \$320.

### **FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Purchase and installation cost of \$38,000 plus tax. If the CAP Sustainability grant is received, the cost of the project will be covered from the Operating budget. If the CAP Sustainability grant is not received, Staff will identify a source of funding at the Board meeting.

Annual operating cost for Maintenance and Support \$3,338 plus tax

System support is anticipated to require minimal time from Electronic services staff.

There is an anticipated decrease in the requirement for public service staff in booking and monitoring the use of public access computers.

### **BACKGROUND:**

Excluding catalogue access (OPACs), there are 226 microcomputers for public use across the Hamilton Public Library system. In order to ensure reasonable access to these micros and to minimize confrontation, front line staff sign-up users using a paper booking system. At present, the only method to sign up for a computer is in person at the location or by telephone. Patrons must wait in long line-ups when the branch opens or attempt to connect over a busy telephone line. The level of demand is an increasing burden on limited staff resources, and reduces staff ability to provide other public service, such as Information / Reference. Users would benefit from a system that would allow them to use any available micro to book time at a desired location, on a computer with the preferred software. Many users do have Internet access at work or at school, but have no or slow Internet access from home. They would benefit from the ability to book time over the Internet.

Public service staff requested a system that would automatically monitor time used by an individual patron and time-out users (without staff intervention) who reach a system determined threshold. The desired system would also retain information about banned patrons and automatically disallow access across the library system. A system that uses the library card number and borrower PIN was deemed desirable. Systems staff wanted a system that would provide easy central administration and support as well as low annual upgrade and maintenance costs. The ability to gather use reports automatically was also a desired feature, as this data is required for the annual provincial library statistics. There is currently no good way to gather this data.

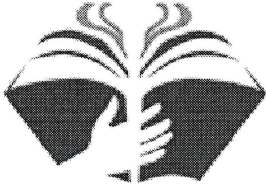
Public Service and Electronic Services staff evaluated three potential systems over the last few months. Selection criteria were developed and the systems evaluated against them. If a system could not meet any mandatory criterion, it was eliminated from consideration.

1. **CASI SparkNet NP800** from Cash Activated Systems Inc. of New Westminster, B.C., met all of the mandatory and most of the important or desired criteria. The system has been installed at West Vancouver, New Westminster and Fraser Valley public library systems. HPL systems staff were impressed by the evident understanding of public library requirements shown by the programming and sales staff.
2. The **PCReservation** system from EnvisionWare, Lawrenceville, Georgia, can only be used to book computers within a branch. Staff and users could not see any available micros across the system. Since we know that our patrons travel from branch to branch, this is a mandatory requirement. This product was removed from consideration. We did do a fast estimate on costs, based on the published price list. Prices are in US dollars, and the estimated total at current exchange rates was almost \$20,000 more than the CASI quote.
3. The **Windsor Public Library Computer Booking System** was developed jointly by the University of Windsor and Windsor Public Library based on open source software. While they would have given it to us at no cost, we currently do not have the in-house staff expertise to re-program the application to meet our needs and to provide ongoing support. The learning curve for the programming support is unpredictable and would take staff resources from other necessary tasks. There is also no clear upgrade or development path from the developer. There would be additional costs for a new security software.

Based on staff evaluation, the CASI SparkNet NP800 system was selected as the most user-friendly and cost-effective option.

c.c. K. Roberts, Chief Librarian





# Hamilton Public Library

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## CITY OF HAMILTON

### - RECOMMENDATION -

**DATE:** March 14, 2002

**REPORT TO:** Chair and Members, Hamilton Public Library Board

**FROM:** William Guise, Business Administrator  
Business Office

**SUBJECT:** Renovations for Stoney Creek/Winona Branch Consolidation

#### **RECOMMENDATION:**

That the draft budget for renovations to space in the former Stoney Creek City Hall to combine the current Stoney Creek Branch Library and Winona Branch Library be approved at \$487,000 to be funded from the Special Gifts Fund and the Library General Development Reserve.

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William Guise, Business Administrator  
Business Office

#### **BACKGROUND:**

As part of the 2001 budget process the Board approved the consolidation of the current Stoney Creek Branch Library and the Winona Branch Library. The proposed location of the consolidated branch is on the first floor of the former Stoney Creek City Hall located at 777 Hwy 8, Stoney Creek. Currently there is a Contact Centre for the City of Hamilton and the Library's Collection Access Management offices located in other space on the first floor. The Planning Department of the City of Hamilton occupies space on other floors of the building.

A draft budget has been developed with the assistance of the Facilities Division of the City of Hamilton. In order to develop the budget, the Facilities Division has used the services of a local architect, Bruce Rankin. The space to be occupied is currently configured as offices and renovations will include removing office walls, some of which are load bearing. As part of developing the budget, Library staff was consulted and a floor layout including furniture, shelving and equipment requirements were established.

Consultant Fees	\$ 45,000
Construction Costs	260,000
Furniture, Finishes	100,000
Moving Charges	10,000
Data/Telephone Costs	6,300
Miscellaneous Costs	7,000
Contingency	34,400
GST	15,000
Project Management	19,000
	<u>\$ 496,700</u>

#### Funding Sources

At the end of December 31, 2001, the Special Gifts Fund has approximately \$500,000 available for disbursement. The Board has already allocated \$250,000 towards renovations to the former CIBC building for the Locke Branch Library. The Library General Development Reserve has a balance of approximately \$658,000 of which Wentworth Libraries contributed \$360,000 and an additional \$46,800 was contributed from the funds allocated in the 2001 operating budget for furniture for the consolidation of the two branches.

In summary, funding available

Special Gifts Fund	\$ 250,000
Library General Development Reserve	
Wentworth Library Contribution	360,000
Furniture allocation	46,800
	<u>\$ 656,800</u>

A capital budget had been submitted to the City for the consolidation of the two branches at an estimated cost of \$234,000. The submission has not yet been approved. If the funding is approved in the coming months, it could be applied against the project.

c.c. Ken Roberts, Chief Librarian

**To:** Peter Rogers, Hamilton Public Library Board Chair

**From:** Ken Roberts, Chief Librarian

**C.C.** Library Board Members

**Date:** March 15, 2002

**RE: Ken Haycock Article on Trends**

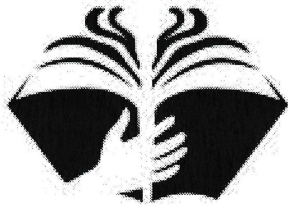
In response to your request, Peter, I have enclosed a copy of the Ken Haycock article from OLA's Access Magazine in this month's board package. The article will appear in the agenda section on Board Development and is intended for board discussion.



**To:** Peter Rogers, Hamilton Public Library Board Chair  
**From:** Ken Roberts, Chief Librarian  
**C.C.** Library Board Members  
**Date:** March 15, 2002

**RE: The Ontario Digital Library**

The Ontario Digital Library is not yet a reality. The concept makes sense. Working with school boards, colleges, universities, and public libraries, we would license the province and create community portals so that local institutions are still the primary service providers. There are significant barriers. One primary barrier for public libraries is that we have more than 300 independent boards. What do we do when some boards refuse to contribute? How would public library representatives on the vendor negotiating team be selected? The proposal has been endorsed by the Ontario Library Association's executive committee and is on various listservs for discussion. I am presenting the proposal to three provincial library groups during the month of March. At this point, the catalyst group is not looking for board level endorsement (there are too many issues that have to be potentially resolved in the business case process) but we are looking for feedback and discussion.



# Hamilton Public Library

*Growing minds.  
Growing community.*

## Memo

**To:** Peter Rogers, Hamilton Public Library Board Chair  
**From:** Ken Roberts, Chief Librarian  
**C.C.** Library Board Members  
**Date:** March 14, 2002

**RE: The Canadian Library Association Annual Conference**

The CLA annual conference is in Halifax this year from June 19<sup>th</sup> – June 22<sup>nd</sup>. Several administration members are part of national organizations that meet at CLA and they will attend. In general, we encourage most staff to attend the Ontario Library Association conference instead of the CLA conference. The OLA conference is oriented more toward the management and operation of libraries and, in the case trustees and governance, the legislation is provincial and the stronger trustee association is provincial. It is, of course, much cheaper for us to send staff to the OLA conference as well. The OLA conference attracted approximately 3,000 delegates this year while CLA is expected to attract approximately 750.

We will include trustee training as part of the training plan to be presented in May. The CLA conference has an early registration discount and the deadline is April 1<sup>st</sup>. We will have sufficient budget for one board member to attend and suggest, if a board member wishes to attend, that this person be approved by the board at the March meeting.