

## **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, February 21, 2007**

**Hamilton Public Library, Board Room**

5:30 p.m. Dinner

6:00 p.m. Meeting

## **AGENDA**

### **1. Discussion Period**

- 1.1 Angus Mowat Award
- 1.2 Ontario Library Association

### **2. Acceptance of the Agenda**

### **3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, January 17, 2007**

**Attachment #3**

### **4. Presentations**

- 4.1 Agreement with Hamilton Wentworth District Catholic School Board

Attachment #4.1

**Suggested Action: Recommendation**

### **5. Consent Items**

- 5.1 Permanent Endowment Fund Request

Attachment #5.1

**Suggested Action: Recommendation**

**6. Business Arising**

6.1 North End Community Health Centre

Attachment #6.1

**Suggested Action: Recommendation**

6.2 Turner Park

Oral Report

**Suggested Action: Receive**

6.3 2007 Operating Budget

Oral Report

**Suggested Action: Receive**

**7. Correspondence**

**8. Reports**

8.1 Chief Librarian's Report

Attachment #8.1

**Suggested Action: Receive**

**9. New Business**

9.1 Health & Safety Policy

Attachment #9.1

**Suggested Action: Recommendation**

9.2 5<sup>th</sup> Floor Renovations

To be distributed at the meeting

**Suggested Action: Recommendation**

9.3 Nominations Committee

Attachment #9.3

**Suggested Action: Receive**

9.4 New Library Board Appointments

Oral Report

**Suggested Action: Receive**

9.5 Fine Policy - Bestseller Express – BH

Attachment #9.5

**Suggested Action: Recommendation**

**10. Private and Confidential**

10.1 Pay Equity/Internal Equity

**11. Date of Next Meeting**

Wednesday, March 21, 2007

**Central Library, Board Room**

5:30 p.m. Dinner

6:00 p.m. Meeting

**12. Adjournment**

**HAMILTON PUBLIC LIBRARY BOARD  
Regular Meeting**

**Wednesday, January 17, 2007**

**Board Room**

**5:30 p.m. Dinner**

**6:30 p.m. Meeting**

**MINUTES**

**PRESENT:** Maureen McKeating, George Geczy, Mavis Adams,  
Santina Moccio, Jennifer Gautrey, Tamara Fernandes,  
Doreen Horbach, Councillor Jackson

**REGRETS:** Joyce Brown, Mac Carson, Councillor Pearson

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

**1. DISCUSSION PERIOD**

- 1.1 Mr. Roberts provided an update regarding Knowledge Ontario. Mr. Geczy has been nominated to be on the Knowledge Ontario Board of Directors.
- 1.2 Mr. Roberts reported that citizens applying to the Library Board will be interviewed on January 31<sup>st</sup>.

**2. ACCEPTANCE OF THE AGENDA**

Add: 6.3 2007 Operating Budget

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

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

**MOTION CARRIED.**

**3. MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF  
WEDNESDAY, DECEMBER 20, 2006**

Ms Fernandes, Ms Brown, Ms Foley and Ms Darling should be recorded as sending "regrets".

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

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MINUTES OF WEDNESDAY, DECEMBER 20, 2006 BE ADOPTED AS AMENDED.**

**MOTION CARRIED.**

**4. PRESENTATIONS**

No presentations.

**5. CONSENT ITEMS**

No consent items.

**6. BUSINESS ARISING**

**6.1 Facilities Master Plan**

**MOVED** by Ms Moccio, seconded by Ms Fernandes,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD APPROVE THE ATTACHED FACILITIES MASTER PLAN FOR THE LIBRARY SYSTEM, AND**

**THAT THE FACILITIES MASTER PLAN BE A LIVING DOCUMENT IN WHICH THE INDIVIDUAL APPROVED ACTIONS CAN BE AMENDED AS PLANS FOR EACH BRANCH ARE DEVELOPED AND APPROVED, AND**

**THAT THE ENTIRE FACILITIES MASTER PLAN, INCLUDING PRINCIPLES AND TRENDS, BE REVIEWED WITHIN FIVE YEARS.**

**MOTION CARRIED.**

**6.2 Turner Park Update**

Mr. Roberts provided an update of the latest developments. Board members requested that this item be standing agenda item.

**6.3 2007 Operating Budget**

Mr. Roberts and Councillor Jackson provided an update regarding the 2007 operating budget. Mr. Roberts indicated that meetings with the Ms McKeating and himself have been set-up with the newly elected Councillors to discuss branches within their ward.



**7. CORRESPONDENCE**

No correspondence.

**8. REPORTS**

**8.1 Chief Librarian's Report**

Received for information.

**8.2 Report from the Audit Committee**

Mr. Geczy provided details from the sub-committee meeting held prior to the Board meeting.

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

**THAT GRANT THORNTON LLP CHARTERED ACCOUNTANTS  
BE CONFIRMED AS EXTERNAL AUDITORS FOR THE  
HAMILTON PUBLIC LIBRARY BOARD, AND**

**THAT THE REPORT TO THE AUDIT COMMITTEE – INITIAL  
COMMUNICATION ON AUDIT PLANNING, PREPARED BY  
GRANT THORNTON LLP CHARTERED ACCOUNTANTS FOR  
THE 2006 AUDIT BE APPROVED.**

**MOTION CARRIED.**

**9. NEW BUSINESS**

**9.1 myhamilton.ca Portal**

Received for information.

**9.2 Ancaster Notes**

Received for information.

**10. PRIVATE AND CONFIDENTIAL**

No confidential items.

**11. DATE OF NEXT MEETING**

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

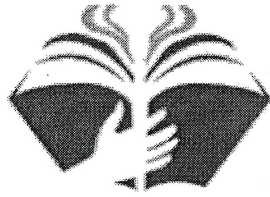
**12. ADJOURNMENT**

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

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF  
WEDNESDAY, JANUARY 17, 2007 BE ADJOURNED.**

The meeting was adjourned at 8:05 p.m.

Minutes recorded by Karen Hartog.



## Hamilton Public Library

**DATE:** February 1, 2007

**REPORT TO:** Chair and Members of the Board

**C.C.:** Ken Roberts, Chief Librarian

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

**SUBJECT:** Partnership Agreement

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**RECOMMENDATION:** That the partnership agreement between the Hamilton Public Library and the Hamilton-Wentworth Catholic District School Board be approved as presented and that the Chair and the Chief Librarian be authorized to sign the agreement on behalf of the Hamilton Public Library Board.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:** Costs covered from existing budgets.

**BACKGROUND:**

Hamilton is recognized for innovation and collaboration. The Hamilton Public Library and the Hamilton-Wentworth Catholic District School Board have co-authored the attached partnership document that specifies objectives, strategies and targets for the provision of collaborative programs and services for young people. Our intent is to advance the shared vision of young people in our community achieving their full potential. The established targets are predicated on using the 2007 – 2008 school - year as the baseline to measure our success in joint projects and initiatives.

We signed a similar partnership agreement with the Hamilton-Wentworth District School Board in June, 2005.

# *Partnership Document*

*The Hamilton Public Library*

*and*

*The Hamilton-Wentworth Catholic District School Board*

## **BACKGROUND**

The Hamilton Public Library (HPL) and the Hamilton-Wentworth Catholic District School Board (HWCDSB) share the vision of students achieving their full potential and further, share the values of respect, innovation and accountability.

The Hamilton-Wentworth Catholic District School Board will partner with high-level community organizations that are capable of providing both financial and in-kind support to its programs and which enhance the quality and effectiveness of education for all learners.

The Hamilton Public Library has as its mission to unite people and ideas in a welcoming environment. The library's staff, collections, and access to global electronic resources help to enrich the lives of individuals. The library champions literacy, access to information and the joy of reading. HPL has added the importance of a partnership with the HWCDSB into its strategic plan.

HWCDSB provides a faith-based Catholic education for 28,000 elementary and secondary students at 60 schools in Hamilton and also serves a population of 17,000 adult learners through its St. Charles Centres. HWCDSB is an internationally recognized leader in inclusive education and serves as a model for the *Each Belongs* philosophy in which each child can strive to achieve his/her full potential academically, intellectually, socially, emotionally and spiritually, regardless of special talents or challenging needs. Integral to HWCDSB's commitment to academic success and development of the full potential of the student as a responsible life-long learner, is the importance of all literacy skills and knowledge – information literacy, critical thinking, media literacy, access to a variety of quality sources and the love of reading.

It is within this context that HWCDSB's partnership with HPL will provide additional support to some of HWCDSB's strategic initiatives which include: addressing gender differences in student achievement; the implementation of a consistent research and inquiry model through the school library program; and, student learning at socially and economically disadvantaged schools.

The Hamilton Public Library is an amalgamated library system serving the new City of Hamilton. Six municipalities and the Region of Hamilton-Wentworth merged through provincial legislation that took effect January, 2001. The new Hamilton Public Library



system serves 520,000 people spread over a large geographic area, more than 1,200 square kilometers. The library provides services through a Central Library, twenty-three branch libraries, two bookmobiles and a Visiting Library Services outreach program. HPL strives to create a positive relationship with children and youth that will increase their awareness and support of the library. The library is committed to providing an effective, efficient, accessible and specialized program of public library service to young people, parents and caregivers of diverse interests and needs in order to promote library use and to create and nurture a lifelong interest in reading and learning. HPL can provide various programs on site and at schools that extend beyond the classroom experience and which complement the educational programs of HWCDSB.

## **KEY FINDINGS**

It has been determined that the two partners will work collaboratively, in a leadership capacity, to support and sustain a partnership program that will positively impact Hamilton students and their families.

A task force will be created to evaluate the effectiveness of our shared strategies and highlight opportunities for continued growth.

## **OBJECTIVES**

1. To increase the number of class visits presented in the public library and in the schools by HPL staff to HWCDSB students during the school year.
2. To heighten awareness of HPL and HWCDSB and their joint commitment to the Hamilton community.
3. To provide a variety of educational enrichment experiences and opportunities to students.
4. To augment resources that support classroom services through HPL's collection development strategies.
5. To increase student participation in core HPL programs such as the Power of the Pen and the Summer Reading Program.
6. To identify opportunities for the support of HWCDSB's Gender Achievement Initiative.

## **STRATEGIES**

Several strategies have been identified which will meet the objectives set out by both HPL and HWCDSB.



### **Get Carded Program**

HWCDSD will promote the benefits of having a library card and will facilitate the distribution of application forms to elementary and secondary students. HWCDSD will also request that all participating schools return the completed application forms to the Manager of Library and Information Services. HPL will arrange to have the cards returned to the school.

### **Class Visit Program**

HWCDSD will actively promote and encourage participation in the HPL Class Visit program on a semi-annual basis with letters to principals and teacher-librarians from the superintendent responsible for libraries. HPL will present an overview of the class visit program early in each school year at the HWCDSD teacher-librarian monthly meetings.

### **Curriculum Material Purchasing**

With input from HWCDSD curriculum personnel and teacher-librarians, HPL will purchase curriculum-related resources for its branches as part of the pathfinder project, CA needs and as outlined in the Position Paper, *Meeting User Needs II: Our Collection Responsibilities*.

### **Forest of Reading**

HWCDSD, through its teacher-librarians, will encourage schools to participate in the Ontario Library Association's Forest of Reading Literacy Initiative. HPL will support involvement in the program by co-hosting with HWCDSD an annual Forest of Reading voting party for participating schools, facilitating the voting process and celebrating literacy through games and author readings.

### **Online Resource Purchasing and Training**

Knowledge Ontario, 'the public face' of the Ontario Digital Library (ODL) is a joint project of public, school, university and college libraries and the provincial government. This project has the potential to have significant impact on the HPL and the HWCDSD and to members of the wider community. Along with the Knowledge Ontario initiative, HPL will provide assistance to HWCDSD in negotiating the best possible prices for license rights to HPL online subscriptions as relevant to curricular needs. As well, HPL will develop in collaboration with HWCDSD, both offline and online presentations for secondary schools regarding the use of these products.

### **School Readiness Program**

HPL will provide an introduction to libraries and early literacy programming for families at participating schools and neighbourhood library branches.

### **Power of the Pen**

HWCDSD will actively promote and encourage student participation in the Power of the Pen Creative Writing Contest. Call for entry information will be distributed to all high school English teachers through the Curriculum Department.

### **Summer Reading**

HWCDSD will assist in the preparation of the summer reading flyer, and distribute it to all elementary students and all secondary schools. HWCDSD will promote and encourage student participation in the Summer Reading Program.

**Curriculum Pathfinder Creation**

HWCDDB will collaborate with HPL in the creation of curriculum pathfinders.

**MELD Project**

HPL will deliver family literacy programs at designated schools and libraries. HWCDDB will encourage participation in the program as well as the use of dual language library materials by newcomer families. Dual language workbooks in 12 languages are available for downloading from the HPL website.

**Hamilton Families Read**

The Hamilton community has celebrated Family Literacy Day since its inception in January of 1999. In 2005, Family Literacy Day was expanded to a week long celebration – Hamilton Families Read - based on the success of the Hamilton Public Library's "One Book One Community" program and in conjunction with the mandates of the Early Literacy Hamilton Committee and the Community Advisory Committee on Early Years. In celebration of Hamilton Families Read, HPL and HWDSB will host visits from children's and young adult authors and illustrators. Both the library and HWCDDB will contribute funds to pay the author/illustrator fees.

**Cardinal Newman High School / Saltfleet Public Library**

HPL and HWCDDB will continue to work together to optimize and improve on the sharing of common facilities at this site.

**Collaboration with Community Educators**

There is a potential for collaboration across the community with HWCDDB, the Hamilton Public Library, HWDSB, McMaster University, Mohawk College, and Redeemer College.

**Gender Achievement**

HPL and HWCDDB will work together to enhance existing strategies to improve literacy levels for all students.

**Partner Recognition**

HPL and HWCDDB will work toward a mutually agreeable partnership statement that will be posted on each partner's websites and will be announced at a partnership launch. Both partners will also establish links to each other's websites. Partnership specific feature articles will be posted on each partner's websites as appropriate.

**EVALUATION**

On a yearly basis the taskforce will evaluate the success of the above programs using the following criteria:

**Get Carded Program**

Both partners will ensure turn around times for the library card registration process will remain consistent and will strive to maintain the current number of students registering for new cards either through the Get Carded program or through online registration.

**Class Visits**

Both partners will aim for a 3% increase in total class visits delivered by HPL staff for each of the next three years and a 5% increase in the number of schools participating in the Class Visit Program for each of the next three years.

**Curriculum Material Purchasing**

HWCDDB and HPL will ensure that there is a minimum of one meeting a year to discuss curriculum purchasing for HPL collections.

**Online Resource Purchasing and Training**

The partners will continue to explore the potential of Knowledge Ontario as well as options for assisting each other with the purchasing of online resources. A schedule of database training sessions for secondary schools will be established, starting with one school in the first year.

**Curriculum Pathfinder Creation**

A minimum of two new pathfinders will be created each year for the next three years. All pathfinders will be posted on the HPL and HWCDDB websites and will be distributed by HWCDDB to all elementary teacher-librarians who will share them with the appropriate teachers at their schools.

**MELD**

The partners will meet to review participation statistics as well as settlement patterns to ensure newcomer families are being served.

**Forest of Reading**

The partners will meet annually to review the program and discuss strategies to increase participation in both the Forest of Reading program and the voting party.

**Hamilton Families Read**

Participation data will be reviewed as well as recommendations from the Hamilton Families Read committee.

**School Readiness Program**

The partners will review participation data as well as recommendations from parents and teachers.

**Summer Reading Program**

HWCDDB will organize the distribution of Summer Reading Program flyers to all elementary students and secondary school libraries on an annual basis. The partners will provide information and link their respective summer literacy and remedial reading programs.

**Power of the Pen**

Partners will work toward a 5% increase in the number of HWCDDB students submitting entries to the contest.

**Partner Recognition**

The links to respective partner websites and the content of those sites will be reviewed and updated on an ongoing basis.



## **PARTNERSHIP TASK FORCE**

### **Members:**

Pat Amos – Superintendent of Education, HWCDSB

Phillip Jeffrey, Manager, Library and Information Services, HWCDSB, **Co-Chair**

Ken Roberts – Chief Librarian, HPL

Helen Benoit – Director Children and Youth Adult Services, HPL, **Co-Chair**

Kit Darling – Director Information Technology and Bibliographic Service, HPL

Daphne Wood – Manager Communication and Community Development, HPL (as needed)

Lita Barrie – Youth Services Librarian, HPL

Helen Kelly – Youth Services Librarian, HPL

Monique Koevoets – Youth Services Librarian, HPL

Debbie Myers – Executive Director, Hamilton-Wentworth Catholic Child Care

Mary Malloni – Principal of Program and Assessment, HWCDSB

Marnie Jadon – Communications Officer, HWCDSB

Domenica Leone – Student Success Leader, HWCDSB

## **RESPONSIBILITIES OF THE TASK FORCE**

- Provide leadership and guidance on the elements and implementation of this partnership. In the schools, this includes, but is not limited to: ensuring a literacy and curriculum focus as well as communication to all staff regarding the partnership.
- Champion this partnership amongst the constituent groups represented.
- Attend scheduled meetings and actively participate in the planning and implementation processes.
- Review the Agreement annually and make adjustments and changes as required as long as the overall intent of the partnership document is not affected.

## **TIME COMMITMENT**

- Yearly meetings for the entire Task Force
- Quarterly meetings or as needed for sub Task Force members
- Ongoing communication via e-mail

*Signed in Hamilton on February 21, 2007*

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*Marcel Castura, Director of Education  
Hamilton-Wentworth Catholic District School Board*

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*Ken Roberts, Chief Librarian  
Hamilton Public Library Board*

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*Patrick Daly, Chair of the Board  
Hamilton-Wentworth Catholic District School Board*

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*Maureen McKeating, Chair of the Board  
Hamilton Public Library Board*



# Hamilton Public Library

**Date:** February 16, 2007

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

**FROM:** Maureen Sawa, Director, Public Services and Community Development

**SUBJECT:** **Bookmobile Funding**

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## **RECOMMENDATION:**

That \$15,000.00 be allocated from the Permanent Endowment trust funds (Deptid 125020) to cover the cost of installation of hydro outlets at the Chedoke Yard and the bookmobile stops of Garth & Garrow and Rifle Range.

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

There are sufficient funds available for distribution from the Permanent Endowment trust fund.

## **BACKGROUND:**

As per the attached proposal, it is clear that customer service and staff working conditions would be greatly improved by the installation of hydro outlets at those remaining bookmobile stops that are still relying on generators for power



Proposal

## Hydro Installation

### Goals:

To install hydro service that can be accessed by the Bookmobiles at: the Chedoke Yard and two neighbourhood stops: Garth & Garrow and Rifle Range.

### Objectives:

- a) To be able to plug in the second vehicle at the Chedoke Yard location where the vehicles are kept during evenings and weekends.
- b) To be able to use hydro at neighbourhood stops rather than relying on generators for power.

### Rationale:

The installation of hydro hookups at all our neighbourhood stops would reduce the necessity for the Bookmobiles to use generators. This would provide more comfortable conditions for staff and patrons as the generators produce fumes, excessive noise and cause vibration of the vehicles. Hydro would therefore be both more environmentally friendly as well as reduce complaints from neighbours about the generators. Hydro hookups would provide a more reliable power source.

Both Rifle Range and Garth & Garrow serve high needs areas and the stops have good circulation averages. The department is committed to the continuation of these stops.

A second hook-up at the Chedoke Yard will allow the second vehicle to be plugged in during nights and weekends. This is particularly necessary in inclement weather. (One hydro hook-up currently exists at the Chedoke Yard.)

### Estimated costs:

Install hydro service at three (3) locations: **\$15,000.00**

Submitted by: Joanne Pedicone, Extension Services Librarian



**DATE:** February 15, 2007

**REPORT TO:** Chair and Members of the Board

**FROM:** Ken Roberts, Chief Librarian

**SUBJECT:** North End Community Health Centre Partnership

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**RECOMMENDATION:**

**THAT THE HAMILTON PUBLIC LIBRARY BOARD DIRECT THE BOARD CHAIR AND THE CHIEF LIBRARIAN TO MEET WITH THE BOARD CHAIR AND THE EXECUTIVE DIRECTOR OF THE NORTH END COMMUNITY HEALTH CENTRE BEFORE THE MARCH BOARD MEETING SO THAT THE BOARD CAN RECEIVE A DETAILED UPDATE ON THE STATUS OF THE PROPOSED PARTNERSHIP**

**BACKGROUND:**

The Board of the North End Community Health Centre approached the Hamilton Public Library Board about a proposed partnership that would allow for the Picton Branch to move to their planned facility adjacent to the Bennetto Recreation Centre. The North End Community Health Centre Board expressed a desire for urgency as the project was scheduled for construction in the Fall, 2006. We have been aware of the reasons for delay but need, now, to know more details about expectations and the status of the partnership.



**DATE:** February 16, 2007

**REPORT TO:** Chair and Members of the Board

**FROM:** Ken Roberts, Chief Librarian

**SUBJECT:** Turner Park

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We expect to have the lease agreements from the City by the February Board meeting.

## **Chief Librarian's Report February, 2007**

### **The Angus Mowat Award for Service Excellence**

The Hamilton Public Library was one of three public library systems to receive the province's Angus Mowat Award for Service Excellence. The award was given to us for the Virtual Library Branch, specifically the fact that the branch is treated, within the organization, as a service branch.

### **CLA President Elect**

The Nominating Committee for the Canadian Library Association has asked if I would be willing to run for the position of President Elect. I accepted the nomination, after speaking with the Board Chair. There is a slate of candidates and anyone else can run if they submit a nomination by February 25<sup>th</sup>.

### **Facilities Master Plan**

The Board's Facilities Master Plan generated a lot of media coverage in the Brabant community newspapers. There was no coverage in the Spectator.

### **Waterdown Coverage**

The Spectator ran an article on the city Capital Budget (Saturday, February 9<sup>th</sup>) that made it appear as if the closure of the Carlisle, Millgrove and Waterdown branches would be an automatic reality, once a new Waterdown branch was constructed. This statement is not in harmony with the Facilities Master Plan although it does reflect the Board's position in its Capital submission. I did write to Councillor McCarthy to assure her that this would be the topic of community consultation.

### **Provincial Library Strategic Development Fund Grant**

The Toronto Public Library received \$35,000 to work in partnership with both the Hamilton and the Kingston-Frontenac public libraries to develop an Ontario Pioneer Bookshelf. Each library partner contributes the in-kind staffing cost. The LSDF fund will cover educational consultant and web development costs, and promotion products and activities.

The purpose of the **Ontario Pioneer Bookshelf** (OPB) is to provide a stimulating online learning experience for Grade 6, 7 and 8 students of Ontario history and their teachers.

The project will showcase a selection of historical books from three partners utilizing Toronto Public Library's interactive Virtual Book turning-the-page application, and will be supported by learning activities designed to inspire the discovery of documentary heritage. The completed digital collection will be accessible on the Internet, including through the Toronto Public Library's Virtual Reference Library and Hamilton Public Library website. You may view a confidential demo at:

<http://ve.tpl.toronto.on.ca/virtualbook/smithlog/>

### **Let's Go! I'm Ready for School Calendar**

Youth Services has worked with the Hamilton-Wentworth Catholic District School Board, the Hamilton-Wentworth District School Board and members of Early Literacy Hamilton on a number of school readiness initiatives. With support from additional community partners, we have produced the Let's Go! I'm Ready for School Calendar. Thousands of copies of the calendars have been printed and will be given to families with children who are starting junior kindergarten, early childhood education or who are new to the



City and have enrolled their children in school. Library services and programs are highlighted throughout the publication and Summer Reading is showcased on the July page. Library contact information is of course included.

### **Certificate of Recognition**

The Hamilton Public Library was honoured with a Certificate of Recognition by the Hamilton-Wentworth District School Board at their January Board Meeting. Our partnership activities were highlighted and Maureen McKeating accepted the certificate on behalf of the Board.

### **Telling Your Stories Contest Winner**

The Federation of Ontario Public Libraries ran a provincial contest seeking submissions from the public about how libraries have positively affected their lives. The winning entry is from a Waterford resident (Brant County) who uses the Hamilton Public Library. Mr. Snow receives a \$1,500 cash prize for his entry. The Hamilton Public Library receives \$250 as the library whose services were the topic of the entry. I have attached Mr. Snow's winning submission.

### **Telling your Stories winning entry Geoffrey Snow – Waterford**

It's all pleasant enough: the wide windows, blonde wood, artful splashes of colour, cheerful staff. Then the clank of IV poles and the beeping of monitors reminds you why you're here in the chemo suite. Life, which once laid choices before you like an effusive shopkeeper, now offers only two: get better or die. The world, which once seemed unbounded, is reduced to home, hospital, and the stretch of highway between.

Illness robbed me of possibility. I had to live in the moment. It's not as much fun as pop psychologists pretend. All around me, people chattered about Christmas parties, blandly anticipated next summer, spoke of trips to Florida or France. I limped among them, cut off from their glowing worlds, thinking don't get too tired, keep up the calories, don't give in.

And on good days, I would go to the Hamilton Public Library. The Central Branch is showing its age. The frayed carpet is now replaced, but the raw concrete walls haven't mellowed, only tarnished. Light spills down a cascading stairwell, but never quite puddles into some of the remoter stacks. I don't care. For this place restored the possibility that disease had stolen from me. On its shelves are worlds in which I could live, explore, delight. During my illness I devoured the urbane chattiness of Margery Allingham, the gonzo Chaucerian joy of Terry Pratchett, the jewelled precision of John Banville. One chemo session flew by as The Dante Club whisked me away to nineteenth-century Boston. Another passed in a golden haze as I dozed off over the sinuous sentences of Marcel Proust, their tendrils creeping through my dreams.

At a bad moment, as doctors considered whether to continue treatment, I drew strength from Falstaff's vitality, transmitted through a crackly cassette tape of Henry IV borrowed from the library. When the unlikely summer arrived, it seemed doubly delightful because a new slice of Jasper Fforde's lunacy put on hold months ago arrived with it. When I went to Toronto for surgery, library books went with me. My wife read Wodehouse and Stewart Maclean to me when I could barely see through a morphine fog. And when I



returned home, no longer able to toss footballs to my daughter, I could still read her the library books she had chosen for herself.

Today I am enjoying, against all odds, a precarious interval of freedom from illness. I dare to dream of summer again. My library didn't bring me here. But it helped give me the strength to believe that sickness is not the only world I might live in.

Chill realism tells us that we only live one story, and it can only end one way. Libraries refute that notion. They offer vast seas of surmise, stories we can enter and live in heaped up by the thousand. Individual flowers wither and die. The great shining garden blooms on, limitless, heady with the scent of possibility.



# Hamilton Public Library

**Date:** February 16, 2007  
**To:** Chair and Members of the Board  
**c.c.** Ken Roberts, Chief Librarian  
**From:** Linda Foley, Director, Human Resources  
**Subject:** Update to Policy 49-2 – Health and Safety Responsibilities

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**RECOMMENDATION:**

That the revisions to policy 49-2 Health and Safety Responsibilities be approved.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

None.

**BACKGROUND:**

The policy was developed in order to clarify responsibilities for senior management, management, employees, and the role Joint Health and Safety Committee members.

The changes highlighted reflect changes to capture recent changes in responsibilities and in the operation of the Joint Committee with respect to the performance of monthly inspections.

The following stakeholder groups were consulted: the Joint Health and Safety Committee, the Management Committee and Administration.

## 49 – 2 Health & Safety Responsibilities

Policy Level: Library Board

Author: L. Foley

Revision Date: Revised January 22, 2007

First Approved: June 9, 2004

### Purpose:

The Hamilton Public Library Board recognizes that the health and safety of its employees is of primary importance in Library operations and is everyone's responsibility.

### Objectives

The Board shall develop a safety program for the Hamilton Public Library that shall ensure that all workers and supervisors are aware of the procedures and responsibilities for the administration, coordination and implementation of an effective safety program. This safety program shall include the following components:

- A Joint Health & Safety Committee
- Orientation and Training of managers, supervisors, and employees
- Procedures to ensure that facilities, equipment, and processes are reviewed for compliance with applicable regulations.
- A reporting mechanism that allows for recommendations for improvement, identification of hazards and incidents to be made known to the Administration team. The Hamilton Public Library Board shall be made aware of significant health and safety issues on a timely basis.
- Risk management policies and procedures

### Responsibilities

The Board commits the following parties to assume responsibilities as follows:

#### Hamilton Public Library Board

Adopt a Library *Health and Safety Policy* and subsequent amendments. To receive reports from the Chief Librarian of issues that are of a concern to the health and safety of the Library employees, and to commit necessary resources to ensure that programs and activities can be carried out.

#### Chief Librarian & Senior Administration Team

Ensure proper implementation and maintenance of the Library's *Health and Safety Policy*. To ensure that health and safety programs have a senior management person accountable to ensure that these programs are implemented, monitored, and evaluated for effectiveness and compliance with all applicable legislation. To ensure that all members of the senior and middle management support health and safety initiatives, and that their responsibilities under Library policy, procedures, and the Occupational Health and Safety Act of Ontario are carried out in a diligent manner.

Hold all levels of the Library responsible and accountable for safety performance.

Receive and evaluate suggestions from Library employees relative to the development of safe working conditions and/or procedures. Where appropriate, incorporate them into the Library's health and safety policies and procedures.

Director, Human Resources

Develop policies, procedures and programs that support a healthy and safe work environment and to evaluate accident prevention and loss control methods at the Library and to promote these programs throughout the system.

Regularly monitor the Health and Safety Policy and Accident Prevention Program and make recommendations for any necessary changes and amendments, in consultation with management and the Joint Health and Safety Committees, as may be required from time to time to improve and update the policy.

Coordinate and support the effective operation of a joint Health and Safety Committee in the workplace. To act as a resource for the Health and Safety Committee and to provide ongoing committee membership, **coordinate committee certification training, conduct training related to health and safety, committee roles, or other such related topics.**

Foster safety awareness among employees by keeping them informed of safe working practices through bulletins, group meetings and training sessions.

Measure and evaluate the effectiveness of the Library's health and safety policies and procedures.

Provide managers with system wide and location specific accident and loss control data.

Review, recommend and/or act upon reported or suspected cases of violation of the *Occupational Health and Safety Act* and other applicable legislation. Advise the senior management, and other appropriate parties immediately.

Investigate accident reports, violations of Library health and safety policies and procedures, the *Occupational Health and Safety Act* or any other applicable legislation, and make recommendations.

Monitor changes in legislation, notifying those concerned and incorporating it into the Library's health and safety procedures.

Maintain records of Health & Safety committee minutes, inspections, Ministry of Labour orders, accidents, incidents, and recommendations to the Chief Librarian.

Director, Finance and Facilities

Monitor all facilities services, equipment, supply and works, and the methods and procedures used in providing such, to ensure compliance with federal/provincial health and safety legislation and Library health and safety policies and procedures, without reducing the responsibility of the contractor or supplier to comply with safe working practices and procedures.

Managers



Be familiar with the conditions and regulations of all applicable Occupational Health and Safety legislation and ensure that the requirements therein are followed.

Ensure that health and safety policies and procedures are developed, implemented and enforced in their area of responsibility and that no person is permitted to work without proper training and instruction, and adequate supervision.

**Ensure that, in conjunction with the Joint Health and Safety Committee, the workplace is inspected by one or more employees designated to do so at the workplace and to assist Joint Health and Safety Committee members in the performance of their duties under the OHSA and the Committee Terms of Reference. Inspections shall be completed within the first 10 working days of each month.**

Become aware of any injury causing accident within their areas of responsibility and ensure that all necessary accident investigation forms and reports are thoroughly and accurately completed by the injured worker's immediate supervisor and submitted to the appropriate Human Resource Services section within the established time frame.

Ensure that workers under their supervision comply with the requirements of Library health and safety procedures considering:

- Safety of buildings and physical working conditions.
- Utilization and maintenance of safe equipment, tools and other devices.
- Procedures and practices of job performance.
- Proper and effective supervision of employees.
- On the job training programs in consultation with senior managers.
- Correct utilization of safety equipment.
- Proper job instruction.
- Proper equipment and vehicle operation instruction.
- Frequent review of safe working practices.
- Regular inspection of work sites.

Assist and cooperate with Administration in carrying out duties as outlined above or any that may be required from time to time in complying with the Library's health and safety policies and procedures.

Ensure that all orders issued by the Ministry of Labour are acted on by giving copies of such orders to senior managers immediately and by posting such orders on the location's health and safety board.

Forward to Administration any suggestions received from workers relative to the development of safer working conditions and/or procedures.

Set a good example.

Ensure that all appropriate documentation is posted on the department's health and safety bulletin board.



### Union and Employees

Be aware of and comply with the Health and Safety Policy and Accident Prevention Program of the Library, and all applicable Occupational Health and Safety legislation and regulations. Take every reasonable precaution to protect him/herself, his/her fellow employees, and the public.

Work safely and carry out their assigned duties with such skill and care as to eliminate, as far as practicable, an accidental injury to themselves, to their fellow employees and members of the public.

Promptly report any safety hazards or abnormal conditions to their immediate supervisor.

Report all accidents or injuries, however insignificant, to their supervisor, immediately. Be alert for unsafe conditions.

Report unsafe conditions or equipment to the manager immediately.

Adopt safe work habits.

Make suggestions to the manager relative to the development of safer working conditions and/or procedures.

### Joint Health and Safety Committee

The duties and responsibilities of the Joint Health and Safety Committees are outlined in section 8 of the Occupational Health and Safety Act. A committee Terms of Reference has been agreed by CUPE 932 and Library Administration; Ministry of Labour approval pending. In general, committees are required to:

- 1) Hold regular meetings to consider, monitor, inspect, investigate and review health and safety conditions and practices and to improve existing health and safety conditions and practices.
- 2) Provide a communication forum for health and safety issues and to encourage all staff to become involved in safety, to maintain a positive attitude towards safety, and to follow safe work practices.
- 3) Recommend improvements to the safety program and to encourage staff to comply with the requirements of the Library's health and safety policies and procedures;
- 4) Regularly monitor the workplace for unsafe acts and/or conditions and make recommendations to management for correction;
- 5) Set a high standard of safety and by example and action foster in every employee a safety consciousness that prevents accidents and injuries before they occur; and
- 6) Forward copies of committee meeting minutes for distribution to all branches and departments, the Human Resources Department for retention, and to Administration.



**DATE:** February 16, 2007

**REPORT TO:** Chair and Members of the Board

**C.C.:** Ken Roberts, Chief Librarian

**FROM:** Karen Hartog, Administrative Assistant

**SUBJECT:** Nominating Committee

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A Nominating Committee needs to be established in order to meet and review the completed forms submitted by library board members. The Nominating Committee recommends a slate of officers for 2007 at the inaugural meeting scheduled in March.

Please complete the attached form and submit it to me at the February 21<sup>st</sup> meeting in order that the completed forms can be given to the Chair in preparation for the Nominating Committee meeting. Please submit a form with your name on it even if you do not intend on volunteering for any positions.

February 2007

To assist the Nominating Committee in its appointment process, please indicate whether you are interested in any one or more of the following positions on the Board for 2007. Please return completed forms at the Board Meeting scheduled for February 21, 2007.

**NAME OF BOARD MEMBER:** \_\_\_\_\_

<b>POSITION</b>	<b>PLEASE CHECK IF INTERESTED IN THIS POSITION</b>
<b>Chairperson</b>	
<b>Vice-Chairperson</b>	
<b>Executive Committee Member</b>	
<b>Southern Ontario Library Service Board Representative</b>	



# Hamilton Public Library

**DATE:** February 13, 2007

**REPORT TO:** Chair and Members of the Board

**C.C.:** Ken Roberts, Chief Librarian

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

**SUBJECT:** Fine Policy

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## **RECOMMENDATION:**

**THAT THE ATTACHED FINES STRUCTURE BE CHANGED TO INCLUDE A NEW CATEGORY OF "EXPRESS COLLECTIONS" TO FACILITATE THE RETURN OF HIGH DEMAND MATERIALS.**

## **BACKGROUND:**

In June 2006 the Board approved a new fine category "Express DVD Collection of \$1.00 per day to a maximum of \$10. As part of the discussion staff were asked to bring back more information about other express collections. Because of supply difficulties we have not yet implemented an Express DVD collection but plan to roll it into this new collection.

We are now in the process of implementing a new Bestseller Express collection which will consist of multiple copies of the latest best sellers. We expect to purchase about 6 – 8 titles per month for this collection using a McNaughton plan, by which we rent added copies. The parameters for this collection are;

- Two items from this collection may be borrowed for up to one week.
- Holds cannot be placed on these copies although they can continue to be placed on copies within the regular collection.
- The items in this collection and will "float" (that is there is no "owning" location so items will be circulated directly from where it is returned).
- The Catalogue will also display information about the express copies.
- There will be a fine of \$1.00 per day to a maximum of \$10.00.

While we are initially focusing on the book collection, we plan to add other high-demand materials (such as DVDs) to this Bestseller Express collection. It will replace the Rapid Read collections which are available at only some locations.

In order to encourage library users to return borrowed items on time, it is necessary to charge a \$1.00 per day late fee to a maximum of \$10.00.





## 26-2 FINES AND FEES SCHEDULE

Policy Level: Board  
Revision Date: November 2001; April 2002, June 2006  
Date of Formal Board Approval: May 22, 2002, June 28, 2006

### Board Approved Fines and Fees

Membership Fees			
Residents/Taxpayers	No charge		
Non-Residents	\$ 40.00		
Replacement Library Cards	\$ 2.00		
Fines			
Overdue Fines	Daily	Maximum /Item	Borrowing Suspended for accumulated fines
		\$ 5.00	\$10
Adult/Young Adult Materials (including non-print)	\$ 0.25		
		\$ 2.50	\$5
Juvenile Materials (E, J) (including non-print)	\$ 0.10		
		\$ 5.00	
Interlibrary Loans	\$ 1.00		
		\$10.00	
Express DVD Collections Adult/YA	\$ 1.00		
		\$5.00	
Express DVD Collections Children's	\$ 0.25		