

Mission Statement

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

Strategic Priorities

Empower Communities Celebrate Diversity Strengthen Our Organization

HAMILTON PUBLIC LIBRARY BOARD

**Regular Board Meeting and Inaugural Meeting
Wednesday, March 21, 2007
Central Library, Board Room**

5:30 p.m. Dinner
6:00 p.m. Orientation (see attached agenda)
7:00 p.m. Meeting

AGENDA

1. **Discussion Period**
 2. **Acceptance of the Agenda**
 3. **Minutes of the Hamilton Public Library Board Meeting of Wednesday, February 21, 2007** **Attachment #3**
 4. **Report of the Nominating Committee Meeting of Wednesday, March 21, 2007 and Elections**
 - Presentation of Proposed Slate of Officers
 - Invitations of Nominations from the floor
 - Motion to close nominations
 - Election of Officers of the Board
 5. **2007 Board Chairman Calls the Inaugural Meeting to Order**
 6. **Business Arising**
 - 6.1 2007 Operating Budget **Attachment #6.1**
 - 6.2 Picton/NECHC – KR **Suggested Action: Receive**
Oral Report
 - 6.3 Pay Equity – LF **Suggested Action: Receive**
Attachment #6.3
- Suggested Action: Recommendation**

7. Presentations

No presentations.

8. Consent Items

8.1 Preliminary Audited Financial Statements - WG

Attachment #8.1

Suggested Action: Receive

8.2 Bookmobiles - MS

Attachment #8.2

Suggested Action: Recommendation

9. Correspondence

No correspondence.

10. Reports

10.1 Chief Librarian's Report

Attachment #10.1

Suggested Action: Receive

11. New Business

11.1 Reserves and Trust Funds – WG

Attachment #11.1

Suggested Action: Recommendation

11.2 Summer Reading Program – HB

Attachment #11.2

Suggested Action: Recommendation

11.3 Hamilton Community Foundation – WG

Attachment #11.3

Suggested Action: Recommendation

12. Private and Confidential

No private and confidential items

13. Date of Next Meeting

Wednesday, April 18, 2007

Central Library, Board Room

5:30 p.m. Dinner

6:00 p.m. Meeting

14. Adjournment

**Hamilton Public Library Board
Orientation Session
March 21, 2007**

- 1. Introductions (Board and Staff)**
- 2. The basics. For example:**
 - a. When does the Board meet?
 - b. How are meetings conducted?
 - c. What are the Board's legal responsibilities?
 - d. What does The Board decide?
 - e. Is there a committee structure?
 - f. How can I use the Board's website?
- 3. Strategic Plan and Strategic Planning Process**
 - a. Current Strategic Priorities
 - b. Fall 2007 Review of Strategic Priorities
 - c. Strategic Reports
- 4. Some Achievements from last Board's term**
 - a. Pay Equity Agreement with CUPE and with Non-union staff.
 - b. Ancaster Renovation and Expansion.
 - c. Completion of First Phase of Central Library Renewal.
 - d. Creation of Joint Library/City Training Facility in Central Library.
 - e. Facilities Master Plan/community meetings
 - f. Library as major partner in community portal project.
 - g. Website moved to the community portal.
 - h. Expansion of the responsibilities and roles of Central librarians.
 - i. Approval for RFID Pilot projects (Ancaster, Dundas and Westdale).
 - j. Introduction of a permanent Tuition Assistance Policy.
 - k. Emphasis on Training and Development.
 - l. Formal partnership agreements with both school boards.
 - m. External recognition - awards
- 5. Selected Issues**
 - a. RFID
 - b. Facilities Master Plan (condition of some locations/Waterdown growth)
Timing and Funding
 - c. Central Library rejuvenation
 - d. Internal Equity
- 6. Senior Administrative Staff and their responsibilities**
- 7. General Discussion (Board and Staff)**

**HAMILTON PUBLIC LIBRARY BOARD
Regular Meeting**

Wednesday, February 21, 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
- GUESTS:** Mr. Patrick Daly and Mr. Philip Jeffrey, Hamilton Wentworth
Catholic District School Board

The meeting was called to order at 6:00 p.m.

1. DISCUSSION PERIOD

- 1.1 Ms McKeating announced that the Hamilton Public Library was the recipient of the Angus Mowat Award of Excellence presented at the recently held Ontario Library Association conference.
- 1.2 Board members attending the OLA conference provided feedback. It was reported that many staff were presenters at the conference.

2. ACCEPTANCE OF THE AGENDA

Add: 9.6 Chairman's Dinner

MOVED by Ms Moccio, seconded by Ms Fernandes,

THAT THE AGENDA BE APPROVED AS AMENDED.

MOTION CARRIED.

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

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, JANUARY 17 20, 2007 BE ADOPTED AS PRESENTED.

MOTION CARRIED.

4. PRESENTATIONS

4.1 Agreement with Hamilton Wentworth Catholic District School Board

Mr. Daly and Mr. Jeffrey were welcomed to the meeting for the signing of the agreement. Ms McKeating indicated that the Hamilton Public Library is the first public library to have a signed partnership agreement with school boards. Ms Benoit was congratulated.

5. CONSENT ITEMS

MOVED by Mr. Geczy, seconded by Ms Horbach,

THAT CONSENT ITEM 5.1 BE APPROVED.

MOTION CARRIED.

- 5.1** 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.

6. BUSINESS ARISING

6.1 North End Community Health Centre Partnership

MOVED by Mr. Geczy, seconded by Ms Moccio,

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.

MOTION CARRIED.

6.2 Turner Park Update

The memo should read that the lease agreements should be received by the **March** Board meeting.

6.3 2007 Operating Budget

Ms McKeating reviewed the proposed budget presentation prepared for the upcoming Council meeting. After a lengthy discussion including consideration of the recent developments presented, the Library Board provided direction that the budget being recommended be the 4.4% increase.

MOVED by Mr. Geczy, seconded by Ms Adams,

THAT THE HAMLTON PUBLIC LIBRARY BOARD MEMBERS BE ENCOURAGED TO ATTEND THE BUDGET MEETING SCHEDULED FOR FEBRUARY 28, 2007 IN ORDER TO PROVIDE DIRECTION TO THE LIBRARY BOARD CHAIRPERSON FOR ANY PROPOSALS PROVIDED BY COUNCIL DISCUSSIONS.

MOTION CARRIED.

7. **CORRESPONDENCE**

No correspondence.

8. **REPORTS**

8.1 Chief Librarian's Report

Received for information. It was suggested that the Flamborough News be contacted in relation to the recent article regarding Waterdown.

9. **NEW BUSINESS**

9.1 Health and Safety Policy

MOVED by Ms Gautrey, seconded by Ms Moccio,

THAT THE REVISIONS TO POLICY 49-2 HEALTH AND SAFETY RESPONSIBILITIES BE APPROVED.

MOTION CARRIED.

9.2 5th Floor Renovations

MOVED by Ms Adams, seconded by Ms Fernandes,

THAT STUCOR CONSTRUCTION LTD BE AWARDED THE CONTRACT TO RENOVATE THE 5TH FLOOR OF THE CENTRAL LIBRARY FOR BID PRICE \$665,650 PLUS GST AS PER TENDER C11-01-07 ISSUED BY THE CITY OF HAMILTON.

MOTION CARRIED.

9.3 Nominating Committee

The nominating committee for 2007 will consist of Ms McKeating, Ms Adams, Ms Horbach and Ms Moccio. The committee will meet on March 21st at 5:00 p.m. prior to the scheduled board meeting.

9.4 New Library Board Appointments

Mr. Roberts reported that the six current board members who reapplied have been reappointed for the 2007-2010 term. Three new board members have been appointed: Mary Ann Leach, Suzan Fawcett and Krysztof Gumieniak. Ms Leach and Mr. Gumieniak were welcomed.

Ms McKeating thanked Ms Fernandes for her contributions to the Library during the past three years.

9.5 Fine Policy

MOVED by Ms Horbach, seconded by Ms Moccio,

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

MOTION CARRIED.

Board members requested that a status update at the October meeting be provided. Specifically, board members expressed concerns with regard the amount of the fines for the express collections and the impact on patrons.

9.6 Chairman's Dinner

Board members were asked to provide any preferences for the Chairman's Dinner with respect to date, venue, etc. by contacting Karen Hartog.

10. PRIVATE AND CONFIDENTIAL

MOVED by Ms Adams, seconded by Ms Moccio,

THAT THE HAMILTON PUBLIC LIBRARY BOARD GO IN-CAMERA TO DISCUSS PAY EQUITY ISSUES.

MOTION CARRIED.

MOVED by Ms Moccio, seconded by Ms Gautrey,

THAT THE IN-CAMERA SESSION BE ADJOURNED.

MOTION CARRIED.

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

MOVED by Ms Fernandes, seconded by Ms Moccio,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF
WEDNESDAY, FEBRUARY 21, 2007 BE ADJOURNED.**

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

Minutes recorded by Karen Hartog.



Hamilton Public Library

Attachment #6.1

Date: March 15, 2007
To: Chair and Members of the Board
c.c. Ken Roberts, Chief Librarian
From: William Guise, Director, Finance and Facilities
Subject: Operating Budget for 2007

RECOMMENDATION:

That the attached revised operating budget submission to the City of Hamilton be accepted for information.

BACKGROUND:

The Hamilton Public Library Board submitted a request for a 4.9% increase in the City's contribution over 2006. The requested increase amounted to \$1,131,500 which would have increased the City of Hamilton contribution to \$24,428,300 and included two (2) expansion items.

The submitted request included an estimate of \$296,100 to provide funds for increase in employee costs as a result of a pay equity settlement.

A presentation of the Library Board submission was given to a City Committee of the Whole meeting on February 28th and the Committee passed a resolution to move the budgeted costs for the Library's pay equity to the City's budget and reduce the Library's submission accordingly which they approved to be included in the budget process. Once the entire City budget is approved the pay equity costs will be treated as a budget base transfer back into the Library's 2007 operating budget.

The revised operating budget submission for 2007 now has a request for a 3.6% increase in the City's contribution over 2006 including the two (2) expansion items. The requested increase was reduced by \$396,100 to \$835,400.

CITY OF HAMILTON

2007 OPERATING BUDGET

By Cost Category

Attachment #6.1

DEPARTMENT: Library

	2005 Historical Actual	2006 Approved Budget	2006 Restated Budget	2006 Projected Actual	2007 Base Budget	Program Changes	2007 Requested Budget	2007 Requested/ 2006 Restated Change	
								\$	%
Employee Related Costs	16,326,055	17,842,030	17,842,030	17,723,880	18,228,370	58,090	18,286,460	444,430	2.5%
Materials and Supplies	3,540,434	3,256,270	3,256,270	3,305,802	3,472,390	-	3,472,390	216,120	6.6%
Vehicle Expenses	6,899	1,170	1,170	54,350	1,170	-	1,170	-	0.0%
Buildings and Grounds	451,503	447,260	447,260	685,212	447,260	-	447,260	-	0.0%
Consulting	300	-	-	-	-	-	-	-	0.0%
Contractual	611,041	573,230	573,230	707,298	638,030	-	638,030	64,800	11.3%
Agencies and Support Pymnts	-	-	-	328	-	-	-	-	0.0%
Reserves / Recoveries	114,561	24,910	24,910	313,070	24,910	100,000	124,910	100,000	401.4%
Cost Allocations	2,931,501	3,102,770	3,097,590	2,983,838	3,209,910	-	3,209,910	112,320	3.6%
Financial	56,286	32,120	63,120	52,554	53,120	-	53,120	(10,000)	(15.8%)
Capital Financing	118,780	-	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	24,157,360	25,279,760	25,305,580	25,826,331	26,075,160	158,090	26,233,250	927,670	3.7%
Fees and General	(752,567)	(642,370)	(673,370)	(758,721)	(693,250)	-	(693,250)	(19,880)	(3.0%)
Grants and Subsidies	(1,492,410)	(1,335,410)	(1,335,410)	(1,597,492)	(1,407,800)	-	(1,407,800)	(72,390)	(5.4%)
Reserves / Capital Recoveries	(432,798)	-	-	(168,138)	-	-	-	-	0.0%
TOTAL REVENUES	(2,677,775)	(1,977,780)	(2,008,780)	(2,524,351)	(2,101,050)	-	(2,101,050)	(92,270)	(4.6%)
NET LEVY	21,479,585	23,301,980	23,296,800	23,301,980	23,974,110	158,090	24,132,200	835,400	3.6%



Hamilton Public Library

Date: March 15, 2007
To: Chair and Members of the Board
c.c. Ken Roberts, Chief Librarian
From: Linda Foley, Director, Human Resources
Subject: CUPE 932 Pay Equity Plan

RECOMMENDATION:

That the CUPE 932 Pay Equity Plan be approved as agreed to by the Joint Job Evaluation Steering Committee February 28, 2007 and be effective retroactively to January 1, 2005.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The Library is obligated to re-negotiate its pay equity plan with its bargaining agent, CUPE 932. While some further adjustments may be required as a result of the City of Hamilton ongoing pay equity and internal equity discussions the attached plan fulfils the Library's pay equity obligations. The cost of the pay equity adjustments represent an estimate based upon the Plan male comparator rates and budgeted amounts; actual retroactive payments may result in a variation of this estimate.

Internal equity discussions with CUPE 932 will proceed and the Library's commitment to discuss this issue is captured as part of our agreement.

The retroactive cost for the period January 1, 2005 to December 3, 2006 is estimated at \$638,000 and has been provided for within the 2006 Operating Budget.

BACKGROUND:

Amalgamation of the three Library systems led to the requirement to review and renegotiate pay equity with CUPE 932. The period of January 1, 2001 through to December 31, 2004 was covered off during collective bargaining as the rates were negotiated to be inclusive of pay equity.

The City of Hamilton was deemed to be the employer for pay equity purposes with the representative male dominated positions to come from CUPE 5167. The job evaluation tool and related forms were developed for use by the City CUPE 5167 and have been adopted for use by our CUPE local. Weights and bands have been negotiated to reflect the values that Library places on the factors being valued in this plan.

Subject:
Page 2 of 2 -
Date



In order to allow the Union an opportunity to review the Pay Equity Plan with its membership, Appendix A of the Plan document detailing the revised salary pay bands and the pay equity comparators and rates will be made available at the April 2007 Library Board Meeting.

PAY EQUITY PLAN
FOR
HAMILTON PUBLIC LIBRARY
AND
CUPE LOCAL 932

The following Pay Equity Plan has been agreed upon by the Hamilton Public Library and CUPE Local 932.

Establishment

This plan covers all CUPE Local 932 employees of the Hamilton Public Library using the City of Hamilton as the establishment for Pay Equity purposes only.

Method of Comparison

A gender neutral job evaluation system was used to measure the value of each job class. Total points were assigned to each job class based upon the following factors and sub-factors.

<u>Factor</u>	<u>Sub-factor</u>
Skill (40%)	Education Experience Judgement
Effort (15%)	Mental Effort Physical Activity Dexterity
Responsibility (35%)	Accountability Work Related Direction Contacts Physical Safety of Others
Disagreeable Conditions (10%)	Disagreeable Conditions

All job evaluations were carried out by a Joint Job Evaluation Committee with equal representation of the Union and Management.

Jobs of equal or comparable value were determined by dividing the system into fixed point bands, 35 points wide (see Appendix "A")

A job-to-job method of comparison of female dominated positions within a band to the identified male dominated position *(from the City) for Pay Equity purposes.

Retroactivity

Retroactivity for any adjustments to female dominated jobs shall be January 1, 2005.

* It is recognized by the parties that the City of Hamilton male comparitors are under review. Any upward adjustments to the male dominated positions will also apply to the female dominated Library jobs.

Dated this 28 day of February, 2007 at Hamilton, Ontario.

For the Union

Louise Lee

Brian McLean

Quinn

Joan Fletcher

Jan Fenech

For the Employer

Ken Stewart

Beth Harris

**ADDENDUM TO THE PAY EQUITY PLAN FOR
THE HAMILTON PUBLIC LIBRARY**

AND

CUPE LOCAL 932

It is agreed by the parties that job number 4211 Library Assistant shall receive a pay equity increase equivalent to job number 4208 Library Assistant at \$28.784 per hour (January 1, 2005 Salary rates) retroactive to January 1, 2005.

Signed this 28th day of February, 2007 at Hamilton, Ontario

For the Union:

Louise
Bill McCreary
Dina

For the Employers:

Don Shultz
Beth Morris

Joan Fletcher
Jan Fuen

**MEMORANDUM OF UNDERSTANDING FOR
INTERNAL EQUITY NEGOTIATIONS
BETWEEN
CUPE LOCAL 932
AND THE
HAMILTON PUBLIC LIBRARY**

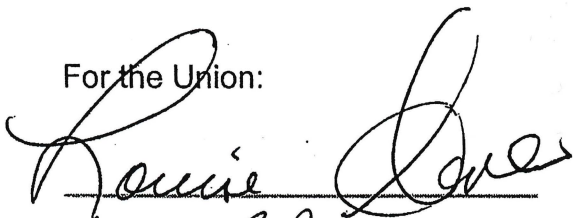

The parties have agreed to negotiate Internal Equity based upon the Internal Equity results from the City of Hamilton.

The parties further agree to continue negotiations regarding salaries, red-circling, retroactivity, etc. based upon the issues tabled and discussed at the February 12, 2007 meeting.

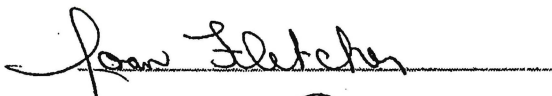
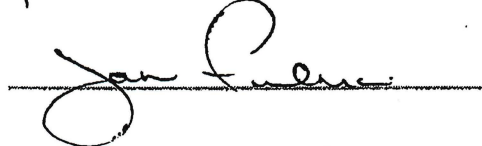
The parties will agree to meet as soon as possible after May 1, 2007 to continue negotiations.

Dated this 28th of February, 2007 at Hamilton, Ontario

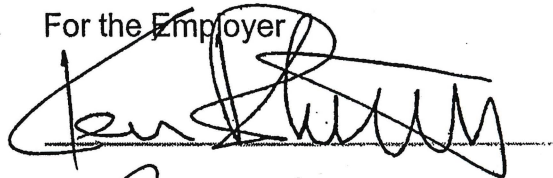

For the Union:

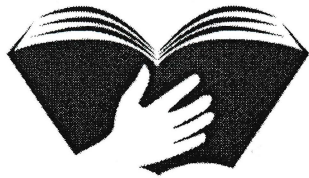





For the Employer:



Hamilton Public Library

Date: March 14, 2007
To: Chair and Members of the Board
c.c. Ken Roberts, Chief Librarian
From: William Guise, Director, Finance and Facilities
Subject: **Draft Financial Statements for 2006**

RECOMMENDATION:

That the draft financial statements for 2006 be accepted for information.

BACKGROUND:

The attached draft financial statements for 2006 will be submitted to the audit firm of Grant Thornton for their review and audit opinion.

Some items on the draft financial statements are not complete since we are awaiting information from the City of Hamilton. These items are

- Liability for future benefits (included on Balance Sheet and in Note 3 and Note 6)
- Long Term Debt (included in Note 4)
- Commitments – future lease payments (included in Note 8).

The Hamilton Public Library Board
Consolidated Statement of Financial Position

DRAFT

December 31	2006	2005
Assets		
Financial assets		
Cash	\$ 32,584	\$ 36,233
Accounts receivable	87,330	132,672
Due from City of Hamilton (Note 2)	<u>9,760,683</u>	<u>8,232,651</u>
	9,880,597	8,401,556
Non financial assets		
Prepaid expenses	<u>9,034</u>	<u>10,200</u>
	<u>\$ 9,889,634</u>	<u>\$ 8,411,756</u>
Liabilities		
Accounts payable and accrued liabilities	\$ 1,005,933	\$ 460,977
Deferred revenue	10,000	15,639
Due to trust funds	<u>385,959</u>	<u>56,018</u>
	1,401,892	532,634
Liability for future benefits (Note 3)	=	<u>1,967,567</u>
	<u>1,401,892</u>	<u>2,500,201</u>
Library position		
Reserves and reserve funds (Note 5)	8,487,739	7,879,122
Amounts to be recovered in future (Note 6)	=	<u>(1,967,567)</u>
	<u>8,487,739</u>	<u>5,911,555</u>
	<u>\$ 9,889,631</u>	<u>\$ 8,411,756</u>

Commitments (Note 8)

On behalf of the Board

_____ Director _____ Director

See accompanying notes to the financial statements

The Hamilton Public Library Board
Consolidated Statement of Financial Position
DRAFT

	<u>Budgeted</u>	<u>Current Fund</u>	<u>Reserve Fund</u>	<u>2006 Total</u>	<u>2005 Total</u>
Revenue					
Municipal contribution	\$ 23,508,480	\$ 23,508,480	\$ -	\$ 23,508,480	\$ 22,652,440
Province of Ontario grants	949,450	949,451	-	949,451	949,451
Other grant revenue	385,960	648,040	-	648,040	542,960
Fines	502,820	567,425	-	567,425	522,38
Photocopier revenue	48,500	31,755	-	31,755	43,969
Other – rentals, sales and Recoveries	91,050	143,850	-	143,850	146,134
Interest	-	-	378,110	378,110	313,270
Donations and other	-	<u>15,691</u>	<u>11,201</u>	<u>26,892</u>	<u>40,081</u>
Total revenue	<u>25,486,260</u>	<u>25,864,692</u>	<u>389,311</u>	<u>26,254,003</u>	<u>25,210,686</u>
Expenditures					
Employee costs	17,811,390	17,702,164	-	17,702,164	16,221,903
Library materials	2,740,720	2,737,703	-	2,737,703	2,955,020
Facility costs	3,076,570	3,225,489	-	3,225,489	2,927,136
Supplies and services	<u>1,600,080</u>	<u>1,822,147</u>	-	<u>1,822,147</u>	<u>1,697,093</u>
Total expenditures	<u>25,228,760</u>	<u>25,487,503</u>	-	<u>25,486,503</u>	<u>23,801,152</u>
Net revenues	<u>257,500</u>	<u>377,189</u>	<u>289,311</u>	<u>766,500</u>	<u>1,409,534</u>
Financing transfers					
Long term debt charges (Note 4)	(206,500)	(130,196)	-	(130,196)	(206,109)
Transfer to capital – City of Hamilton	-	-	-	-	(118,779)
Transfer to reserve – City of Hamilton Public Library	-	(76,304)	-	(76,304)	-
Net contributions from reserve fund	-	119,521	-	119,521	357,281
Net contributions to reserve funds	(51,000)	(338,827)	-	(338,827)	(1,119,878)
Net contributions to current fund	-	-	(119,521)	(119,521)	(357,281)
Net contributions from current fund	-	-	338,827	338,827	1,119,878
Net contributions from trust funds	-	48,617	-	48,617	75,518
Decrease in amounts to be recovered in future	-	-	-		<u>(84,297)</u>
Net financing and transfers	<u>(257,500)</u>	<u>(377,189)</u>	<u>219,306</u>	<u>(157,883)</u>	<u>(333,667)</u>
Change in funds	-	-	608,817	608,817	1,075,867
Fund balances, beginning of year	-	-	<u>7,879,122</u>	<u>7,879,122</u>	<u>6,803,255</u>
Fund balances, end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,487,739</u>	<u>\$ 8,487,739</u>	<u>\$ 7,879,122</u>

The Hamilton Public Library Board
Consolidated Statement of Financial Position

DRAFT

Year Ended December 31	2006	2005
Increase (decrease) in cash		
Operation activities		
Change in funds	\$ 608,617	\$ 1,075,867
Decrease (increase) in accounts receivable	45,342	(73,285)
Increase in due from City of Hamilton	(1,528,031)	(1,153,374)
(Increase) decrease in prepaid expenses	1,166	(3,209)
(Decrease) increase in accounts payable and accrued liabilities	544,955	227,534
Decrease in deferred revenue	(5,639)	(6,728)
Increase (decrease) in due to trust funds	<u>329,941</u>	<u>(51,756)</u>
	<u>3,649</u>	<u>15,049</u>
Financing activities		
Increase in liability for future benefits		84,297
Decrease (increase) in amounts to be recovered in future		<u>(84,297)</u>
	=	=
Net (decrease) increase in cash	(3,649)	15,049
Cash and cash equivalents		
Cash, beginning of year	<u>36,233</u>	<u>21,184</u>
Cash, end of year	<u>\$ 32,584</u>	<u>\$ 36,233</u>

See accompanying notes to the financial statements

**The Hamilton Public Library Board
Consolidated Statement of Financial Position**

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1. Summary of significant accounting policies

The consolidated financial statements of the Public Library Board (the Board) are prepared by management in accordance with generally accepted accounting principles for local governments, as recommended by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants.

Certain comparative figures in these consolidated statements have been reclassified from statements previously presented to conform to the presentation adopted for the current year.

Significant aspects of the accounting policies adopted by the Board are as follows:

Basis of Accounting

Revenues are reported on the accrual basis of accounting which recognizes revenues as they become available and measurable, with the exception of fines and other desk receipts which are reported on the cash basis of accounting. Expenditures are reported on the accrual basis of accounting which recognizes expenditures as they are incurred and measurable as a result of a receipt of good or services and the creation of a legal obligation to pay.

Capital Assets

The historical cost and accumulated amortization for capital assets are not recorded. Purchases of capital assets are charged either directly to operations in the year in which the expenditures occur, or to a reserve established for the purchase of capital assets.

Fund Accounting

Funds with the consolidated financial statements consist of the operating and reserve funds. Transfers between the funds are recorded as adjustments to the appropriate fund balance.

Reserves for Future Expenditures

Certain amounts, as approved by the Board, are set aside in reserves for future operating and capital expenditures. Transfers to and from reserves are reflected as an adjustment to the respective fund.

Use of Estimates

The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets at the date of the financial statements and the reported amounts of revenues and expenditures during the reported period. Actual results could differ from those estimates.

Budget figures

Budgets are only established for the Current Fund.

The Hamilton Public Library Board
Consolidated Statement of Financial Position

DRAFT

2. Due from City of Hamilton

The balance due from the City of Hamilton is non-interest bearing and has no set terms of repayment.

3. Employee benefits and other obligations

In accordance with PSAB guidelines the Board is required to report obligations or retirement benefits earned over the employment period of its employees.

Employees who have retired either under the OMERS early retirement provisions or otherwise are eligible to receive drug, extended health services and dental benefits for the lifetime of the retiree. Effective January 1, 2002 new retirees only receive benefits until age sixty-five.

The Board recognizes the post employment benefit costs as they are earned during the year. The Board's obligation under the post employment provisions of employment agreements will be funded out of current revenue.

	<u>2006</u>	<u>2005</u>
Accrued Benefit Obligation		
Vested sick leave liability	\$ 0	\$ 176,586
Retirement Benefits	.	2,173,719
	0	2,298,334
Net unamortized actuarial loss		(415,064)
Accrued Liability	\$	\$ 1,883,270

The continuity of employee benefits and other obligations are summarized as follows:

	<u>2006</u>
Liability for Employee Benefits and Other Obligations balance at beginning of the year	\$ 0
Benefit expenditure	
Interest expenditure	
Amortization of actuarial loss	
Benefit payments	
Liability for Employee Benefits and Other Obligations balance at end of the year	<u>\$ 0</u>

**The Hamilton Public Library Board
Consolidated Statement of Financial Position**

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3. Employee benefits and other obligations (continued)

(a) Liability for vested sick leave

Effective May 1, 1982 the Income Protection Plan was adopted and sick leave credits earned under the Sick Leave Benefit Plan were frozen. Under the Sick Leave Benefit Plan unused sick leave would accumulate and employees were entitled to cash payment upon termination of services after ten continuous years. Entitlement to cash payment continues to apply to those employees who accumulated days, to the extent that they have vested and could be taken in cash by an employee on termination. An actuarial valuation as at December 31, 2004 estimated the accrued benefit obligation at \$162,340. The assumptions used to calculate the accrued benefit obligation include a discount rate of 6%, an inflation rate of 3.0% and future salary and wage increases of 4%. Changes in valuation assumptions resulted in a decrease in the liability to \$162,340 from the expected liability of \$252,270 as at December 31, 2004. The actuarial gain of \$89,930 is being amortized over thirteen years representing the expected average remaining life expectancy of the members of the employee groups.

(b) Liability for retirement benefits

The Board provides certain health, dental, and life insurance benefits between the time an employee retires under the Ontario Municipal Employees Retirement System (OMERS) or the normal retirement age and up to the age of 65 years. An actuarial valuation at December 31, 2004 estimated the accrued benefit obligation at \$2,135,994. The accrued benefit obligation was determined using a discount rate of 6.0% and inflation rate of 3%. Medical costs were assumed to increase at a rate of 7.5% in 2005 and reduce by 0.5% per year to 4.5% in 2011 and thereafter. Dental costs were assumed to increase at 4.5% per year. Changes in valuation assumptions have resulted in an increase in the liability to \$2,135,994 from the expected liability of \$1,631,000 as at December 31, 2004. The actuarial loss of \$504,994 is being amortized over 13 years representing the average remaining life expectancy of the plan members in various groups.

4. Long term debt

The City charges the Library principal and interest for long term debt, as well as sinking fund charges, related to Library facilities and other capital. These charges are funded by the City through its annual contributions. The debt is not disclosed on the statement of financial position as the City of Hamilton is legally responsible for repayment of the debt.

The Hamilton Public Library Board
Consolidated Statement of Financial Position

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4. Long term debt (continued)

(a) The net long term debt to which these charges are related is as follows:

<u>Debenture Number</u>	<u>Purpose</u>	<u>Interest Rates</u>	<u>Maturity Date</u>	<u>2006</u>	<u>2005</u>
91-050	Redhill Library	9.75% to 10%	2006	\$ 0	\$ 8,999
91-050	Terryberry Public Library	9.75% to 10%	2006	0	13,128
91-050	Sherwood Public Library	9.75% to 10%	2006	0	11,677
01-244	Westdale Branch	3.125% to 6%	2011	0	160,525
01-244	Barton Branch	3.125% to 6%	2011	0	366,800
01-162	Central Library	4.65% to 6.75%	2016	0	24,429
				\$ 0	\$ 585,558

(b) Principle charges in each of the next five years are as follows:

2007	\$ 39,475
2008	41,560
2009	43,871
2010	46,410
2011	

(c) The Board was charged \$13,196 (2004 \$206,109) for long term debt charges during the year as follows:

	<u>2006</u>	<u>2005</u>
Principal Interest	\$ 54,080	\$ 69,636
	76,117	136,473
	\$ 130,197	\$ 206,109
5. Reserves and reserve funds		
Mobile equipment	\$637,558	\$ 579,787
Library collections	1,499,062	1,414,344
Library general development	816,041	736,368
Library major capital projects	4,226,165	3,936,848
Summer reading	270,976	199,606
Redevelopment, training & restructuring	1,016,288	991,738
Youth Programming	21,649	20,431
	\$ 8,487,739	\$ 7,879,122

The Hamilton Public Library Board
Consolidated Statement of Financial Position

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6. Amounts to be recovered in future	<u>2006</u>	<u>2005</u>
Employee benefit obligations (see note 3)	<u>\$ 0</u>	<u>\$ 1,967,567</u>

7. Pension agreements

The Hamilton Public Library makes contributions to the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer plan on behalf of 250 members of its staff. The plan is a defined benefit plan, which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay.

The latest actuarial valuation as at December 31, 2003 indicated that current member and employer contributions were sufficient to fund future benefits. Contributions were made in the 2006 calendar year at rates ranging from 6.5% to 9.6% depending on the level of earnings. As a result, \$834,851 was contributed to OMERS (2005 - \$724,131) for current service

8. Commitments

Minimum future lease payments for various premises and equipment are as follows:

2007	\$
2008	
2009	
2010	
2011	
	\$

9. Trust funds

Trust funds administered by the Board amounting to \$2,771,756 (2005 - \$2,299,055) have not been included in the Consolidated Statement of Financial Position nor have these operations been included in the Consolidated Statement of Financial Activities.

The Hamilton Public Library Board
Consolidated Statement of Financial Position

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December 31	2006	2005
Assets		
Cash	\$ 301,564	\$ 290,276
Deposits with the Hamilton Community Foundation	1,211,213	1,183,972
Due from current fund	385,959	56,018
Accrued interest receivable	<u>873,020</u>	<u>768,789</u>
	<u>\$ 2,771,756</u>	<u>\$ 2,299,055</u>
Fund Balances		
Trust Funds – fund balances	<u>\$ 2,771,756</u>	<u>\$ 2,299,055</u>

On behalf of the Board

_____ Director _____ Director

See accompanying notes to the financial statements

The Hamilton Public Library Board
Consolidated Statement of Financial Position

DRAFT

December 31	2006	2005
Revenue		
Interest	189,559	133,469
Donations and other	364,378	18,907
	553,937	152,376
Expenditures		
Other	32,619	30,045
	\$ 521,318	\$ 122,331
Financing and transfers		
Net transfers to Library current fund	<u>(48,617)</u>	<u>(75,518)</u>
Change in fund balances	472,701	46,813
Fund balances, beginning of year	2,299,055	2,252,242
Fund balances, end of year	\$ 2,771,756	\$ 2,299,055

See accompanying notes to the financial statements

**The Hamilton Public Library Board
Consolidated Statement of Financial Position**

DRAFT

1. Accounting Policies

Basis of accounting

Income and capital receipts are reported on the cash basis.

Expenditures are reported on the cash basis of accounting with the exception of administrative expenses, which are reported on the accrual basis of accounting, which recognizes expenditures, as they are incurred and measurable as a result of the receipt of goods or services and the creation of a legal obligation to pay.

2. Fund balances	<u>2006</u>	<u>2005</u>
Trust funds consist of:		
M. Walden Thompson	\$ 31,897	\$ 30,664
Special Gifts Fund	1, 937, 360	1,505,139
Permanent Endowment	617,529	586,524
K. McClaren Memorial	28,919	27,176
F. Walden	56,435	54,489
Dundas Library Fundraising	64,198	61,264
Waterdown Library	35,418	33,799
	\$ 2,771,756	\$ 2,299,055

The above funds can be used at the discretion of the Board with the exception of the Permanent Endowment fund from which only the interest earned can be used.



Hamilton Public Library

DATE: March 12, 2007

REPORT TO: Chair and Members of the Board

FROM: Maureen Sawa, Director, Public Service and Community Development

SUBJECT: Bookmobile Funding

RECOMMENDATION:

That \$10,000.00 be allocated from the Permanent Endowment trust funds (Deptid 125025) to cover the costs of 2 summer students to assist with the bookmobiles' children's summer reading program.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

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

BACKGROUND:

Endowment funds have been used each year to hire summer students since 2002 for the bookmobile summer reading program. Summer students are essential to the bookmobile's summer reading program as they help promote the program in the schools, listen to the children's reports on books they have read, distribute incentives to the children and record statistics.

Chief Librarian's Report March, 2007

BiblioCommons

BiblioCommons is a small private company that is attempting to develop a suite of "social networking services for libraries across the country. The specific products have not yet been developed. The BiblioCommons proposal sees a combination of public and private dollars that lead to the development of the final products. Using BiblioCommons software, library patrons would be able to rate and review library material and have their ratings in all participating-library catalogues. There are safeguards to ensure that reviews are genuinely those of individual library patrons. BiblioCommons proposed products arise from research that seems to demonstrate a growing trend in which people find information about what they want to read from other sources (e.g. Amazon reviews) and then turn to on-line library catalogues to fulfill requests. BiblioCommons is suggesting ways that libraries might re-gain this service. BiblioCommons software also proposes an ability for patrons (if they opt-in) to have the library keep track of their reading histories and areas of interest so that we can push more information to them about material we acquire.

Knowledge Ontario is the Ontario public sector organization that has, so far, been working with BiblioCommons on behalf of libraries in this province. I am the voting public library member of the current Knowledge Ontario Management Group. George Geczy, at our request, has been a part of the team that is helping to craft Knowledge Ontario's potential relationship with BiblioCommons. Knowledge Ontario paid for me to attend a recent British Columbia Symposium for librarians across their province on the topic of BiblioCommons. There is widespread support for the concepts and proposed functionality. There are also concerns about the Business Plan and financial sustainability of the BiblioCommons initiative.

Hamilton is a potential pilot location where the product might be tested by libraries from each of the Knowledge Ontario sectors (public, school, college, and university).

Fifth Floor Renovations

Work will begin on the fifth floor renovations on March 26th. The renovations will take about fifty working days. Since the renovations include some of the areas of the fifth floor that are currently occupied by staff, this is a phased process. Everyone on the fifth floor will either be moved to a new working location or will be temporarily displaced during construction.

AskOntario

One of the Knowledge Ontario projects is designed to allow students and the public to ask questions of library staff using IM technology. For a variety of reasons, Hamilton is one of the few jurisdictions in the province where this potential service (which is now offered in British Columbia) can be tested and piloted. We are planning to explore opportunities with our school board partners, Mohawk College and McMaster University.

CLA President Elect

As I mentioned in last month's report, the nominating committee for the Canadian Library Association asked me to stand for the position of President Elect (President for the June 2008 – June 2009 term). I did consult with the Board Chair and did allow my nomination to stand. The deadline for other nominations has now closed and I am President Elect of the Canadian Library Association.

WiFi Project

The City of Hamilton has funded a WiFi pilot project that includes a downtown outdoor WiFi zone as well as five other outdoor WiFi hot spots located throughout the city. The library submitted a project proposal, as part of the pilot, would enable HPL to manage the registration and authentication issues related to public use. Our proposal has been tentatively accepted and we will now sit down with the City and with Fibrewired in order to see if we can work out arrangements.

Visit with the Mayor

The Board Chair and I met with the Mayor on March 12th. We gave the Mayor a copy of the Facilities Master Plan and spoke about a number of issues. He expressed awareness that the library is an important and treasured part of the city.

Orion

Orion is the telecom network that links provincial academic institutions with extremely broadband Internet access. Orion has just changed its terms of reference. School boards and public library systems are now eligible to use the Orion network. I met with Orion officials, as the public library representative on the Knowledge Ontario Management Group. I have established a public library group to work with Orion in order to determine the implications for public libraries. Potentially, we could receive access to a free, extremely wide Internet connection.

YWCA Women of Distinction Award Nominations

Three Hamilton Public Library Staff members have been nominated for the YWCA Women of Distinction Awards. Margaret Houghton, the library's archivist, is nominated in the Arts, Entertainment and Creativity category. Manosilah Yoganathan, a Page in the Central Library Children's Department and Katherine Appleyard, a Page in the Special Collections Department have both been nominated in the Young Woman of the Year category. The awards ceremony dinner will be held on May 31st.

The Library goes to the Mall

The library presented special puppet shows and stories at Eastgate Square on Wednesday, March 14 at 11:00 a.m. and Thursday, March 15 at 2:00 p.m. Multilingual collections as well as our programs for newcomer families were highlighted. This March Break community program has been advertised by Eastgate Square on their webpage and in their direct mailings to The View and The Hamilton Community News.

Disney on Ice

A grand total of 139 grade 4 classes participated in our class visit program and were entered in a special draw for a class set of Disney on Ice tickets. The winning entry is Mrs. Harrison's grade 4 class from Billy Green School. The visit was conducted by Sue Ramsay of the Valley Park branch.



Hamilton Public Library

Attachment #11.1

Date: March 15, 2007
To: Chair and Members of the Board
c.c. Ken Roberts, Chief Librarian
From: William Guise, Director, Finance and Facilities
Subject: Trust Accounts and Reserve Balances at December 31, 2006

RECOMMENDATION:

That the report on Trust Accounts and Reserve Balances at December 31, 2006 be received for information, and

That the funding of projects approved to be funded from Reserve Funds but partially funded from operations in 2006 be approved.

BACKGROUND:

The Trust Account balances have increased by \$472,701.67 from the December 31st 2006 balance of \$2,299,054.84 to \$2,771,756.51.

The change in Trust Account balances arose from

Revenues

Donations	\$364,378.45	
Interest from bank accounts and City	28,408.81	
Hamilton Community Foundation	161,150.00	
		\$553,937.26

Expenditures

Interest Expense	\$	2,826.87	
Management Fee		29,792.00	
Funding approved by Board			
Kids Page Redesign	\$3,150.00		
Board Books for Read to Baby	4,500.00		
Neon Artwork Modification	355.76		
Image Collection Digitization	27,008.77		
Bookmobile Summer Reading	13,602.19	48,616.72	81,235.59
Change in Trust Account Balances			\$472,701.67

The Reserve Fund balances have increased by \$608,617.17 from the December 31st 2006 balance of \$7,879,121.83 to \$8,487,739.00.

Revenues

Sirsi/Dynix Grant	\$ 11,201.10	
Interest from City of Hamilton	378,110.05	
		<u>\$ 389,311.15</u>
Contributions from Operating Fund		
Operating Surplus for 2006	\$100,743.33	
Funding for Mobile Equipment	30,000.00	
Funding for Repairs to Grounds	9,000.00	
Donations	8,530.78	
Unexpended Library Material Budget	53,521.86	
Lost Book Charges	29,853.76	
Trust Fund - Bookmobile Summer Reading	5,000.00	
Printer Revenue	23,496.81	
Net Increase in Summer Reading Reserve	61,809.02	
Increase in Youth Programming Reserve	238.96	322,194.52
		<u>\$ 711,505.67</u>

Expenditures

Funding approved by Board		
5th Floor Renovations	\$ 22,953.50	
E- Audio Books	31,795.00	
RFID	48,140.00	\$ 102,888.50

Increase in Reserve Funds for 2006	<u>\$ 608,617.17</u>
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The following costs for which funding was approved by the Board to come from various Reserve Funds have been funded from Operations in 2006.

Computer Booking System	\$37,800.00
Ancaster Renovations	164,485.56
Branch Video Cameras	69,812.58
RFID (Equipment)	38,486.52

Attachment #11.1

		106005	106006	106007	106008	106009	106011	106012
	Total	Mobile Equipment	Library Collections	Library General Development	Library Major Capital Projects	Summer Reading	Redeployment Training Restructuring	Youth Programming
Opening Balances	(7,879,121.83)	(579,786.51)	(1,414,344.46)	(736,367.93)	(3,936,848.34)	(199,605.92)	(991,737.71)	(20,430.96)
43550 Other Subsidies/Grants Sirsi/Dynix	(11,201.10)	-	-	(11,201.10)	-	-	-	-
	(11,201.10)	-	-	(11,201.10)	-	-	-	-
47535 Interest Own Funds	(378,110.05)	(27,771.51)	(67,746.45)	(35,975.42)	(188,573.23)	(9,561.03)	(47,503.78)	(978.63)
48500 Contribution from Current								
750020 Mobile Equipment	(30,000.00)	(30,000.00)	-	-	-	-	-	-
750020 Grounds provision	(9,000.00)	-	-	(9,000.00)	-	-	-	-
750020 Livrary Material	(53,521.86)	-	(53,521.86)	-	-	-	-	-
750020 Donations	(8,530.78)	-	(8,530.78)	-	-	-	-	-
750020 Lost Books	(29,853.76)	-	(29,853.76)	-	-	-	-	-
750020 Operating Surplus	(100,743.33)	-	-	-	(100,743.33)	-	-	-
750095 Bookmobile - Summer Reading	(5,000.00)	-	(5,000.00)	-	-	-	-	-
750305 Printer Revenue	(23,496.81)	-	-	(23,496.81)	-	-	-	-
750515 Teen Writing	(238.96)	-	-	-	-	-	-	(238.96)
750575 CAPC	(4,017.38)	-	-	-	-	(4,017.38)	-	-
750510 Summer Reading	(74,424.60)	-	-	-	-	(74,424.60)	-	-
	(338,827.48)	(30,000.00)	(96,906.40)	(32,496.81)	(100,743.33)	(78,441.98)	-	(238.96)
58300 Trf to Current								
750040 5th Floor Renovations	22,953.50	-	-	-	-	-	22,953.50	-
750160 E-Audio Books	31,795.00	-	31,795.00	-	-	-	-	-
750162 RFID	48,140.00	-	48,140.00	-	-	-	-	-
750550 Young Canada Works	16,632.96	-	-	-	-	16,632.96	-	-
	119,521.46	-	79,935.00	-	-	16,632.96	22,953.50	-
Net Change	(608,617.17)	(57,771.51)	(84,717.85)	(79,673.33)	(289,316.56)	(71,370.05)	(24,550.28)	(1,217.59)
Balance at December 31, 2006	(8,487,739.00)	(637,558.02)	(1,499,062.31)	(816,041.26)	(4,226,164.90)	(270,975.97)	(1,016,287.99)	(21,648.55)

HAMILTON PUBLIC LIBRARY
Trust Funds
AT DECEMBER 31, 2006

	Total	125005 M Waldon Thompson	125010 Special Gifts	125025 Permanent Endowment	125030 K McClaren Memorial	125035 F Walden	125051 Dundas Library Fundraising	1250052 Wentworth Waterdown Library
Assets								
11020 Bank	301,564.73	30,212.66	186,290.48	-	-	85,061.59	-	-
12300 Interest Receivable	872,720.03	106.49	646,175.78	213,661.00	12,776.76	-	-	-
13120 Investment Trust Funds	1,211,212.95	-	745,158.55	450,287.74	15,766.66	-	-	-
13305 accrued interest	299.81	-	-	-	-	299.81	-	-
Due from (to) Operating Fund	2,385,797.52 385,958.99	30,319.15 1,577.46	1,577,624.81 359,735.27	663,948.74 (46,419.59)	28,543.42 375.72	85,361.40 (28,926.10)	- 64,198.34	- 35,417.89
	2,771,756.51	31,896.61	1,937,360.08	617,529.15	28,919.14	56,435.30	64,198.34	35,417.89
Fund Balance								
27600 Opening	(2,299,054.84)	(30,663.71)	(1,505,139.26)	(586,524.00)	(27,175.97)	(54,489.13)	(61,263.83)	(33,798.94)
Net Revenue (Expend)	(472,701.67)	(1,232.90)	(432,220.82)	(31,005.15)	(1,743.17)	(1,946.17)	(2,934.51)	(1,618.95)
Closing Balance	(2,771,756.51)	(31,896.61)	(1,937,360.08)	(617,529.15)	(28,919.14)	(56,435.30)	(64,198.34)	(35,417.89)
Revenue								
45498 Donations	(364,378.45)	-	(364,278.45)	(100.00)	-	-	-	-
47500 Interest Earned	(11,402.81)	(1,160.79)	(6,973.64)	-	-	(3,268.38)	-	-
47535 Interest –Own Funds	(17,006.00)	(72.11)	(12,363.26)	-	(17.17)	-	(2,934.51)	(1,618.95)
47567 Unrealized Investment Gain	(75,524.00)	-	(47,300.00)	(27,246.00)	(978.00)	-	-	-
48737 Revenue – Hamilton Foundation	(85,626.00)	-	(56,258.00)	(28,211.00)	(1,157.00)	-	-	-
	(553,937.26)	(1,232.90)	(487,173.35)	(55,557.00)	(2,152.17)	(3,268.38)	(2,934.51)	(1,618.95)
Expenditures								
52901 Interest	2,826.87	-	-	1,504.66	-	1,322.21	-	-
54350 Miscellaneous Expense	29,792.00	-	19,938.00	9,445.00	409.00	-	-	-
57710 Trust – Trf to Current Fund	48,616.72	-	35,014.53	13,602.19	-	-	-	-
	81,235.59	-	54,952.53	24,551.85	409.00	1,322.21	-	-
Net Expenditure (Revenue)	(472,701.67)	(1,232.90)	(432,220.82)	(31,005.15)	(1,743.17)	(1,946.17)	(2,934.51)	(1,618.95)



Hamilton Public Library

Date: March 6, 2007
To: Chair and Members of the Board
c.c. Ken Roberts, Chief Librarian
From: Helen Benoit, Director Children and Young Adult Services
Subject: **Free the Children and 2007 Summer Reading Club**

RECOMMENDATION:

That an amount not to exceed \$5,000 be allocated to cover the cost of adopting a village through the Free the Children organization.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

There may be sufficient funds in the operating budget and, if not, funds would be taken from the Summer Reading Reserves.

BACKGROUND:

For many of our young people, reading is hard work and the library provides a variety of reading incentives including the gift of a free book. This year, we hope to Adopt a Village as part of the reading incentives/rewards that we promote to the members of our reading programs.

Free the Children is part of the Kiel Network founded by Craig and Marc Keilburger to empower and engage young people to affect positive social change in the world through education, leadership and action. Free the Children launched the Adopt a Village campaign as a learning opportunity for young people to discover the power of good global citizenship. With a broad and sustainable approach to community development, the Adopt a Village campaign gives youth the chance to make a significant and positive impact in the lives of children. By supporting a village in Sierra Leone, young people help marginalized children and their families meet their basic human needs.

We have met with representatives from Free the Children and it would cost \$5,000 to adopt a village. The young people in Hamilton would be encouraged to read and their reward would be helping young people across the globe. We would challenge the young people of Hamilton to work together to read a total of 70,000 books. We would be encouraging and promoting literacy in our community as well as encouraging our young people to look outside their own wants and needs by helping youth in need thousands of miles away.



Hamilton Public Library

Date: March 16, 2007
To: Chair and Members of the Board
c.c. Ken Roberts, Chief Librarian
From: William Guise, Director, Finance and Facilities
Subject: **Hamilton Community Foundation**

RECOMMENDATION:

That the Hamilton Community Foundation be requested to transfer \$90,000 to the Hamilton Public Library from the income earned by the Permanent Endowment Fund held by the Foundation on behalf of the Library Board.

BACKGROUND:

Expenditures on projects approved by the Board to be funded from the Permanent Endowment Fund are made through funds from operations resulting in a debt by the Permanent Endowment Fund to the Operating Fund. The transfer of \$90,000 from the income earned by the Endowment Fund and held by the Foundation would eliminate the current debt and provide some funding for outstanding commitments approved by the Board.