

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, September 21, 2005
Mohawk College, Board Room

5:45 p.m. Dinner
6:15 p.m. Meeting

AGENDA

1. Discussion Period
2. Acceptance of the Agenda
3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, June 8, 2005 Attachment #3
4. Presentations
 - 4.1 Myhamilton Presentation – S. McKay
 - 4.2 Auditor's Report – WG - Grant Thornton will be present
 - 4.2.1 Audit Concluding Memo Attachment #4.2.1
Suggested Action: Receive
 - 4.2.2 Internal Control Findings Attachment #4.2.2
Suggested Action: Receive
 - 4.2.3 Response to Internal Control Findings Attachment #4.2.3
Suggested Action: Recommendation
 - 4.2.4 2004 Audited Financial Statement Attachment #4.2.4
Suggested Action: Recommendation
 - 4.3 Image Digitization Collections – KD

5. Consent Items

- 5.1 Image Digitization Collections - KD Attachment #5.1
Suggested Action: Recommendation
- 5.2 Chief Librarian's Report Attachment #5.2
Suggested Action: Receive
- 5.3 Non-Union Compensation – LF Attachment #5.3
Suggested Action: Recommendation
- 5.4 Special Gifts Fund – WG Attachment #5.4
Suggested Action: Recommendation
- 5.5 E-Audio Books Services – KD Attachment #5.5
Suggested Action: Recommendation
- 5.6 Early Years Challenge Fund – HB Attachment #5.6
Suggested Action: Recommendation

6. Business Arising

- 6.1 Central Library Review – MS Attachment #6.1
Suggested Action: Recommendation
- 6.2 RFID Update – KD Oral Report
Suggested Action: Discussion
- 6.3 Facilities Masterplan – KR/GG Oral Report
- 6.4 South Mountain – KR Attachment #6.4
Suggested Action: Recommendation
- 6.5 Ancaster Branch – KR Attachment #6.5
Suggested Action: Recommendation

7. Correspondence

No correspondence.

8. Reports

No Reports.

9. New Business

- 9.1 2006 Preliminary Operating Budget – WG Attachment #9.1
Suggested Action: Recommendation
- 9.2 2006-2015 Capital Budget Submissions – WG Attachment #9.2
Suggested Action: Recommendation
- 9.3 Computer Booking System – KD Attachment #9.3
Suggested Action: Recommendation
- 9.4 Soroptimist International Fundraising Dinner – BH Attachment #9.4
Suggested Action: Recommendation

10. Private and Confidential

11. Date of Next Meeting

Regular Board Meeting - Wednesday, October 19, 2005

Central Library, Board Room

5:30 p.m. Dinner

6:00 p.m. Meeting

12. Adjournment

HAMILTON PUBLIC LIBRARY BOARD

**Regular Board Meeting
Wednesday, June 8, 2005
Central Library, Board Room**

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

MINUTES

PRESENT: George Geczy, Maureen McKeating, Santina Moccio, Tamara Fernandes, Jennifer Gautrey, Mavis Adams, Doreen Horbach, Joyce Brown

REGRETS: Councilor Pearson, Councilor Jackson, Mac Carson

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

GUESTS: Ray Mulholland, Chair, Hamilton-Wentworth District School Board and Dr. Chris Spence, Director of Education

1. Discussion Period

2. Acceptance of the Agenda

MOVED by Ms Moccio, seconded by Ms Gautrey,

THAT THE AGENDA BE APPROVED AS PRESENTED.

MOTION CARRIED.

3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, May 18, 2005

Correction: Date of next meeting should read June 8, 2005 not September 21, 2005.

MOVED by Ms Gautrey, seconded by Ms Adams,

THAT THE MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, MAY 18, 2005 BE ADOPTED AS AMENDED.

MOTION CARRIED.

4. Presentations

4.1 HWSB Partnership Agreement

Dr. Chris Spence and Mr. Ray Mulholland were welcomed to the meeting. The Partnership agreement was signed by the Directors and Chairs of both the Hamilton-Wentworth District School Board and the Hamilton Public Library.

5. Consent Items

Item 5.2 was removed from the consent agenda.

MOVED by Ms McKeating, seconded by Ms Horbach,

THAT CONSENT ITEMS 5.1 AND 5.3 BE APPROVED.

MOTION CARRIED.

5.1 Branch Hours

That Westdale Library open Wednesday evenings, effective September 7, 2005, and

That Kenilworth Library open Tuesday and Thursday mornings effective July 2005.

5.3 That the Chief Librarian be authorized to enter into an agreement with the City of Hamilton for a joint City of Hamilton and Hamilton Public Library Training Center in accordance with the conditions outlined in this report.

6. Business Arising

6.1 Facilities Master Plan

Board members reviewed each of the statements in the proposed recommendation. Points 13, 14 and 15 were included in the recommendation.

MOVED by Ms Horbach, seconded by Ms Gautrey,

That the following guidelines, arising from Board discussions, be approved by the Board:

- 1) The Library Board reiterates its commitment to provide library branches that aspire to the guidelines of our Strategic Plan and prior Board directions. The following guidelines should form part of the Board's Facilities Master Plan:**

- a. **Library Branches should be quality facilities that can also act as “community meeting places”.**
 - b. **New branches should be located, whenever practical, in a multi-use facility with appropriate partners.**
 - c. **New branches should be located on main thoroughfares and should have a commanding street presence.**
 - d. **Library branches should be accessible and should meet provincial and city accessibility requirements.**
 - e. **Library branches should meet all provincial guidelines for public libraries.**
- 2) **In addition, the Library Board encourages innovation and flexibility and welcomes suggestions from staff and from the public that might advance the above goals.**

Regarding existing branches, the Library Board directs staff as follows:

- 3) **To prepare, for consideration, a proposal that would consolidate services in East Flamborough (Carlisle, Millgrove and Waterdown) through the construction of a new branch. The Board Chair and Chief Librarian are directed to discuss such a proposal with the Ward Councillor and then with the community at large.**
- 4) **To review possibilities and opportunities that might address the physical shortcomings of our buildings in Lynden and Rockton, including accessibility concerns, as well as potential solutions. Staff are directed to include the City of Hamilton in discussions about Rockton since the current building is owned by the City.**
- 5) **To engage the Ancaster community in consultation and information processes as part of the Ancaster Library renovation and design.**
- 6) **To investigate the potential of expanding the Valley Park branch and, dependent on the outcomes of such discussions, to add expansion of the Valley Park branch to the Capital Plan.**
- 7) **To begin discussions with the Landlord of the Sherwood Branch concerning a new lease or possible purchase, at terms favourable to the Library, with such a lease taking effect upon the expiry of the existing lease arrangement. Such negotiations must be completed by Fall 2006, otherwise alternative arrangements must be investigated.**
- 8) **To add Upgrades and “Refresh” of the Terryberry Branch to the Capital Plan, with a target of timeline of 2008.**
- 9) **To discuss with the Ward Councillor issues relating to Mt Hope and Binbrook, including physical condition and access; to investigate City commitment to resolve access issues, highlighting the physical shortcomings of the Mt Hope branch.**

- 10) To ensure that Kenilworth renovations are part of the Capital Plan for 2011 and that the Capital Plan highlights priorities such as parking and street presence.
- 11) To plan for improvements at Barton to improve external conditions that might include lighting, parking, and security.
- 12) In addition, the Board directs the Chair and Chief Librarian to discuss issues relating to Dundas and Greensville, such as service hours, with the Ward Councillors involved.
- 13) The Library Board reiterates its endorsement of the recommendations outlined in the "Central Library Review: Conceptual Model"
- 14) The Library Board continue to support its strong commitment to a library branch in the Locke community and, if possible, a "park and lease" agreement be devised for the CIBC building. If a viable option for leasing is not possible, the Library Board revert to its original motion for the property and that it be handed to the City for selling purposes. The Library Board directed the Chief Librarian and Chairman of the Board to meet with Councillor McHattie for the continuation of discussion.
- 15) The Library Board direct the Chief Librarian and Board Chairman to meet with Councillor Bratina to discuss possible options for the Picton Branch and bring back to the Library Board in September.

MOTION CARRIED.

6.2 Ancaster

Mr. Roberts provided an update regarding the latest discussions regarding the Ancaster renovation.

6.3 CELPLO Consortia

Ms Darling provided a verbal update on the negotiations for the CELPLO consortium.

7. Correspondence

No correspondence.

8. Reports

8.1 Chief Librarian's Report

Received for information.

9. **New Business**

9.1 **RFID**

Ms Darling provided some background information regarding the proposed timelines and costing.

MOVED by Ms Horbach, seconded by Ms Adams

THAT THE HAMILTON PUBLIC LIBRARY BOARD COMMIT TO ENHANCE THE SECURITY OF COLLECTIONS; TO REDUCE STAFF TIME SPENT IN HANDLING MATERIALS AND INCREASE STAFF TIME SPENT ON VALUE ADDED SERVICE; AND TO ENABLE PATRON EMPOWERMENT THROUGH THE INTRODUCTION OF A RADIO FREQUENCY IDENTIFICATION SYSTEM. PARTICULAR CONCERN TO INVESTIGATE ITS USES AS A SECURITY MEASURE WILL BE EXAMINED.

MOTION CARRIED.

9.2 **Summer Board Meetings**

MOVED by Ms Brown, seconded by Ms Moccio,

THAT THE HAMILTON PUBLIC LIBRARY BOARD BE PREPARED TO MEET THE THIRD WEDNESDAY IN JULY AND THE THIRD WEDNESDAY IN AUGUST IN ORDER TO DEAL WITH ISSUES, AS IDENTIFIED BY THE CHAIR, THAT CANNOT BE DELAYED UNTIL A SEPTEMBER MEETING.

MOTION CARRIED.

9.3 **Trustee Award Nomination**

MOVED by Ms Horbach, seconded by Ms McKeating,

THAT MS ADAMS BE NOMINATED FOR THE OLTA TRUSTEE AWARD.

MOTION CARRIED.

10. **Private and Confidential**

10.1 **Job Evaluation – Non-Union Position**

MOVED by Ms Gautrey, seconded by Ms Brown,

THAT THE RATING FOR THE MANAGER, COMMUNICATIONS AND COMMUNITY DEVELOPMENT BE CHANGED FROM

**CLASSIFICATION 5 TO CLASSIFICATION 6 RETROACTIVE TO
APRIL 1, 2004 BE APPROVED.**

MOTION CARRIED.

11. Date of Next Meeting

Wednesday, September 21, 2005
Central Library, Board Room
5:30 p.m. Dinner
6:00 p.m. Meeting

12. Adjournment

MOVED by Ms Gautry, seconded by Ms Fernandes,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF
WEDNESDAY, JUNE 8, 2005 BE ADJOURNED.**

MOTION CARRIED.

The meeting was adjourned at 7:45 p.m.

Minutes recorded by Karen Hartog

Hamilton Public Library Board
Audit Concluding Memorandum
For Fiscal 2004
September 2005



Grant Thornton 

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Attachment #4.2.1

March 24, 2005

To the Members of the Board of Directors of the Hamilton Public Library Board

Our audit of the financial statements of the Hamilton Public Library Board for the year ended December 31, 2004 is now substantially complete. Our auditor's report has been issued with the standard qualification for completeness of revenues from donations or cash sales. A draft copy of our audit report has been provided separately.

The Audit Concluding Memorandum has been prepared in accordance with the assurance recommendations issued by the Canadian Institute of Chartered Accountants (CICA) entitled "Communications with Those Having Oversight Responsibility." That standard recommends we communicate with the Board of Directors certain matters regarding our responsibility as auditors, significant accounting policies and other matters, which may be of interest to the Board.

We would like to express our appreciation for the cooperation and assistance received from the management of the Library during the course of our audit.

We will respond to any questions relating to this memorandum or on any other matters of interest to the Board of Directors during our meeting.

Yours very truly,

GRANT THORNTON LLP

Evan McDade, CA, CBV
Encls.

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Attachment #4.2.1

Introduction

We are pleased to provide our Audit Concluding Memorandum for the December 31, 2004 audit of the financial statements of the Hamilton Public Library Board ("Library"), together with our independence letter.

The Audit Concluding Memorandum summarizes significant matters that we believe should be brought to the attention of the Board. We emphasize that the audit and this document would not necessarily identify all matters that may be of interest to the Board of Directors.

This memorandum has been prepared solely for the purpose of assisting the Board of Directors in the discharge of its responsibility and should not be used for any other purpose. We disclaim any obligation to any other party that may rely upon this report.

Responsibility of Management

Preparation of financial statement

The preparation of the financial statements, including the accompanying notes, is the responsibility of management. This includes the preparation of the financial statements in accordance with Canadian generally accepted accounting principles.

Management is responsible for selecting the significant accounting policies used in the preparation of the financial statements, and for applying judgment in preparing accounting estimates contained in the financial statements, as well as for preparing or obtaining documentation supporting amounts and disclosures in the financial statements. In addition, management is responsible for assessing the impact of any misstatements detected during the preparation and audit of the financial statements, individually and in aggregate, on the fair presentation of amounts and disclosures contained in the financial statements and determining if such adjustments should be recorded.

Management's representations

The transactions and estimates reflected in the accounts and in the financial statements are within the direct control of management. Accordingly, the fairness of the representations made through the financial statements is an implicit and integral part of management's responsibility.

Throughout the course of our audit, we obtain representations from management in the form of answers to our audit enquiries. We also obtained a formal representation letter from management at the conclusion of the audit.

Audit Scope and Responsibility

Auditors' report

We have completed our audit of the financial statements for the year ended December 31, 2004. Subject to completion of discussions and approval of the financial statements by the Board of Directors, we anticipate being in a position to sign the Auditors' Report appended to the draft financial statements. The audit of the financial statements was substantially complete as of March 24, 2005 therefore our Auditor's report will be dated as of that date.

Our audit report will be issued with a qualification for the completeness of revenues, as revenues from donations and cash are not susceptible to satisfactory audit verification. The report will indicate that the financial statements present fairly in all material respects, except for the effects of adjustments, if any, which might have been necessary had we been able to satisfy ourselves as to the completeness of the revenue referred to above, the statements of financial position, results of operations and cash flows of the Library in accordance with Canadian generally accepted accounting principles.

Our audit of the financial statements was performed in accordance with Canadian generally accepted accounting standards, and was performed to obtain reasonable, rather than absolute, assurance whether the financial statements are free of material misstatement. Our audit included assessing the risk that the financial statements may contain material misstatements, examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and their application, and assessing the significant estimates made by management.

Independence

As external auditors of the Library, we are required to be independent in accordance with the Canadian professional requirements. These standards require that we disclose to the Board of Directors all relationships that, in our professional judgment, may reasonably be thought to bear on independence. We have addressed a letter to the Board, presented in Appendix A to this report, which confirms that we are objective with respect to the Library within the meaning of the Rules of Professional Conduct of the Institute of Chartered Accountants of Ontario as of March 24, 2005.

We confirm that we are not presently aware of any relationship or non-audit services that would impair our independence for purposes of expressing an opinion on the financial statements.

Significant Matters to be Reported

The Canadian Institute of Chartered Accountants has specified matters that should be brought to the attention of the Board. The following summarizes the matters to be communicated.

Significant accounting principles and policies

Significant accounting principles and policies are disclosed in the notes to the financial statements. Within the context of the audit, management has represented to us that there have not been any material changes in the accounting principles and policies during the year. We have not noted any changes and we have not noted any significant unusual transactions.

Management's judgements and accounting estimates

Management has the responsibility for applying judgement in preparing the accounting estimates and disclosures contained within the financial statements. We have not noted any particularly sensitive accounting estimates, which we believe should be brought to the attention of the Board.

Materiality

Grant Thornton planned the audit with the objective of having reasonable assurance of detecting misstatements that would be material to the financial statements taken as a whole. As required by audit standards, materiality was utilized during the conduct of the audit and the evaluation of any misstatements identified.

Misstatements and significant audit adjustments

Misstatements represent audit findings for which we do not agree with the amount, classification, presentation or disclosure of items in the financial statements. A misstatement may arise from an error or from fraud and other irregularities. An error refers to an unintentional misstatement in financial statements, including an omission of amount or disclosure. Fraud and other irregularities refer to an intentional misstatement in financial statements, including an omission of amount or disclosure, or to a misstatement arising from theft of the entity's assets.

In conducting our procedures, we may identify misstatements that require adjustments to the recorded amounts. These audit adjustments are discussed with management, who in consultation with us, determine if an adjustment should be recorded.

We have not noted any material misstatements in the financial statements.

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Attachment #4.2.1

Internal controls

The responsibility for the design and operation of an effective system of internal controls which provides reasonable assurance that the accounting systems provide timely, accurate and reliable financial information, as well as safeguard the assets of the corporation, is the day to day responsibility of management.

For purposes of the audit, Grant Thornton obtains a sufficient understanding of the accounting systems and the system of internal control. Those controls identified as key are tested as part of our audit work; however, the audit is not designed to allow an opinion on the system of internal control.

As a result of the audit testing, we did not detect significant weaknesses in internal controls.

Illegal acts

Our inquiries of management and our testing of financial records did not reveal any illegal or possible illegal acts. However, please be aware that improper conduct is usually carefully and often elaborately concealed and therefore, the probability of detecting such is not high. Management is also asked in the formal letter of representations to disclose if they are aware of any illegal or possible illegal acts.

Related party transactions

Testing of financial records and discussions with management did not reveal any significant related party transactions not in the normal course of operations involving significant judgments by management concerning their measurement or disclosure in the financial statements.

Consultation with other accountants

To our knowledge, management discussed no accounting or auditing matters with other accountants.

Cooperation during the Audit

We report that we have received cooperation from management and employees of the Library. To our knowledge, we were provided access to all necessary accounting records and other documentation. There were no limitations placed on the scope of the auditors. We have had no disagreements with management.

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Attachment #4.2.1

Other matters

We are not aware of any other matters that require the attention of the Board of Directors before approving the financial statements.

Current Accounting and Reporting Developments

We continually monitor the potential of new accounting pronouncements on the accounting practices of the Library.

At the present time, there are no significant accounting or reporting developments from regulating bodies that would impact Hamilton Public Library Board that should be brought to the attention of the Members of the Board of Directors.

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Attachment #4.2.1

Appendix A – Independence Letter

March 24, 2005

The Board of Directors
Hamilton Public Library Board
55 York Blvd, PO Box 2700
Hamilton, Ontario, L8N 4E4

Dear Board members:

We have been engaged to audit the financial statements of the Hamilton Public Library Board (“Library”) for the year ended December 31, 2004.

Canadian generally accepted auditing standards (CICA Handbook section 5751) require that Grant Thornton LLP communicate at least annually with the Board regarding all relationships between the library and Grant Thornton that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, the Guideline requires us to consider relevant rules and related interpretations prescribed by the appropriate provincial institute and applicable legislations, covering such matters as:

- (a) Holding a financial interest, either directly or indirectly, in a client;
- (b) Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- (c) Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- (d) Economic dependence on a client; and
- (e) Provision of services in addition the audit engagement

We are not aware of any relationships between the Library and Grant Thornton that, in our professional judgment, may reasonably be thought to bear on our independence, which have occurred from January 1, 2004 to March 24, 2005.

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Attachment #4.2.1

With respect to item € we can report that there were no services provided to the Library in addition to the audit engagement.

The auditing standards require that we confirm our independence to the Board of Directors. However, since the Rules of Professional Conduct of the Institute of Chartered Accountants of Ontario deal with the concept of independence in terms of objectivity, our confirmation is to be made in that context. Accordingly, we hereby confirm that we are objective with respect to the Library within the meaning of the Rules of Professional Conduct of the Institute of Chartered Accountants of Ontario as of March 24, 2005.

We look forward to discussing with you the matters addressed in this letter, as well as other matters that may be of interest to you. We are prepared to answer any questions the Board members may have regarding our independence, as well as other matters.

This report is intended solely for use of the Board of Directors and others within the Hamilton Public Library Board and should not be used for any other purposes.

Yours truly,

GRANT THORNTON LLP

Evan McDade, CA, CBV
Partner

May 9, 2005

Hamilton Public Library Board

55 York Blvd
PO Box 2700
Hamilton, Ontario
L8N 4E4

To Management and the Board:

RE: Internal Control Findings from the 2004 Audit

Receiving observations and findings on your financial reporting processes and controls is one of the benefits of an annual financial statement audit. This year, Grant Thornton LLP began implementing new processes and technology to address the changing standards of conducting a financial statement audit. This approach includes an increased emphasis on internal control. Our procedures identified a number of items that we need to bring to your attention.

Our audit is planned and conducted to enable us to express an audit opinion on the annual financial statements. The matters dealt with in this letter came to our attention during the conduct of our normal examination, and as a result, this letter does not necessarily include all matters that would be uncovered through a more extensive or special engagement.

Changes in Audit Risk and Related Reporting

In May, 2004, the Audit and Assurance Standards Board (AASB) issued an Exposure Draft on Audit Risk in connection with the Audit Risk Project. The AASB plans to publish new and revised Sections and Guidelines in the CICA Handbook – Assurance. Consequently, these proposed standards will affect the way in which all accounting firms work with and apply the audit risk model by clearly focusing on areas where there is greater risk of material misstatement in the financial statements. Originally, these standards were to become effective for audits of financial statements for periods ending on or after December 15, 2004. The effective date has subsequently been deferred to January 1, 2006. These standards require that we report all significant deficiencies and material weaknesses to the Audit Committee, regardless of whether they are financially practical to correct. As such, Grant Thornton has begun to implement these changes. During the audit of the Board' financial statements, we reviewed governance, information technology (IT) governance, financial reporting processes and controls related thereto.

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The standards of the public accounting profession require us to report annually our findings on certain weaknesses and deficiencies in your internal controls. We have categorized our findings as follows:

- **Material weaknesses** (individual or aggregated deficiencies that could result in a material misstatement in the financial statements due to fraud or error)
- **Significant deficiencies**
- **Other deficiencies and advisory comments**

Significant Deficiencies:

Audit Committee

The Hamilton Public Library Board does not currently have an audit committee. The external auditors have historically reported directly to the Board which assumes the responsibility for financial oversight. With the constantly evolving standards of corporate governance and increased expectations of Boards, the Authority needs to ensure it remains fiscally responsible. An ideal governance structure would delegate authority for oversight of financial reporting to an audit committee.

An audit committee's responsibility can include oversight of the external audit, financial reporting or oversight of internal audit work. An appropriate mandate for an audit committee includes clear objectives, authority, scope, responsibilities and duties. The activities of an audit committee may result in the following types of actions:

- a. Those where the committee will inform the Board that action has been taken in the Board's interest and does not require prior board approval such as review and approval of the scope of the annual audit.
- b. Those that the committee will review, study and then recommend action taken by the Board such as the appointment of external auditors, review of major accounting policy changes before implementation, as well as review of the annual audit reports.
- c. Those that the committee will review, study and provide summary information reports to the board when appropriate, such as reviewing administration of the Board's "conflict of interest" policy, reviewing the performance of management and operating personnel under the Board's code of ethics or reviewing insurance programs for potential gaps and exposures as well as fraud.

We recommend that the Board establish an audit committee so that there is a committee in place responsible for the oversight of financial reporting and external audit process through clear Board direction. The committee should also include at least one member with financial expertise.

Internal Audit Function

The Board currently does not have an internal audit function, although its processes are often included in the scope of the City of Hamilton's Internal Audit department work plan. An internal audit function is responsible for having a pulse on the effectiveness of the design of the control system across the organization and the effectiveness of the operation of that system. Internal audit provides recommendations, but internal control remains the responsibility of management.

We recommend that the Board consider implementing a system that would allow it to review the effectiveness of the design of the control system across the organization and the effectiveness of the operation of that system. Management should then ensure that appropriate action is taken to safeguard the assets of the Library.

It is management's responsibility to weigh the costs of implementing controls against the benefits that the controls will achieve. The purpose of this letter is to provide you with the information related to the identified risks so that you can make the necessary decisions.

The matters discussed herein are those that have been noted as of March 24, 2005, and we have not updated our procedures regarding these matters to the current date. In addition, this communication is prepared solely for the information of management and is not intended for any other purposes; we accept no responsibility to a third party who uses this communication.

Thank you for the opportunity to contribute to the present and future success of the Hamilton Public Library Board.

Yours truly,

GRANT THORNTON LLP

Grant Thornton LLP

Evan McDade, CA, CBV
Partner



Hamilton Public Library

Date: September 14, 2005
To: Chair and Members of the Board
c.c. Ken Roberts, Chief Librarian
From: William Guise, Director, Finance and Facilities
Hamilton Public Library
Subject: **Response to Internal Control Findings**

RECOMMENDATION:

That the full Hamilton Public Library Board act the audit committee responsible for the oversight of the external audit, financial reporting or internal audit work, and

That discussions be undertaken with the City of Hamilton with the view of having the Internal Audit department of the City reviewing the effectiveness of the design of the Library's internal control system and the effectiveness of the operation of the internal control system.

BACKGROUND:

The Library's external Auditors, Grant Thornton, LLP have made the following recommendations.

1. That the Board establish an audit committee so that there is a committee in place responsible for the oversight of financial and external audit process through clear Board direction.
2. That the Board consider implementing a system that would allow it to review the effectiveness of the design of the control system across the organization and the effectiveness of the operation of that system.

With regard to the first recommendation, the Library Board currently does not operate on a committee structure and does not have standing committees and the duties of an audit committee as outlined in the recommendation by Grant Thornton, LLP should be carried out by the full Board.

With regard to the second recommendation, the City of Hamilton has a separate department which reviews the design and effectiveness of internal control within the various departments of the City and would be able to objectively review the internal controls of the Library.



Hamilton Public Library

Date: September 14, 2005
To: Chair and Members of the Board
From: William Guise, Director, Finance and Facilities
Hamilton Public Library
c.c. Ken Roberts, Chief Librarian
Subject: 2004 Audited Financial Statements

RECOMMENDATION:

That the 2004 Audited Financial Statements for the Hamilton Public Library Board attached to this report be approved.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

Every year, the Library must prepare and submit the audited financial statements to Council as required by the Public Libraries Act. The financial statements present the 2004 financial position of the Library as at December 31, 2004 and the financial activities for the year ended December 31, 2004.

The Library derives revenue from donations and cash sales, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, the auditors' verification of these revenues was limited to the amounts recorded in the Library's records.

Subject to any required adjustments, if any, which they may have determined to be necessary had they been able to satisfy ourselves concerning the completeness of the revenue referred to in the preceding paragraph, Grant Thornton, LLP, Chartered Accountants have expressed an opinion on the financial statements that they present fairly, in all material respects, the financial position of the Hamilton Public Library Board as at December 31, 2004 and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles free of any qualifications.

The financial statements have been prepared by staff in accordance with generally accounting principles for local governments as recommended by the Public Sector

Accounting Board ("PSAB") of the Canadian Institute of Chartered Accountants. PSAB requires the reporting of employee benefit obligations.

As a result of new PSAB requirements for 2004, actuarial valuations of the Library's retirement benefits and other post employment benefits were performed by independent actuaries. Any actuarial losses and gains in these employee benefit obligations are spread over future periods through annual amortization charges.

Also attached to this report is the 2004 Audited Financial Report for Hamilton Public Library Board Trust Funds.

Grant Thornton, LLP, Chartered Accountants, performed the statutory audit function and expressed an opinion, subject the limitation concerning the completeness of the donation revenue referred to previously these financial statements present fairly, in all material respects, the financial position of the trust funds of the Hamilton Public Library Board as at December 31, 2004 and the continuity of trust funds for the year then ended in accordance with Canadian generally accepted accounting principles.

Hamilton Public Library Board
Financial Statements
December 31, 2004

Grant Thornton 

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Attachment #4.2.4

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Attachment #4.2.4

Auditors' Report

To the Board Members, Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Hamilton

We have audited the consolidated statement of financial position of Hamilton Public Library Board as at December 31, 2004 and the consolidated statement of financial activities and changes in financial position for the year then ended. These financial statements are the responsibility of the board's management. Our responsibility is to express an opinion on these financial statements based on our audit.

Except as explained in the following paragraph, we conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

The Hamilton Public Library Board derives revenue from donations and cash sales, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Hamilton Public Library Board and we were not able to determine whether any adjustments might be necessary to donations and other revenue, net expenditures, assets and fund balances.

In our opinion, except for the effect of adjustments, if any, which we may have determined to be necessary had we been able to satisfy ourselves concerning the completeness of the revenue referred to in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of the Hamilton Public Library Board as at December 31, 2004 and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles.

Budget figures are provided for comparative purposes and have not been subject to audit procedures. Accordingly, we do not express any opinion regarding the budget figures.

Hamilton, Ontario
March 24, 2005

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Chartered Accountants

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Attachment #4.2.4

The Hamilton Public Library Board Consolidated Statement of Financial Position

December 31	2004	2003
Assets		
Financial assets		
Cash	\$ 21,184	\$ 39,773
Accounts receivable	59,387	1,028,411
Due from City of Hamilton (Note 2)	<u>7,079,277</u>	<u>5,810,560</u>
	7,159,848	6,878,744
Non financial assets		
Prepaid expenses	<u>6,991</u>	<u>4,975</u>
	\$ 7,166,839	\$ 6,883,719
Liabilities		
Accounts payable and accrued liabilities	\$ 233,443	\$ 1,022,224
Deferred revenue	22,367	63,354
Due to trust funds	<u>107,774</u>	<u>111,227</u>
	363,584	1,196,805
Liability for future benefits (Note 3)	<u>1,883,270</u>	<u>1,870,471</u>
	2,246,854	3,067,276
Library position		
Reserves and reserve funds (Note 5)	6,803,255	5,686,914
Amounts to be recovered in future (Note 6)	<u>(1,883,270)</u>	<u>(1,870,471)</u>
	4,919,985	3,816,443
	\$ 7,116,839	\$ 6,883,719

Commitments (Note 8)

On behalf of the Board

_____ Director _____ Director

See accompanying notes to the financial statements.

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Attachment #4.2.4

The Hamilton Public Library Board Consolidated Statement of Financial Activities

Revenue	Budgeted	Current Fund	Reserve Fund	2004 Total	2003 Total
Municipal contribution	\$ 22,057,740	\$ 22,057,740	\$ -	\$ 22,057,740	\$ 21,162,880
Province of Ontario grants	949,450	949,451	-	949,451	949,450
Other grant revenue	222,260	486,063	-	486,063	379,279
Fines	439,100	436,857	-	436,857	437,353
Photocopier revenue	48,500	44,757	-	44,757	49,175
Other – rentals, sales and Recoveries	80,180	208,145	-	208,145	134,643
Interest	-	-	207,774	207,774	219,268
Donations and other	-	18,585	-	18,585	21,653
Total revenue	23,797,230	24,201,598	207,774	24,409,372	23,353,701
Expenditures					
Employee costs	16,357,590	15,674,598	-	15,674,598	15,018,913
Library materials	2,659,570	2,694,506	-	2,694,506	3,079,544
Facility costs	2,657,680	2,869,850	-	2,869,840	2,504,881
Supplies and services	1,606,980	1,575,442	-	1,575,442	1,656,985
Total expenditures	23,281,820	22,514,386	-	22,814,386	22,260,324
Net revenues	515,410	1,387,212	207,774	1,594,986	1,093,377
Financing transfers	(454,410)	(389,073)	-	(389,073)	(581,082)
Long term debt charges (Note 4)					
Net transfers from reserves – City of Hamilton	-	17,434	3	17,437	222,677
Transfer to capital – City of Hamilton	-	(105,710)	-	(105,710)	(51,637)
Net contributions from reserve fund	-	12,000	-	12,000	681,014
Net contributions to reserve funds	(61,000)	(920,564)	-	(920,564)	(1,119,237)
Net contributions to current fund	-	-	(12,000)	(12,000)	(681,014)
Net contributions from current fund	-	-	920,564	920,564	1,119,237
Net contributions from trust funds	-	11,500	-	11,500	1,155
Decrease in amounts to be recovered in future	-	(12,799)	-	(12,799)	(27,000)
Net financing and transfers	(515,410)	(1,387,212)	908,567	(478,645)	(435,887)
Changes in funds	-	-	1,116,341	1,116,341	657,490
Fund balances, beginning of year	-	-	5,686,914	5,686,914	5,029,424
Fund balances, end of year	\$ -	\$ -	\$ 6,803,255	\$ 6,803,255	\$ 5,686,914

See accompanying notes to the financial statements

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Attachment #4.2.4

The Hamilton Public Library Board Consolidated Statement of Changes in Financial Position

Year Ended December 31	2004	2003
Increase (decrease) in cash		
Operation activities		
Changes in funds	\$ 1,116,341	\$ 657,490
Decrease (increase) in accounts receivable	969,024	(966,652)
Increase in due from City of Hamilton	(1,268,717)	(209,122)
(Increase) decrease in prepaid expenses	(2,016)	1,191
(Decrease) increase in accounts payable and accrued liabilities	(788,781)	520,351
Decrease in deferred revenue	(40,987)	(7,454)
Increase (decrease) in due to trust funds	(3,453)	15,150
	<u>(18,589)</u>	<u>(10,954)</u>
Financing activities		
Increase in liability for future benefits	12,799	(42,170)
Decrease (increase) in amounts to be recovered in future	(12,799)	42,170
Net (decrease) increase in cash	(18,589)	10,954
Cash and cash equivalents		
Cash, beginning of year	<u>39,773</u>	<u>28,819</u>
Cash, end of year	<u>\$ 21,184</u>	<u>\$ 39,773</u>

See accompanying notes to the financial statements.

The Hamilton Public Library Board Notes to the Consolidated Financial Statements

December 31, 2004

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 goods 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. Transfer 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 reporting period. Actual results could differ from those estimates.

Budget figures

Budgets are only established for the Current Fund.

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Attachment #4.2.4

The Hamilton Public Library Board Notes to the Consolidated Financial Statements

December 31, 2004

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 for 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 will 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.

	2004	2003
Accrued Benefit Obligation		
Vested sick leave liability	\$ 162,340	\$ 262,471
Retirement Benefits	2,135,994	1,608,000
	2,298,334	1,870,471
Net unamortized actuarial loss	(415,064)	-
Accrued Liability	\$ 1,883,270	\$ 1,870,471

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

	2004
Liability for Employee Benefits and Other Obligations balance at beginning of the year	\$ 1,870,471
Benefit expenditure	39,933
Interest expenditure	122,300
Benefit payments	(149,434)
Liability for Employee Benefits and Other Obligations balance at end of the year	\$1,883,270

The Hamilton Public Library Board Notes to the Consolidated Financial Statements

December 31, 2004

3. Employee benefits and other obligations (continued)

(a) Liability for vested sick leave

Effective May, 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 has 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 have resulted in a decrease in the liability to \$162,340 from the expected liability of \$252,270. The actuarial gain of \$89,930 is being amortized over thirteen years represented the expected average remaining life expectancy of the members of the employee groups. Reserves established to provide for this liability are provided by the City of Hamilton and are included on the City of Hamilton's Consolidated Statement of Financial Position in the amount of \$8,404,000 (2003 - \$7,906,000).

(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. 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.

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Attachment #4.2.4

The Hamilton Public Library Board Notes to the Consolidated Financial Statements

December 31, 2004

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>2004</u>	<u>2003</u>
91-050	Redhill Library	9.75% to 10%	2006	\$ 7,866	\$ 44,680
91-050	Terryberry Public Library	9.75% to 10%	2006	11,498	65,441
91-050	Sherwood Public Library	9.75% to 10%	2006	10,233	58,242
94-006	Library	6.195%	2004	-	133,361
94-006	Library	6.195%	2004	-	31,877
01-244	Westdale Branch	3.125% to 6%	2011	170,980	180,994
01-244	Barton Branch	3.125% to 6%	2011	390,686	413,572
01-162	Central Library	4.65% to 6.75%	2016	25,920	27,322
				\$ 617,183	\$ 955,489

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

2005	\$ 69,636
2006	71,378
2007	39,475
2008	41,560
2009	43,891

(c) The Board was charged \$389,073 (2003 \$581,082) for long term debt charges during the year as follows:

	<u>2004</u>	<u>2003</u>
Principal	\$ 235,804	\$ 234,540
Interest	153,269	299,782
Sinking funds	-	46,760
	\$ 389,073	\$ 581,082

5. Reserve and reserve funds

	<u>2004</u>	<u>2003</u>
Mobile equipment	\$ 525,498	\$ 477,560
Library collections	1,571,074	1,471,773
Library general development	681,903	646,896
Library major capital projects	2,876,871	2,010,636
Summer reading	182,010	134,629
Redevelopment, training & restructuring	946,664	945,420
Youth Programming	19,235	-
	\$ 6,803,255	\$ 5,686,914

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Attachment #4.2.4

The Hamilton Public Library Board Notes to the Consolidated Financial Statements

December 31, 2004

6. Amounts to be recovered in future

	<u>2004</u>	<u>2003</u>
Employee benefit obligations (note 3)	<u>\$ 1,883,270</u>	<u>\$ 1,870,471</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 indicates that current member and employer contributions are sufficient to fund future benefits. Contributions were made in the 2004 calendar year at rates ranging from 6% to 9.8% depending on the proposed retirement age and level of earnings. As a result, \$703,377 was contributed to OMERS (2003 - \$220,734) for current service. Effective January 1, 2006 contribution rates are proposed to increase an additional 1% to 2% for all levels of earnings.

8. Commitments

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

2005	\$ 859,213
2006	751,906
2007	678,092
2008	544,795
2009	506,282
Thereafter	<u>390,858</u>
	<u>\$ 3,731,146</u>

The Hamilton Public Library Board Notes to the Consolidated Financial Statements

December 31, 2004

9. Related party transactions

During the year, the City paid utilities of \$291,100 on behalf of the Library. The utilities paid on behalf of the Library by the City comprised of the supply of utilities by the City's Central Utilities Plant and the supply of utilities by third parties. The Central Utilities Plan costs are not reflected in the Library's Consolidated Statement of Financial Activities, but are included in the City's Consolidated Statement of Financial Activities. The third party costs for 2004 were recognized as expenditures, but the 2004 costs were not reflected in the Library's Consolidated Statement of Financial Activities, but were included in the City's Consolidated Statement of Financial Activities.

10. Trust funds

Trust funds administered by the Board amounting to \$2,252,242 (2003 - \$2,169,308) have not been included in the Consolidated Statement of Financial Position nor have these operations been included in the Consolidated Statement of Financial Activities.

11. Comparative figures

Certain of the 2003 figures have been reclassified to conform with the financial statement presentation adopted for 2004.

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Attachment #4.2.4

Auditors' Report

To the Board Members, Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Hamilton

We have audited the balance sheet of the trust funds of the Hamilton Public Library Board as at December 31, 2004 and the statement of continuity of trust funds for the year then ended. These financial statements are the responsibility of the Board's management. Our responsibility is to express an opinion on these financial statements based on our audit.

Except as explained in the following paragraph, we conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

The trust funds of the Hamilton Public Library Board derive revenue from donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the trust funds of the Hamilton Public Library Board and we were not able to determine whether any adjustments might be necessary to donation revenue, change in fund balances, assets and fund balances.

In our opinion, except for the effect of adjustments, if any, which we may have determined to be necessary had we been able to satisfy ourselves concerning the completeness of the revenue referred to in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of the trust funds of the Hamilton Public Library Board as at December 31, 2004 and the continuity of trust funds for the year then ended in accordance with Canadian generally accepted accounting principles.

Hamilton, Ontario
March 24, 2005

Grant Thornton LLP
Chartered Accountants

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Attachment #4.2.4

The Hamilton Public Library Board Trust Funds Balance Sheet

<u>December 31</u>	<u>2004</u>	<u>2003</u>
Assets		
Cash	\$ 283,154	\$ 277,049
Deposits with the Hamilton Community Foundation	1,170,249	1,147,701
Due from current fund	107,774	111,227
Accrued interest receivable	<u>691,065</u>	<u>633,331</u>
	<u>\$ 2,252,242</u>	<u>\$ 2,169,308</u>
Fund Balances		
Trust Funds – fund balances	<u>\$ 2,252,242</u>	<u>\$ 2,169,308</u>

On behalf of the Board

Director _____ Director

See accompanying notes to the financial statements.

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Attachment #4.2.4

The Hamilton Public Library Board Trust Funds Balance Sheet

<u>December 31</u>	<u>2004</u>	<u>2003</u>
Revenue		
Grants	\$ 3,920	\$ 5,050
Interest	120,518	155,512
Donations and other	=	<u>12,175</u>
	<u>124,438</u>	<u>172,737</u>
Expenditures		
Other	<u>30,004</u>	<u>25,457</u>
	<u>94,434</u>	<u>147,280</u>
Financing and transfers Net transfers to Library current fund	<u>(11,500)</u>	<u>(1,155)</u>
Change in fund balances	82,934	146,125
Fund balances, beginning of year	<u>2,169,308</u>	<u>2,023,183</u>
Fund balances, end of year	<u>\$ 2,252,242</u>	<u>\$ 2,169,308</u>

See accompanying notes to the financial statements.

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Attachment #4.2.4

The Hamilton Public Library Board Trust Funds Notes to the Financial Statements

December 31, 2004

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

Trust funds consist of:	2004	2003
M. Walden Thompson	\$ 29,865	\$ 29,196
Special Gifts Fund	1,498,447	1,447,331
Permanent Endowment	555,265	528,471
K. McCaren Memorial	25,985	25,726
F. Walden	53,316	53,069
Dundas Library Fundraising	57,051	54,594
Waterdown Library	32,313	30,921
	\$ 2,252,242	\$ 2,169,308

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.



DATE: August 31, 2005

REPORT TO: Chair and Members of the Board

C.C.: Ken Roberts, Chief Librarian

FROM: Kit Darling, Director of Information Technology and
Bibliographic Services
Maureen Sawa, Director of Public Services and Community
Development

SUBJECT: Image Collections Digitization

RECOMMENDATION:

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

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

There are adequate funds in the Reserve to cover this purchase.

BACKGROUND:

Thousands of years ago our ancestors painted figures of animals on cave walls. In Egypt texts were written in hieroglyphic symbols and buried in tombs. The first language, indeed the only written language for most of human history was not words, but pictures.

Pictures communicate in a way that even the best written text often cannot. They evoke memories and emotions. Think of the Vietnam War. What immediately comes to mind for many is an image of a small girl, her clothes burned from her body by napalm, running down a road. When families gather, they often gather around albums of family pictures, talking and remembering and sharing their history with younger generations.

The Hamilton Public Library has a wealth of information that is accessible only by visiting the Special Collections Department. Our collections of photographs, postcards, drawings and posters contain thousands of images, and are regularly consulted by journalists, historians, students, genealogists



and other libraries. It is our desire to make this rich resource available to all by digitizing the images and making them available over the web using an image management system to store, retrieve and display the images.

Over the past year, a staff group have worked very hard to develop the Image Digitization Strategic Plan 2006 – 2008. The Executive Summary of their report is attached. (Appendix A) The members of the group were Dijia Qin, Virtual Branch Project Manager, Yvonne Patch, Manager of Non-Fiction, Margaret Houghton, Archivist, Paul Lisson, Special Collections Librarian, and Ron Gabor, Software Technician. The project goals of Accessibility, Preservation, Collections Management and Public Access and Promotion clearly support the Mission and Values of the Hamilton Public Library Board, specifically

The library's staff, collections, and access to global electronic resources help to enrich the lives of individuals.

The project clearly meets the criteria for the Special Gifts fund (Bill to insert here) The funds requested will enable us to purchase the image management system and the network storage required to house and preserve the images, as well as provide for some special project staff to help jump start the collection and to create a critical mass of content within a reasonable period of time. We also hope to attract additional funds through grants for digitizing specific collections.

Examples of Similar Collections

The New York Public Library <http://digital.nypl.org/mmpco/index.cfm>

Images Canada <http://www.imagescanada.ca/index-e.html>

Library of Congress American Memory <http://memory.loc.gov/ammem/>

Toronto Public Library <http://historicity.torontopubliclibrary.ca/>

Calgary Public Library <http://calgarypubliclibrary.com/postcards/home.aspx>

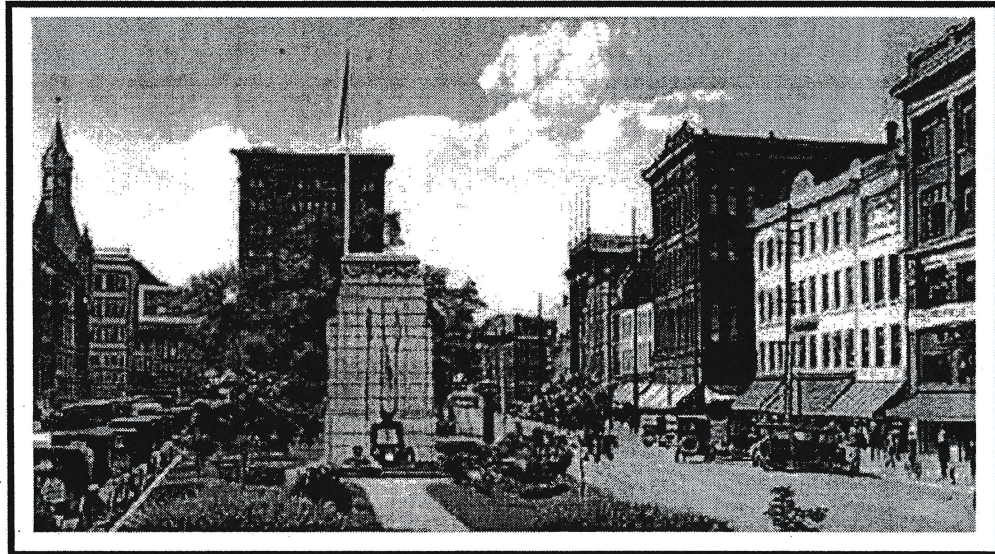
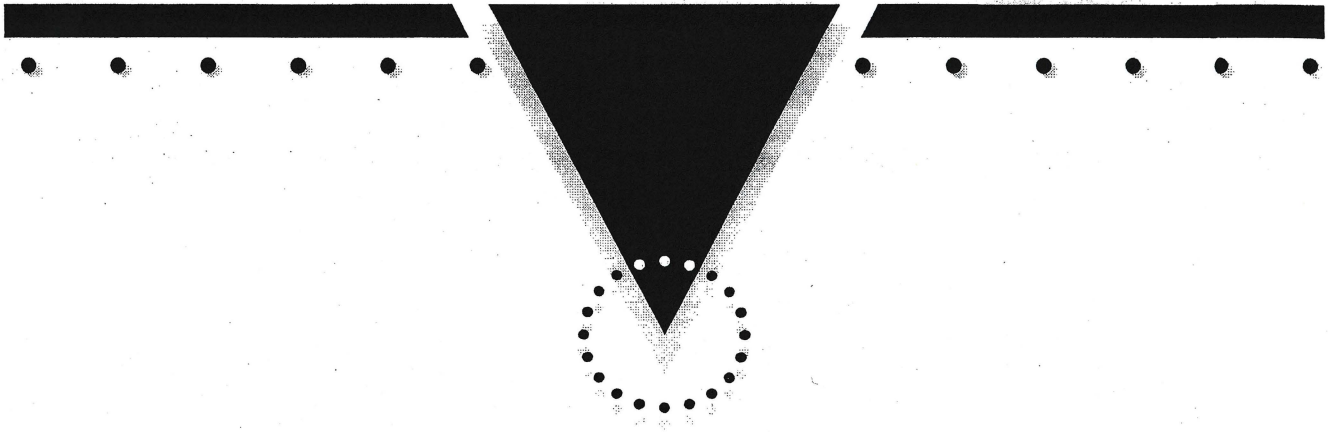


Image Digitization Strategic Plan 2006 - 2008

Image Digitization Project Team

(Qin, Dijia; Patch, Yvonne; Houghton, Margaret; Lisson, Paul; Gabor, Ron)

Hamilton Public Library

August 11 2005





**Hamilton
Public Library**

Image Digitization Strategic Plan 2006 – 2008

Executive Summary

Introduction

The Digitization Project recommends a sustainable approach for digitization at the Hamilton Public Library. It focuses on non-textual images held in the Special Collections Department. The project, when completed, will offer users exciting new levels of access to the unique and priceless image collections in our library. The objectives and principals have been developed to assist staff in planning and completing digitization projects. The team of staff preparing this report have completed an analysis and inspection of the image collections, and have also conducted a technical inspection.

After reviewing a number of Electronic Document Management Systems one system is recommended in this report. It would store, retrieve and display digital images and create a foundation for potential integration with the portal and participation in Images Canada. In addition the report outlines a proposal for personnel, and budget considerations as well as a recommended timeline.

Objectives

The project will make digital images accessible online, providing a resource for students and educators, and as well as the general public. Digitization also serves as a method to preserve valuable image collections. The intention is to recover some of the costs by selling master images. There is a commitment to sustaining the digitization process, and integrating the service with the staff workflow of the Special Collections and Electronic Services Departments.

Benefits of Digitization

Accessibility of collections: this has a variety of meanings. It means that the collection has to be managed in order to prepare it for digitization. It allows collections which might have been scattered throughout the archives to be brought together in a cohesive unit. It also, of course provides access to collections which may have been too fragile to be

handled, or even exhibited. So this accessibility can be seen to enhance outreach activities for the library, not only through web enhanced access, but also through potential revenue generating prospects (new products to sell), exhibitions, and publications. Access also enhances research capabilities, and encourages wide spread use by students, teachers, scholars, as well as the general public, on a global basis.

Preservation of collections: digitization minimizes the handling of original material, and provides a means of replacing and storing, the original article thereby also conserving the collection.

Collections Management: as touched on in the accessibility benefits, digitization of collections requires many steps which ultimately produce a searchable collection. These steps involve identifying, selecting, prioritizing, and cataloguing of the material to produce an effective collection which can be efficiently searched and accessed through designated metadata. Service to the public will be greatly enhanced, and accountability for collections will be validated.

Promotion: the potential for a much broader appreciation of the institutions' treasures is greatly expanded by digitized access. There is the increased use of collections for curriculum support. Materials for the support of exhibitions, programs, publications and other high profile activities, including related revenue producing products (e.g. calendars) can be developed, produced and retrieved with greater ease through digital technology. This in turn can encourage sponsorship and funding to provide a sustainable service.

Summary of Collections

- The Special Collections Department houses sixty-one image collections. Forty-seven collections have been evaluated by the team. There are about 3,121,000 images, and 46,000 items are in the public domain.
- Nine collections (27,000 items) in the public domain will be digitized in the first three-year phase.
- 8"X10" and 4"X5" are the predominant sizes of images in the public domain. Less than 2% of the images are larger than 12" X17 ".
- Formats include photographs, negatives, glass negatives, postcards, posters, maps, and slides.

Digital Preservation

Image digitization standards

- Master images will be scanned with uncompressed TIFF format at a resolution of 1200 dpi, with 24 color depth. The total storage space needed will be about 7.5 TB.

- Access images will be transformed from the master files using JPEG format at a resolution of 96 dpi.
- Thumbnail image will be consistent with Images Canada Standards. Resize originals to 150 pixels in their longest dimension at a resolution of 72 dpi.

Metadata standards

- The descriptive metadata entry will be based on the Graphic Materials Chapter of the Rules for Archival Description (RAD).
- The template will also contain administrative metadata including technical data as well as rights management and use requirements.
- Some metadata fields must match the modified Dublin core metadata elements used by Images Canada and myhamilton.ca portal.

Intellectual property issues

We will offer a service that adheres to the Canadian Copyright Act and the Municipal Freedom of information and Protection of Privacy Act (MFIPPA), and ensure that digitized images are in the public domain.

Chief Librarian's Report September, 2005

Opening Doors to Children

The Opening Doors to Children study, profiling the reading habits and library use habits of children across Canada, was launched at the CLA conference in June. HPL was profusely thanked on a number of occasions at the conference as a major contributor to the report. We will bring a copy of the report to the Board meeting.

International Federation of Library Associations and Institutions (IFLA)

The IFLA conference was held this past summer in Denmark. Beth Hovius attended the conference and delivered a paper on partnerships and the Hamilton Public Library. HPL is recognized as a leader in terms of its use of partnerships and this reputation was enhanced by Beth's paper.

The myhamilton.ca portal

The myhamilton.ca portal launched on September 13th. It was a busy, tiring summer of work for many staff members. There are components of the portal that were not ready for launch (such as consolidated searching of the library's resources from any place on the portal site) but these features will be introduced in the next few days and weeks. We plan to launch on-line book clubs for Ontario Public Libraries Week in October.

The portal launched with a great deal of fanfare on September 13th. The library has made significant contributions to the success of this project at all levels – from project management, to data management, to content development, indexing and marketing.

HPL staff were involved in almost all aspects of the portal's development. This is the first community portal that we have seen that features, so strongly, the services of a municipality's public library system. I am extremely proud of our staff for the work they have done.

We have added on-line library card registration, a more comprehensive search tool, and many other value-added features (e.g. Reader's Café). In October we will launch on-line book clubs as part of Ontario Public Libraries Week.

Paul Takala, who has been seconded to the project for more than a year, will return to HPL at the end of October. Darcy Glidden will soon resume his duties as Saltfleet Branch manager after having worked so hard on the library's portion of the site. Daphne Wood, who has been seconded to the project on a part-time basis as marketing team lead, has now resumed her responsibilities in **Communications and Community Development**.

CELPLO Consortium

The on-line electronic resources that we are now purchasing in partnership with almost all of the large library systems in Ontario are now available, strengthening our on-line services.

Barton Break-in

The Barton Branch was broken into on the evening of September 12/13. Two computers were stolen.

MoMac

The former Mohawk/McMaster training centre was vacated over the summer. We drafted some basic partnership concepts in order to create a joint City of Hamilton/Hamilton Public Library

Training facility (for staff and for the public) in this space. City Facilities is currently costing proposed renovations. We are all extremely excited about the possibilities.

Coordinator, Staff Development and Training

The 2005 operating budget approved a shift in several positions. We now have a position called "Coordinator, Staff Development and Training. Kathryn Deiter has been appointed to this position.

Extension Services Librarian

Joanne Pedicone has been appointed to the position of Extension Services Librarian

Barton and Dundas Career and Employment Centres

Our two new Career and Employment Centres at the Dundas and Barton branch libraries will officially open on Thursday, September 22nd, during Lifelong Learning Week. Funded in part by the Government of Canada (HRSDC), the Career and Employment Centres offer books, online resources, and reference directories to help individuals with their job searches. Appointments for individual help are available with the Career & Employment Resource Centre Coordinators. The Library also operates centres at Terryberry, Redhill and Sherwood branch locations, as well as providing related resources at the Central Library.

Lifelong Learning Week

Lifelong Learning Week is scheduled for September 19th – 25th. This year's theme is *Building a Learning Community*. The library is represented on the planning committee member and is offering programs across the city. Highlights include :

- Special Family Storytimes at Kenilworth, Red Hill, Central, Ancaster and Sherwood
- Puppet Shows at Dundas and Binbrook
- **Hamilton Dads Read** (in partnership with Public Health and Community Services for the City of Hamilton) at **Terryberry**. Bob Bratina (900 CHML & City Councillor), Wade Hemsworth (The Hamilton Spectator) and Rob Hitchcock (Hamilton Tiger Cats) will share their favourite stories.
- Michael Wade, author of the popular laugh aloud series: "And then it happened" will be at the Central Library on Friday September 23rd.
- Special draws and activities at our play corner locations (Ancaster, Central, Dundas, Kenilworth, Red Hill, Sherwood, Terryberry, Westdale)

Summer Media Coverage/September Spectator Insert

The Hamilton Public Library enjoyed exceptional media coverage over the summer months. Even the letters to the editor included several positive comments about the library system. The press coverage was reflected in high levels of use in most locations. We are becoming a busier library system.

You may have noticed the September insert in the Spectator. This is the first time we have ever had to limit the listed activities to a single month, because of large number of events and activities at library locations.

We also launched a popular series 'What Hamilton is reading,' featuring prominent leaders and notable Hamiltonians with their favourite books in The Hamilton Spectator.

CIBC/Locke Meeting

Councillor McHattie hosted a public meeting at the Locke Branch on the evening of September 12th. Several Board members, including the Board Chair, attended the meeting. The intent was for Councillor McHattie to provide people with an update. Last Spring, the Library Board passed a

motion that asked for staff to investigate the possibility of having the City lease the space for a period of time so that an expansion could be planned. Councillor McHattie, the Board Chair, and I met with Facilities personnel and were shown that this was not practical.

Hamilton School-Work Transition Conference

The Industry-Education Council of Hamilton hosted a School-Work Transition conference on August 31, 2005. As you can see from the attached news release, HPL was a prominent partner in the event.

OPLA Kickstart to Participation Program and Karen Milligan

Karen Milligan, Adult Services Librarian at Central, has been selected as the first OPLA Council's 2005-2006 Kickstart to Participation recipient. As the successful Kickstart participant Karen has been recognized as an outstanding new librarian and will participate in OPLA Council meetings and on the listserv as a new members' representative.

Books and Bloom and Art Gallery partnerships

Our Books in Bloom program, conducted in cooperation with the RBG and the Burlington Public Library, continues to flourish (Maureen wrote this part and she intended the pun). After a significant article in The Spectator, the August program saw a doubling of attendees. The library has also initiated a partnership with the Art Gallery of Hamilton – a book talk to accompany their screening of NFB films.

Adult Summer Reading

This was the first summer the library offered a reading program geared for adults. The program was building on the success of the 2004 One Book, One City program, and will be a launching pad for the upcoming on-line book clubs in October.

Municipal Performance Measurement Program (MPMP)

The Province of Ontario has been introducing performance measurements for all municipal services. 2004 was the first year that performance measurements were added for public libraries. We have just received the results of the 2004 MPMP survey. The results will be posted on the city's website before the October board meeting.

When they established the program, provincial officials stressed that the figures are indicators only and that they would not enforce the use of standard definitions. For example, an initial look at the measurements seems to show that Hamilton Public Library looks good in most performance areas. We look fairly expensive when our costs are listed. We know, however, that HPL is one of the few Ontario public library systems that carry, as a part of its budget, the complete cost of library service (including IT, HR, Business, cleaning, leases, maintenance, computers, telephones, utilities, etc.).

The MPMP statistics arrived too late for the September Board package and will be included in the October board package.

DATE: September 2, 2005
REPORT TO: Chair and Members of the Board
C.C.: Ken Roberts, Chief Librarian
FROM: Linda Foley, Director, Human Resources
SUBJECT: Non Union Salary Increase Recommendation

RECOMMENDATION:

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

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

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The annualized cost of the salary increase for all non union, including the casual part time staff is \$95,560 inclusive of costs related to salary sensitive benefits, government benefits, and OMERs, and is within the approved 2005 Library operating budget. Changes to the Income Protection Plan will be effective January 1, 2005 with the existing eligible staff grandfathered at their current levels, where they are greater than those proposed, and therefore does not represent potential reduction in benefits.

BACKGROUND:

The Hamilton Public Library re-evaluated its non-union salaried positions in accordance with the City of Hamilton program. The City is being used as the employer for the purposes of pay equity and therefore, in order to maintain equity, the Library is obligated to implement wage increases approved by Council for this comparator group. Benefits are also to remain comparable to the City of Hamilton. The Income Protection Plan changes were negotiated with CUPE 932, and were also subsequently negotiated with the City CUPE 5167 and adopted by the City of Hamilton May, 25, 2005 for implementation within its non-union workforce. We have recommended adopting the Income Protection Plan and amending as required, negotiated with CUPE 932 at the Library.

APPENDIX D: Short Term Income Protection Plan: Full-time Employees

INTRODUCTION

The following Plan is designed to provide a full-time employee with an income if she cannot perform her normal duties due to illness or non-occupational injury during both short and long term disabilities. This Plan replaces the existing Cumulative Sick Leave Allowances Program and is not intended to duplicate or replace any Worker's Safety Insurance Board Benefits. Provision is included under the Short Term Income Protection Plan to "top up" awards from the Worker's Safety Insurance Board from an employee's cumulative sick leave plan credits to 100% of earnings.

A full-time employee will be paid while she is disabled until the earlier of:

- a) The employee returns to work; or
- b) The employee retires, either at the normal retirement age or opts to retire early; or
- c) The employee exhausts her entitlements under either of the plans; or
- d) The employee dies.

DEFINITIONS

<u>Employee</u>	For the purposes of this plan, an Employee is one who is either full time non-union or unionised and covered by a contractual union agreement which includes the Income Protection Plan and who has completed her probationary period.
<u>Employee - New</u>	A new employee is one who is full time and has not completed her probationary period.
<u>Short Term Disability</u>	This is defined as a period of disability resulting from illness or non-occupational injury as determined by a qualified medical practitioner, which prevents a full-time employee from attending her regular work and which extends for a period of not more than twenty-six (26) weeks.
<u>Long Term Disability</u>	This is defined as a period of disability resulting from illness or non-occupational injury as determined by a qualified medical practitioner, which prevents a full-time employee from attending work and which extends for a period of more than twenty-six (26) weeks.
<u>Pay</u>	For purposes of this Plan, a week's pay for hourly paid employees shall be the basic hours worked per week multiplied by the employee's standard rate per hour paid on a weekly basis, but shall not include any shift premium, overtime, or other increments.

COMMENCEMENT OF INCOME PROTECTION PLAN

A new employee shall commence coverage under the Plan on the first working day following completion of her probationary period. An employee who is not present at work on becoming eligible, will commence coverage following her return to work. For clarification, not present at work refers to absences such as any leave of absence without pay including, an unpaid sick leave of absence, or is

on lay-off.

SERVICE

Service for all full-time employees, for the purpose of the Plan, shall mean completed years of service with the Employer as of January 1st in any year, and shall commence from the date of their employment with the Employer and shall be based on full years of service in any year.

SHORT TERM INCOME PROTECTION PLAN

Entitlements

Short term coverage will apply to disabilities lasting up to twenty-six (26) weeks and pay will be continued in accordance with the following schedule:

Service	100% of Pay	70% of Pay
From the date of eligibility to December 31 st	0 Weeks	15 weeks
1 st full year of service as at January 1 st	2 weeks	plus 24 weeks
2 nd full year of service as at January 1 st	3 weeks	plus 23 weeks
3 rd full year of service as at January 1 st	4 weeks	plus 22 weeks
4 th full year of service as at January 1 st	5 weeks	plus 21 weeks
5 th full year of service as at January 1 st	6 weeks	plus 20 weeks
25 th full year of service as at January 1 st	26 weeks	plus 0 weeks

1. Where available, sick leave credits may be used to extend the payment of 100% of weeks or 100 % of pay.
2. Payments from the previous-noted schedule will be made on the following basis with the provision that any absence due to illness and/or non-occupational injury will constitute an occasion:
 - a) from the first day of absence for the first four occasions of absence in a calendar year, and
 - b) from the second day of the fifth absence in the calendar year, and
 - c) from the third day of the sixth absence in the calendar year, and
 - d) from the fourth day of the seventh and subsequent absences in a calendar year.
3. Where available, sick leave credits may be used to replace the unpaid days as provided for in (b), (c), and (d) above.
4. When a full-time employee can demonstrate to the Employer that she can only attend her physician as part of regular ongoing treatments during the day, the absences shall collectively constitute an occasion for purposes of this Plan. In order for this to occur, the Employee must provide the Employer with documentation from her physician at the commencement of the ongoing treatment program, outlining the anticipated schedule for treatments, including dates when the series will likely commence and cease.

5. Payments will be made for a maximum of twenty-six (26) weeks during any one continuous period of disability.
6. Successive absences due to the same or a related cause will be considered as one continuous period of disability unless separated by return to active employment for a period of three (3) months.
7. A disability due to a different cause will be considered a new period after a return to active employment for one (1) month.

Limitations to benefits payable

1. No benefits will be payable during a period of pregnancy leave of absence to which a full-time employee is entitled under the *Employment Standards Act*, or during any such longer period of pregnancy leave for which the full-time employee has applied and been approved by the Employer.
2. Short-term disability payments will be offset by any other income or disability benefits payable to the full-time employee so that the pre-disability income level is not exceeded..
3. A full-time employee who is engaged in outside employment apart from her employment with the Library is not entitled to any benefits under the provisions of the short term income protection plan for any occupational injury or sickness sustained during such periods of outside employment.
4. The Employer will continue to pay group benefits costs for full time employees including Dental, Extended Health Care, Vision, Life Insurance for a period not longer than thirty (30) consecutive months. Where required, payroll deductions for benefits and/or pension purposes will continue to be made from disability pay.

Regulations of the Plan

1. Explanation of Absence

- i. An employee shall, on the first day of illness/non-occupational injury, report or cause to report such illness/non-occupational injury to her Manager, as per Article 5.10.
- ii. The Manager shall report such illness/occupational injury on the *Daily Absence Status Report* as provided by Human Resources on the same day that she receives notice of an Employee's illness/non-occupational injury.
- iii. An employee who is off five (5) or more working days shall provide and pay for a Medical certificate for each period of absence and at regular intervals (e.g. every three weeks) where the certificate does not state a specific return to work date. Notwithstanding the foregoing, the Employer or their agent, can request progress updates from the attending physician.

2. Payment

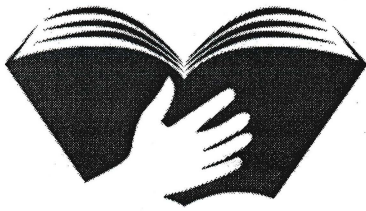
- i. If an employee is absent for a period of less than five days and the Employer

requires a medical certificate, the Employer will pay the costs of the report except for paragraphs 3 (ii) (iii) below.

- ii. If the Employer requires additional sufficient medical verification, e.g. specialist's report, and if no insurance coverage is available to pay the cost, the Employer will pay the cost.
- iii. No sick pay will be payable during a period of pregnancy leave or if an employee is in receipt of any form of sick pay or indemnity from any other Employer for the same day.

3. Non-compliance with the STD Plan

- i. The employee should be aware that failure to comply with the requirements set out above may result in the withholding of any sick pay benefit and the employee being considered as absent without leave and subject to appropriate disciplinary action depending upon the circumstances.
- ii. Where the Manager or Human Resources Department has reason to believe that the absence of the Employee was not due to illness/non-occupational injury, the Manager or Human Resources may require medical verification for any absence, regardless of length at the employee's expense.
- iii. The employer may also disallow sick pay where an employee demonstrates any type of pattern absences of which Human Resources have previously given the employee notice, and may require medical verification at the Employee's expense.



Hamilton Public Library

Date: September 14, 2005

To: Chair and Members of the Board

c.c Ken Roberts, Chief Librarian

From: William Guise, Director, Finance and Facilities
Hamilton Public Library

Subject: **Special Gift Fund**

RECOMMENDATION:

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

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

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The Special Gifts Fund has sufficient funds to fund these items.

BACKGROUND:

Piano Replacement

The Music Room and its piano located on the 4th Floor of Central Library has been heavily used and enjoyed by the public since it was first established when the Central Library first opened twenty-five years ago. The piano has been maintained and tuned on a regular basis but after years of service is in need of replacement.

Neon Artwork

The neon artwork was installed as part of the renovations to the 1st Floor of Central Library in the early 90's. Since that time, repairs to the neon tubes and electronic parts have been required numerous times. The cost of repairs is increased because of the need to establish scaffolding to access the neon artwork at least two times for each repair. The Board approved removal of the neon artwork, however the artist, Micah Lexier has proposed that modifications be made to the artwork which would eliminate the need for future repairs. The artist has proposed that the neon writing be replaced with painted aluminium cut. The artist's proposal has been reviewed and it is felt that his proposal has merit and will save a piece of art many feel should be maintained.



DATE: August 19, 2005

REPORT TO: Chair and Members of the Board

C.C.: Ken Roberts, Chief Librarian

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

SUBJECT: E-Audio Books Service

RECOMMENDATION:

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

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

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

BACKGROUND:

The demand for books on CD is increasing faster than our collections can grow to meet that demand. Many libraries are responding to that demand by providing access to e-audio book services for their customers. (e.g. New York Public Library , King County Library System). The popularity of e-audio books is in part attributed to the fact that "listening is listening" – regardless of the media.

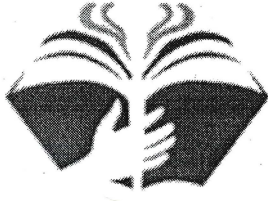
Based on our review, a company called Overdrive is the preferred vendor because they offer a hosted solution that integrates with our system and yet does not consume our internet bandwidth or require any technical support from us, enables us to establish circulation policies and provides the service in a user friendly manner – such as the ability to browse the books that have just been returned.

OverDrive is a SirsiDynix partner for e-books and e-audio books. We are impressed with the selection of e-audio books and think that these are a



desirable addition to our collections. There are 3 components for setting-up Overdrive e-audio books:

1. Set-up of the website for the library and the collection that we select including;
 - a. interaction with the Horizon Circulation system;
 - b. set-up of circulation rules;
 - c. statistics;
 - d. admin pages;
 - e. training & orientation for staff (collection development and technical);
 - f. support for blind and visually impaired users.
2. ASP hosting of the site
3. Selection of titles for our collection. (It should be noted that the price of e-audio books is typically 40% - 60% below the CD version and that unlike other services, once you purchase a title it is in your collection until you discard it; there are no annual license fees.)



Hamilton Public Library

*Growing minds.
Growing community.*

DATE: September 16, 2005

REPORT TO: Chair and Members of the Board

C.C.: Ken Roberts, Chief Librarian

FROM: Helen Benoit

SUBJECT: Early Years Challenge Fund Expenditure Reconciliation

RECOMMENDATION:

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

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

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Monies have been received and spent

BACKGROUND:

In 2003, the library as lead agency submitted a successful grant application to the Early Years Challenge Fund for a three year project. Our partners include the Hamilton- Wentworth District School Board, the Hamilton-Wentworth Catholic District School Board, the Community Action Program for Children, Community Access to Child Health, Settlement and Integration Services Organization, National Book Service, the Centre de Santé Communautaire Hamilton/Niagara, the Hamilton Community Foundation, and the Share the Stories Foundation. This family literacy project for newcomer families promotes school readiness, early literacy and library use. The project is designed to reach new immigrant families and provide parents with tools to help prepare their children for school.

EARLY YEARS

CHALLENGE FUND

TIME-LIMITED

EXPENDITURE RECONCILIATION

2003-2004

Total Period Covered: April 1, 2003 to March 31, 2004

SERVICE PROVIDER/DELIVERY AGENT: CITY OF HAMILTON-PUBLIC LIBRARY

SERVICE CONTRACT OR CFSA APPROVAL NUMBER: TPAO: 016533 TPR ID: 264

**CITY OF HAMILTON PUBLIC LIBRARY
EARLY YEARS CHALLENGE FUND
Year One Financial Report
April 1, 2003 – March 31, 2004**

Line	REVENUE		
		Early Years Challenge Fund (approved subsidy)	\$ 50,488.00
		Cash Contribution(s)	\$ 24,180.00
		TOTAL REVENUE	\$ 74,668.00
Line 1	EXPENSES		
	PERSONNEL		
		Project Staff	\$ -
		Benefits	\$ -
Line 2		Personnel Total:	\$ -
	PROGRAM EXPENSES		
		General Program	\$ 68,165.74
		Equipment and Furnishings	\$ -
		Program Expense Total:	\$ 68,165.74
Line 3		Administration	\$ 6,646.70
		Travel	\$ -
Line 4		TOTAL EXPENSES	\$ 74,812.44
		NET (Line1-Line4)	(\$144.44)
	IN KIND BUDGET		
		Private Sector	\$ 38,856.00
		Volunteer Contribution	\$ -
		TOTAL IN KIND BUDGET	\$ 33,856.00
Line 5	IN KIND ACTUAL		
		Private Sector	\$ 33,856.00
		Volunteer Hour	\$ -
Line 6		TOTAL IN KIND ACTUAL	\$ 33,856.000
	Signature: _____		

**PROGRAM EXPENDITURE RECONCILIATION
ONTARIO EARLY YEARS CHALLENGE FUND**

**SERVICE PROVIDER: CITY OF HAMILTON-PUBLIC LIBRARY TPAO: TPAO 016533
FOR THE PERIOD (3 Year Maximum): April 1, 2003-March 31,2004**

Line	Details of Revenue & Expenditures	
Line 7	GROSS EXPENDITURES (per Financial Statement)	\$ <u>74,812.44</u>
Line 8	APPROVED ASSET ACQUISITION (if not included on Line 7 above but NOT land or buildings) Specify _____ \$ <u>-</u> Specify _____ \$ <u>-</u>	
Line 9	SUB-TOTAL APPROVED ASSET ACQUISITION	\$ <u>-</u>
Line 10	VALUE OF ELIGIBLE IN-KIND CONTRIBUTIONS	\$ <u>33,856.00</u>
Line 11	TOTAL GROSS EXPENDITURES (Lines 7 + 9 + 10)	\$ <u>108,668.44</u>
Line 12	DEDUCT EXPENDITURE RECOVERIES Specify _____ \$ <u>-</u> Specify _____ \$ <u>-</u> DEDUCT INADMISSIBLE EXPENDITURES (e.g. amortization) Specify _____ \$ <u>-</u>	
Line 13	SUB-TOTAL OTHER REVENUE & EXPENDITURE RECOVERIES	\$ <u>-</u>
Line 14	ADJUSTED GROSS EXPENDITURES (including eligible in-kind contributions)	\$ <u>108,668.44</u>
Line 15	CASH CONTRIBUTIONS	\$ <u>24,180.00</u>
Line 16	VALUE OF ELIGIBLE IN-KIND CONTRIBUTIONS	\$ <u>33,856.00</u>
Line 17	TOTAL COMMUNITY CONTRIBUTIONS	\$ <u>58,036.00</u>
Line 18	DEDUCT OTHER REVENUE (Provincial Sources/User Fees, etc.) Specify _____ \$ <u>-</u> Specify _____ \$ <u>-</u>	\$ <u>-</u>
Line 19	TOTAL ELIGIBLE COMMUNITY CONTRIBUTION (line 17 minus 18)	\$ <u>58,036.00</u>
Line 20	NET EXPENDITURES (Line 14 Minus Line 17)	\$ <u>50,632.44</u>
Line 21	APPROVED MCFCS SUBSIDY	\$ <u>50,488.00</u>
Line 22	ALLOWABLE MCFCS SUBSIDY [The lesser of (A) or (B)]	\$ <u>50,488.00</u>
Line 23	MCFCS SUBSIDY PAYMENTS RECEIVED	\$ <u>50,488.00</u>
Line 24	VARIANCE (Line 23 Minus Line 22)	\$ <u>0.00</u>

PROGRAM EXPENDITURE RECONCILIATION

ONTARIO EARLY YEARS CHALLENGE FUND

SERVICE PROVIDER/DELIVERY AGENT: City of Hamilton-Public Library TPAO: TPAO: 016533

FOR THE PERIOD (3 Year Maximum) From: 01-Apr-03 To: 31-Mar-04

CERTIFICATION BY SERVICE PROVIDER/DELIVERY AGENT AUTHORITY

I hereby certify that, to the best of my knowledge, the financial data as stated above is true, correct, agrees with the books and records of the organization and has been prepared in accordance with direction provided by the Ministry of Community & Social Services/Children & Youth Services.

Agency Authorized Signing Authority: _____

Signature

Print Name

Date

Title

RECEIPT BY BOARD OF DIRECTORS

The above reconciliation and certification was received at a meeting held by

The Board of Directions on the _____ day of _____, 200_____.

Chairperson of the Board or designate:

Signature

Print Name

Title



Hamilton Public Library

Date: September 15, 2005

To: Chair and Members of the Board

c.c. Ken Roberts, Chief Librarian

From: William Guise, Director, Finance and Facilities
Hamilton Public Library

Subject: **Central Library - 5th Floor Renovations**

RECOMMENDATION:

That \$424,000 be allocated from the Reserve for Redeployment, Training and Restructuring (Deptid 106011) for renovations to the 5th Floor at Central Library.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Currently there are sufficient uncommitted funds in this reserve to fund this allocation.

BACKGROUND:

The 5th Floor of Central was clear of all functions except for Administration, Communications & Community Development, Children's Librarians and Human Resources as part of the Central Library Review with public services being redeployed to floors 1 through 4. A consultant was hired by the Library to undertake a review of options and develop costing to renovate the 5th Floor.

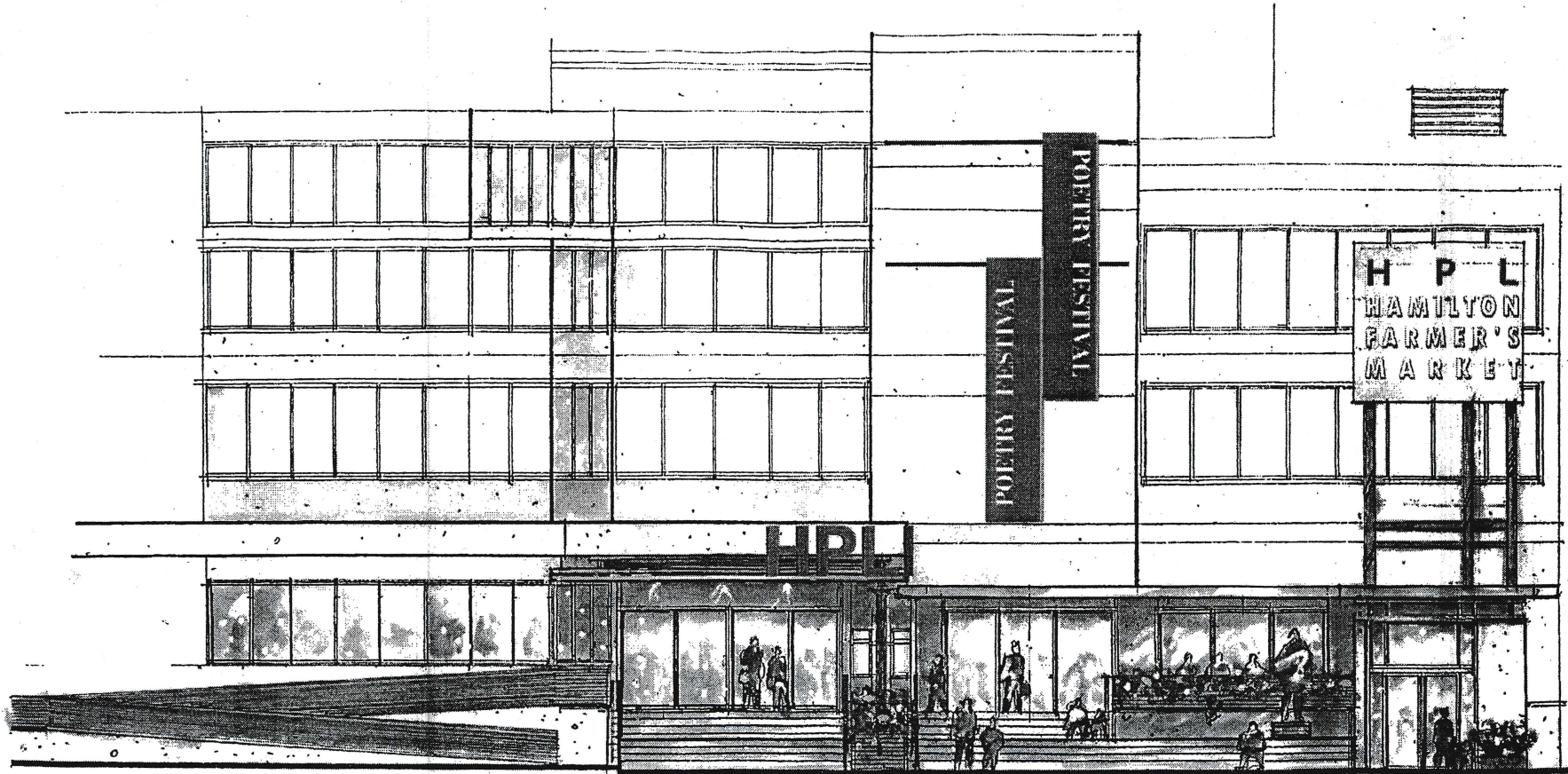
The proposed renovations would include a new Library Board room, meeting rooms, much needed additional work areas for Communications & Community Development and Children's Librarians, revised work and meeting area for Human Resources and additional office area for staff. The renovations would also include space for Community Information Services (CIS) and Hamilton Wentworth CommunityNet (HWCN) who are currently located on the 1st floor of Central.

The next step after the funding source has been approved would be the appointment of an architect who would design the layout of the 5th floor and to do detailed construction drawings which would be submitted for tender. Approval of the Board would be required for the award of the construction contract.

Hamilton Central Library Entrance Study

Elevation
June 28/05

Attachment #6.1



Hamilton Central Library Entrance Study

Ground Level Floor Plan
June 28/05

YORK BLVD.

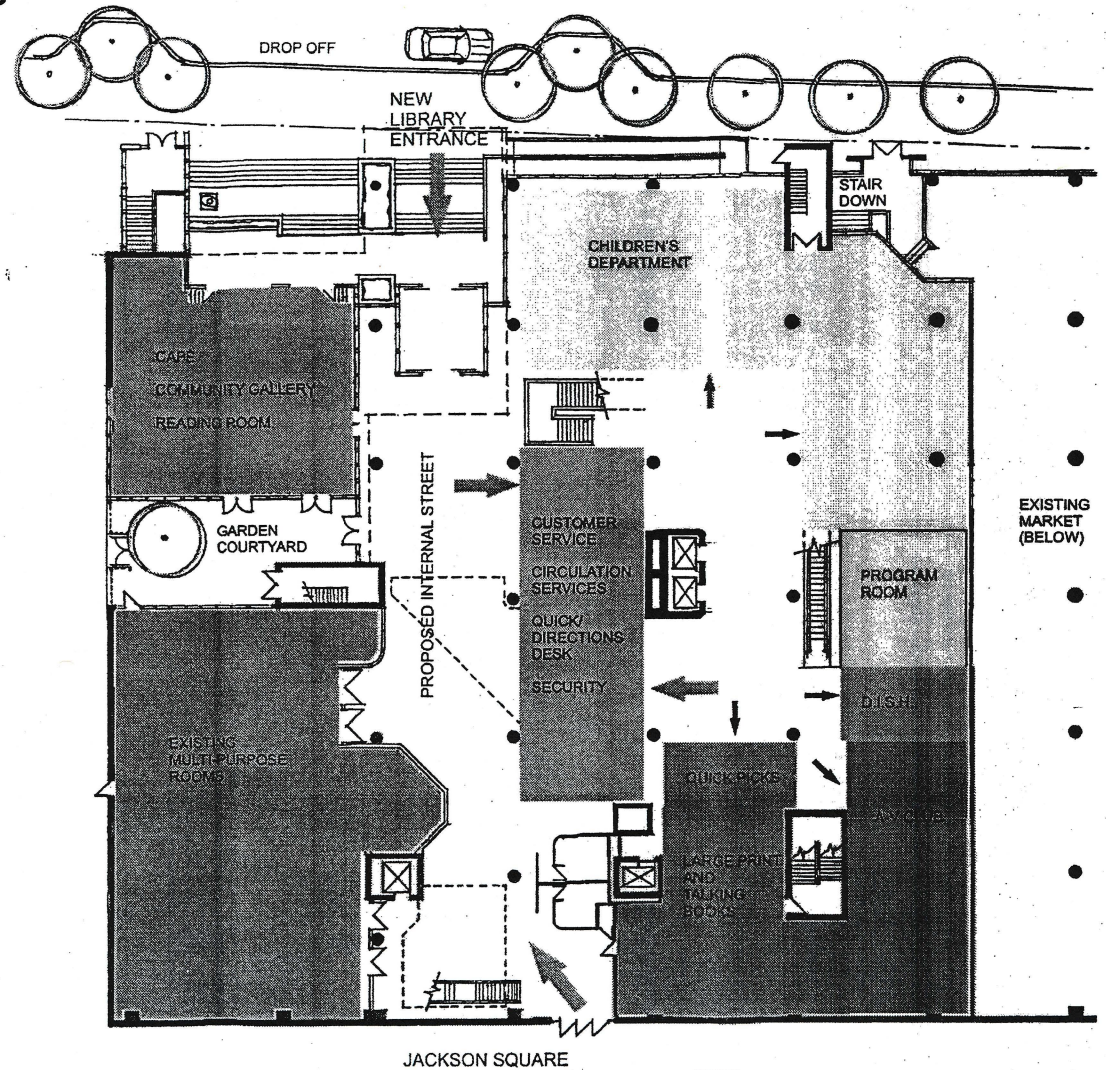
Attachment #6.1

DESIGN FEATURES

The existing children's department is reconfigured to allow for a new entrance on York Blvd and an interior street making a direct connection from Jackson Square to York Blvd. All of the services of the Library are accessed from this new public route that may also serve a space for public programming.

The existing under used courtyard off York Blvd is the location for 2600 sq ft of new floor space for a gallery/café/reading room that addresses the street. A smaller garden courtyard is to remain.

The main floor of the library is to be reconfigured to address a central circulation area between the existing main elevators and escalator.



DATE: September 16, 2005

REPORT TO: Chair and Members of the Board

FROM: Ken Roberts, Chief Librarian

SUBJECT: South Mountain Design

RECOMMENDATION:

That authorization be given to proceed with the branch library planned for Turner Park, in accordance with attached draft plans

BACKGROUND:

We have spent much of the summer working on the attached draft plans for the proposed Turner Park Branch. We are working with our partners, the YMCA, the City of Hamilton, and the Police Services Board.

The City of Hamilton introduced, mid-summer, their goal to have a skateboard park and a playground structure to the project. The partners spent a lot of time, during the summer, trying to accommodate this request. As you can see from the attached drawings, a skateboard and play areas has been defined on the western end of the complex. The city's plans for the skateboard structure will have to go to public consultation. The result of that consultation will not interfere with the library and the YMCA portions of the complex, as it is now situated.

The YMCA has, from the start, expressed a desire to keep the project on a tight time schedule. Any delay is, for them, costly.

The plans are still "draft", although the shape and position of the library's space within the complex is set. We can make adjustments to the internal use of space. We have requested that the position of the program room be reviewed as it creates too much of a "corridor" near the entrance. The building is designed for self-check technologies.

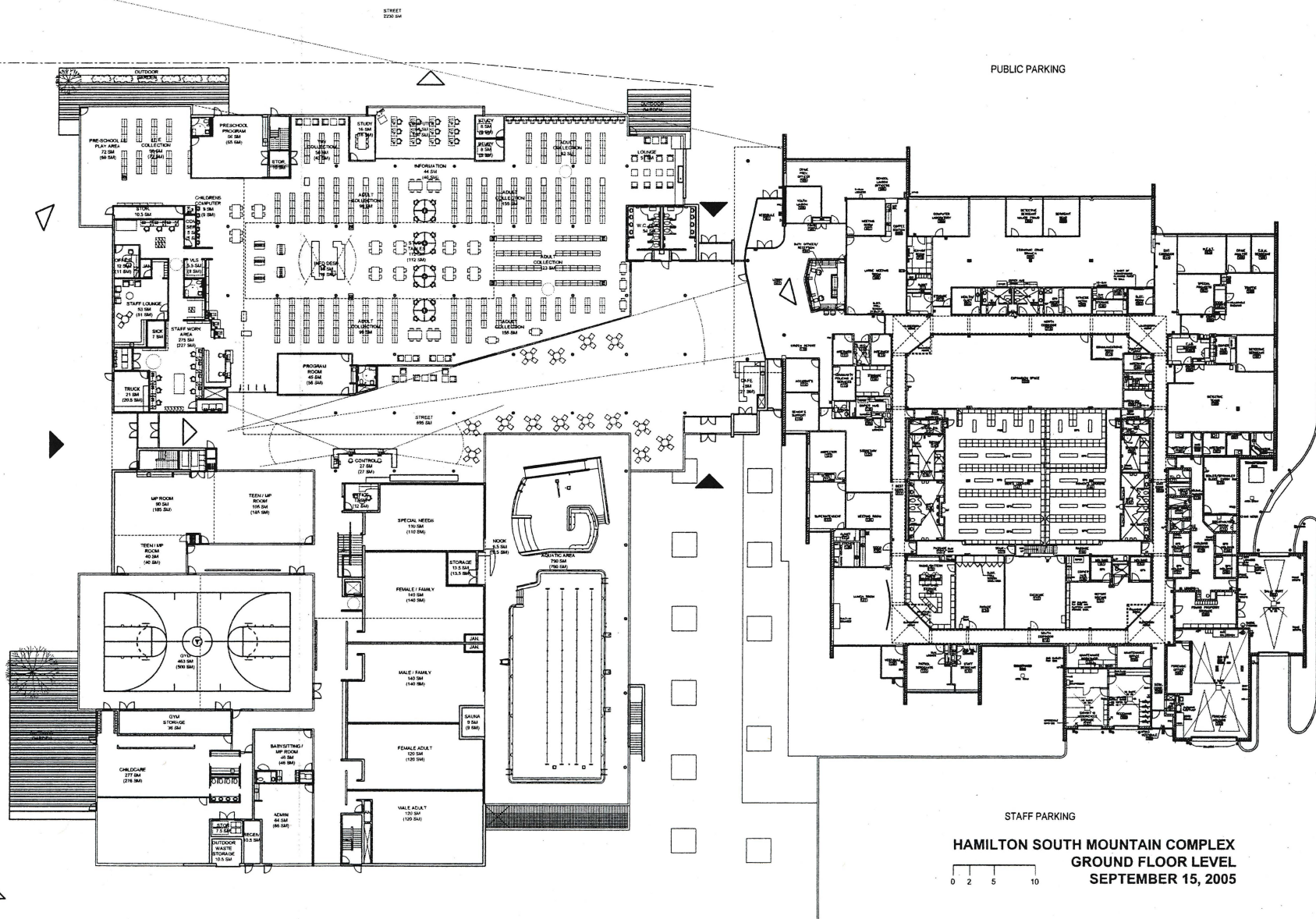
The building will have a large raised area with skylights running the length of the library. There is a fireplace and casual reading area.

It is our belief that the recommended plans meet the Board's strategic priority #1: **Strengthen Communities**. The description for that priority states that: *Library branches and the Central Library will be places for neighbours to get*

together, for ideas to be shared, for events to take place and for people to spend time together. "I'll meet you at the library" will be a phrase that people use with pride. Hamilton Public Library branches will be social forces within their communities and good partners to community organizations. The Hamilton Public Library will support community development and will assist people as they broaden their horizons.

The draft plans also adhere to the Board's June, 2005 Facilities Master Plan motion that states, in part, that:

- Library Branches should be quality facilities that can also act as "community meeting places".
- New branches should be located, whenever practical, in a multi-use facility with appropriate partners.
- New branches should be located on main thoroughfares and should have a commanding street presence.
- Library branches should be accessible and should meet provincial and city accessibility requirements.
- Library branches should meet all provincial guidelines for public libraries.



DATE: September 14, 2005
REPORT TO: Chair and Members of the Board
FROM: Ken Roberts, Chief Librarian
SUBJECT: Ancaster Renovations

RECOMMENDATION:

That authorization be given to proceed with planned renovations of the Ancaster Branch based on space use as outlined in the attached recommended draft plans for renovations to the main floor and the lower level, subject to sufficient funding from the City.

That the library proceed to public consultation based on these plans.

BACKGROUND:

It is our belief that the recommended plans for renovations to the main floor and the lower level of the former Ancaster Town Hall allow the Ancaster branch to meet the Board's strategic priority #1: **Strengthen Communities**. The description for that priority states that: *Library branches and the Central Library will be places for neighbours to get together, for ideas to be shared, for events to take place and for people to spend time together. "I'll meet you at the library" will be a phrase that people use with pride. Hamilton Public Library branches will be social forces within their communities and good partners to community organizations. The Hamilton Public Library will support community development and will assist people as they broaden their horizons.*

The draft plans also adhere to the Board's June, 2005 Facilities Master Plan motion that states, in part, that:

1. Library Branches should be quality facilities that can also act as "community meeting places".
2. New branches should be located, whenever practical, in a multi-use facility with appropriate partners.
3. New branches should be located on main thoroughfares and should have a commanding street presence.
4. Library branches should be accessible and should meet provincial and city accessibility requirements.
5. Library branches should meet all provincial guidelines for public libraries.

There are still some issues with the plan, such as the fact that the arrangement of the washrooms creates the need for a "screen" that takes up far too much space. The draft plans do include two entrances and exits, a proposal that would work much better with RFID. The current branch does not have a security system and these plans do not provide for one.

You may note that there are two sets of drawings for the lower level. Since the beginning of the project, we have been consistent in stating that the library needs the current lower level as well as the entire main floor in order to meet Board goals. We have been consistent in stating that the library needs the combined area of both spaces to meet provincial standards for the community.

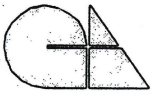
Space in the former town hall building is limited. The second set of plans (showing a board room and storage areas on the lower level in the current children's space) reflects an alternative concept of how that space might be used. This concept provides the library with the main floor but none of the lower level space.

We cannot recommend that the renovations go forward with the library only occupying the main floor for the following reasons:

1. The library gains very little additional space, keeping it well below recommended provincial standards.
2. The library on the upper floor gains internal problems (such as two entrances and washrooms within its space) with few compensating benefits
3. The library loses the ability to hold children's story time and class visits in an area separate from other library activities. This creates a service loss for the location and not a service enhancement.
4. The concept does not advance the Board's stated strategic priorities for branch library space.

ANCASTER LIBRARY & MUNICIPAL BUILDING

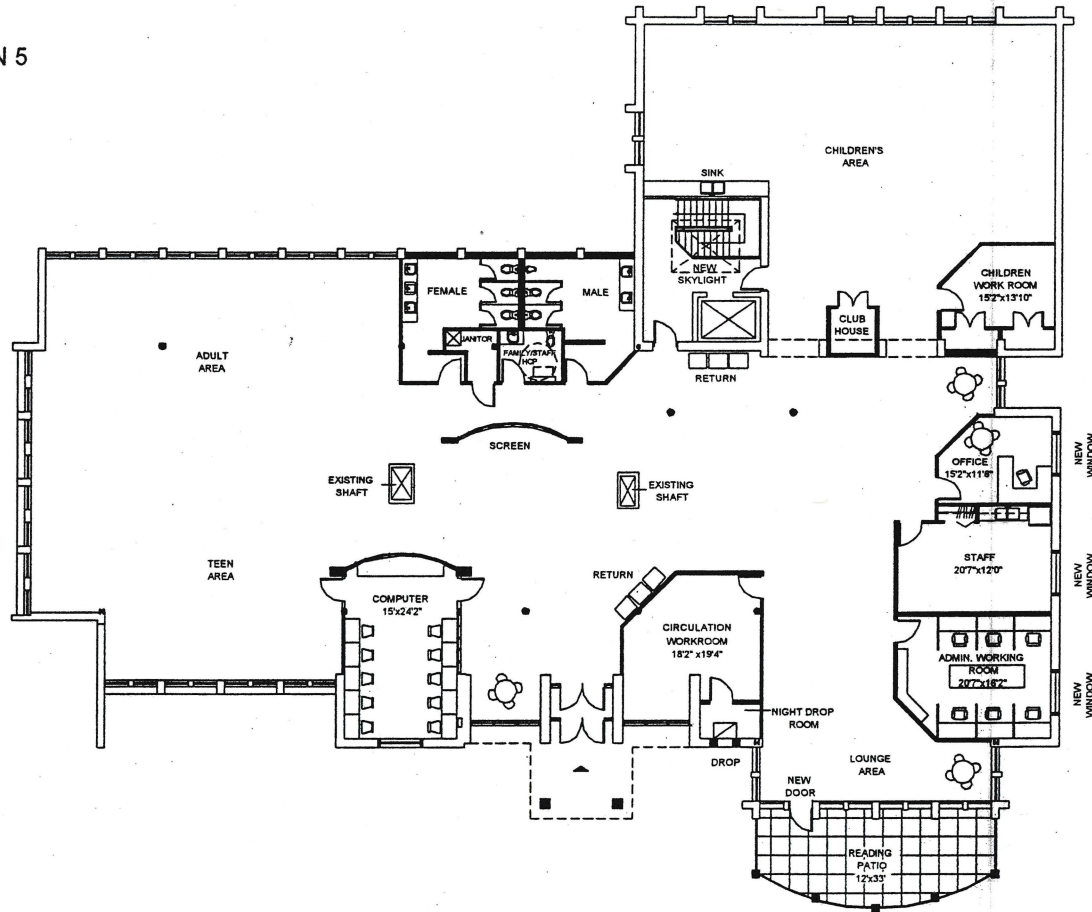
SEPT. 12, 2005



GRAFF ARCHITECT
INCORPORATED

FIRST FLOOR PLAN - OPTION 5

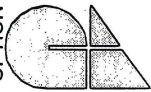
SCALE: 1/16" = 1'-0"



ANCASTER LIBRARY & MUNICIPAL BUILDING

SEPT. 14, 2005

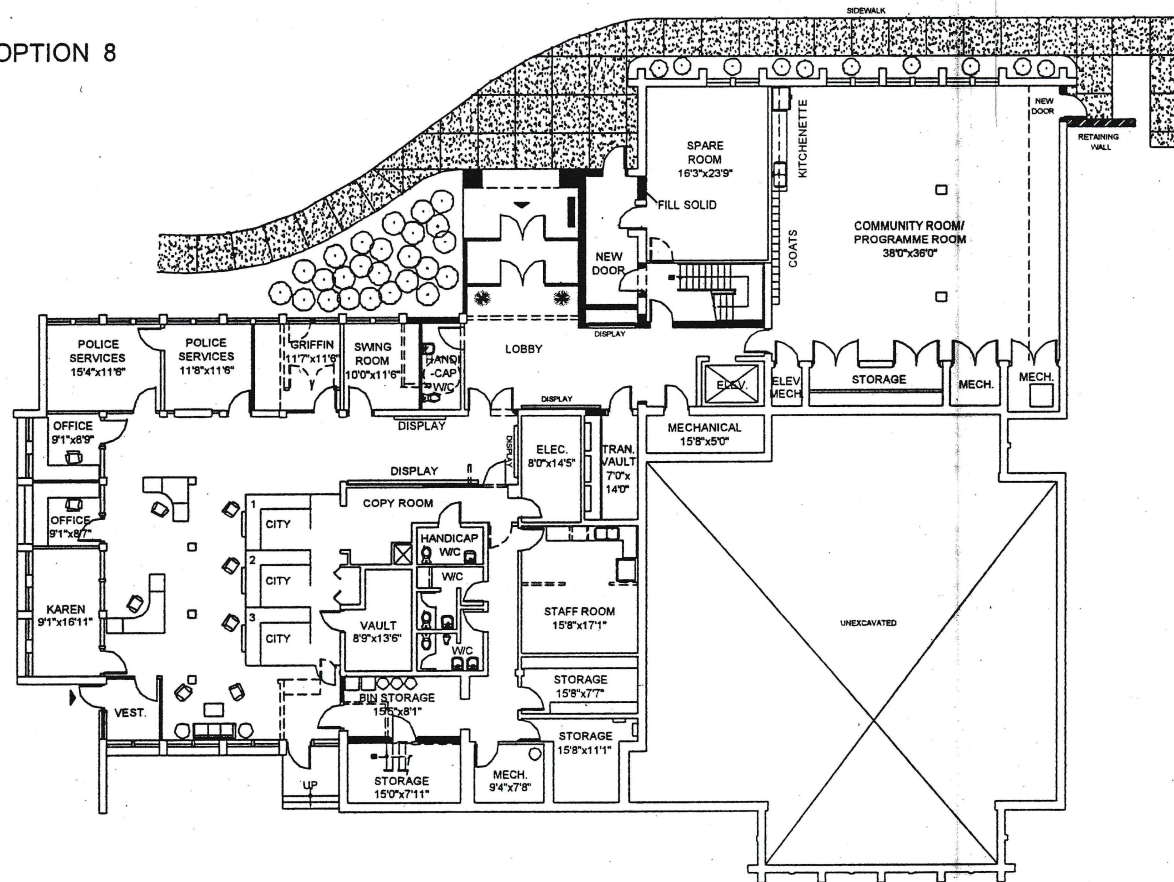
Attachment #6.5
OPTION #1



GRAFF ARCHITECT
INCORPORATED

LOWER LEVEL FLOOR PLAN - OPTION 8

SCALE: 1/16" = 1'-0"





Hamilton Public Library

Date: September 15, 2005

To: Chair and Members of the Board

From: William Guise, Director, Finance and Facilities
Hamilton Public Library

c.c. Ken Roberts, Chief Librarian

Subject: 2006 Preliminary Operating Budget

RECOMMENDATION:

That the attached 2006 preliminary draft operating budget be received for information.

BACKGROUND:

Work has started on drafting the 2006 Operating budget for submission to the City of Hamilton.

Except for adjustments in the area of employee salaries and benefits, a proposed increase in the Library Materials budget of \$200,000 and cost allocations from the City, all other budget items are currently presented at the same level as 2005.

The proposed municipal contribution before any other adjustments is currently at a 3.8% (\$852,780) increase over 2005.

CITY OF HAMILTON

2006 OPERATING BUDGET

By Cost Category

Attachment #9.1

DEPARTMENT: Library

	2004 Historical Actual	2005 Approved Budget	2005 Restated Budget	2005 Projected Actual	2006 Base Budget	Program Changes	2006 Requested Budget	2006 Requested/ 2005 Restated Fav (Unfav)	
								\$	%
Employee Related Costs	15,580,601	17,066,380	17,158,340	17,158,370	17,745,870	-	17,745,870	(587,530)	(3.4%)
Materials and Supplies	3,349,135	3,141,760	3,109,300	3,109,300	3,309,300	-	3,309,300	(200,000)	(6.4%)
Vehicle Expenses	937	1,170	1,170	1,170	1,170	-	1,170	-	0.0%
Buildings and Grounds	579,073	477,060	477,060	477,060	477,060	-	477,060	-	0.0%
Consulting	18,554	-	-	-	-	-	-	-	0.0%
Contractual	623,361	774,390	573,230	774,390	573,230	-	573,230	-	0.0%
Reserves / Recoveries	121,870	16,610	16,610	16,610	16,610	-	16,610	-	0.0%
Cost Allocations	2,703,396	2,790,790	2,991,950	2,790,790	3,057,200	-	3,057,200	(65,250)	(2.2%)
Financial	11,009	32,120	32,120	32,120	32,120	-	32,120	-	0.0%
Capital Financing	105,710	-	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	23,093,646	24,300,280	24,359,780	24,359,810	25,212,560	-	25,212,560	(852,780)	(3.5%)
Fees and General	(708,344)	(578,370)	(578,370)	(578,370)	(578,370)	-	(578,370)	-	0.0%
Grants and Subsidies	(1,435,513)	(1,275,910)	(1,335,410)	(1,335,410)	(1,335,410)	-	(1,335,410)	-	0.0%
Reserves / Capital Recoveries	(40,934)	-	-	-	-	-	-	-	0.0%
TOTAL REVENUES	(2,184,791)	(1,854,280)	(1,913,780)	(1,913,780)	(1,913,780)	-	(1,913,780)	-	0.0%
NET LEVY	20,908,855	22,446,000	22,446,000	22,446,030	23,298,780	-	23,298,780	(852,780)	(3.8%)



Hamilton Public Library

Date: September 14, 2005

To: Chair and Members of the Board

c.c. Ken Roberts, Chief Librarian

From: William Guise, Director, Finance and Facilities
Hamilton Public Library

Subject: 2006-2015 Capital Budget Submissions

RECOMMENDATION:

That the attached 2006-2015 Capital Budget Projects be submitted to the City of Hamilton to be included in the 2006-2015 Capital Budget process.

BACKGROUND:

Accessibility, renewal and Health and Safety Renovations

This project represents a request of block funding on \$100,000 per year to address issues related to accessibility, renewal and health & safety at the various branch libraries.

South Mountain Complex – New Library

This project submission is a request for the balance of the funding (\$7,312,000) required for the construction of the new library branch at Turner Park. In prior years funding in the amount of \$1,400,000 was approved. This project is currently in the design phase.

Waterdown Branch Library

This project is submitted at a total project cost of \$5,302,000, with \$420,000 requested in 2006 to start design work and the balance in 2007 to start construction. This project would result in the replacement of the exiting Waterdown, Carlisle and Millgrove branches with a new 20,000 square foot branch.

Central Library Improvements

This project is submitted at a total project cost of \$3,230,000 with \$280,000 requested in 2006 to start design work and the balance in 2007 to start construction. This project

would redesign the front entrance and layout of the 1st floor of Central Library and would be coordinated with proposed renovations to the Farmers' Market.

Sherwood Branch Library

This project is submitted at a total project cost of \$5,735,000 with both design and construction to commence in 2009. The existing Sherwood branch library is located in a 20,000 square foot leased facility. The lease expires in 2010 and this project would replace the leased facility with one which is owned.

Kenilworth Branch Library

This project is submitted at a total project cost of \$1,909,000 with both design and construction to commence in 2010. This project would renovate the existing facility.

CITY OF HAMILTON

2006-2015 CAPITAL BUDGET PROJECT SUBMISSION FORM

Dept./Div./Prog.Bd.: Hamilton Public Library Board Project ID _____

Asset Category: _____

Project name: Accessibility, Renewal and Health Safety Renovations

Asset Type: _____

Objectives:
Block funding to provide for renovations to existing facilities to address accessibility, renewal and health and safety issues.

Project:
 Capital Budget Initiation: 2006
 Start Date 2006
 Completion Date _____

Budget Summary (000's)

Expenditures	Total	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016-25
E.A.												
Property												
Consultants												
Construction	1,000	100	100	100	100	100	100	100	100	100	100	
Equipment												
Other												
Total Expenditures	1,000	100	100	100	100	100	100	100	100	100	100	

Revenue	Total	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016-25
Grants/Subsidies												
Dev Charges – Res												
Dev Charges – Non-Res												
Local's – Owner's Share												
Other (specify)												
Total Revenue	1,000	100	100	100	100	100	100	100	100	100	100	

Net Cost	1,000	100	100	100	100	100	100	100	100	100	100	
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Operating Costs: (000's) FTE	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016-25
(List Costs)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total	0	0	0	0	0	0	0	0	0	0	0

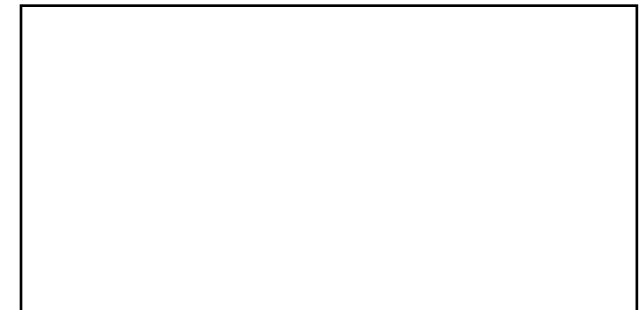
- Coordination with: Project Number
- Water _____
 - Wastewater _____
 - Storm _____
 - Municipal Road _____
 - Regional Road _____
 - Other _____

Ward all

Project Rating Attributes (Project Justification):	Weight	Rating (1-10)	Weighted Rating
Contractual/Legislated Obligations	0.46	_____	0.00
Health and Safety	0.16	<u>6</u>	0.96
Operating Budget/Financial Impact	0.09	<u>5</u>	0.45
Strategic Direction (Dominant Project Theme)	0.29	_____	0.00 <u>B</u>
STRATEGIC PRIORITY RATING			<u>1.41 B</u>
PROGRAM PRIORITY RATING			<u>1</u>

Signature of General Mgr./Board Mgr. _____

Date _____



CITY OF HAMILTON

2006-2015 CAPITAL BUDGET PROJECT SUBMISSION FORM

Dept./Div./Prog.Bd.: Hamilton Public Library Board Project ID _____

Asset Category: _____

Project name: South Mountain Complex – New

Asset Type: _____

Objectives:

To provide library services to the residents of the City of Hamilton and in particular residents of south mountain area which is currently under served. Library branch to be built in conjunction with the YMCA attached to the existing police station at Turner Park location. Design fees were approved as part of the 2004 capital budget and an addition \$1,000,000 was approved as part of the 2005 capital budget.

Project:
Capital Budget Initiation: 1999
Start Date: 2005
Completion Date: 2007

Budget Summary (000's)

Expenditures	Total	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016-25
E.A.												
Property												
Consultants	602	588	14									
Construction	5,548		5,548									
Equipment	263		263									
Other	2,299	812	1,487									
Total Expenditures	8,712	1,400	7,312									

Coordination with: Project Number _____
 Water _____
 Wastewater _____
 Storm _____
 Municipal Road _____
 Regional Road _____
 Other _____

Revenue	Total	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016-25
Grants/Subsidies												
Dev Charges – Res												
Dev Charges – Non-Res												
Local's – Owner's Share												
Other (specify)												
Total Revenue												

Ward 7

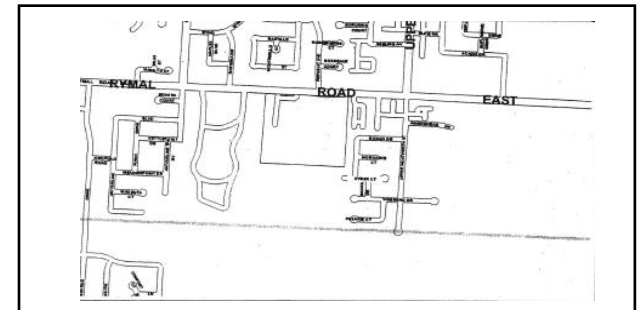
Net Cost	8,712	1,400	7,312									
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Operating Costs: (000's) FTE (List Costs)	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016-25
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total	0	240	805	0	0	0	0	0	0	0	0

Project Rating Attributes (Project Justification):	Weight	Rating (1-10)	Weighted Rating
Contractual/Legislated Obligations	0.46	_____	0.00
Health and Safety	0.16	_____	0.00
Operating Budget/Financial Impact	0.09	_____	0.00
Strategic Direction (Dominant Project Theme)	0.29	<u>10</u>	<u>2.90 A</u>
STRATEGIC PRIORITY RATING			<u>2.90 A</u>
PROGRAM PRIORITY RATING			<u>2</u>

Signature of General Mgr./Board Mgr. _____

Date _____



CITY OF HAMILTON

2006-2015 CAPITAL BUDGET PROJECT SUBMISSION FORM

Dept./Div./Prog.Bd.: Hamilton Public Library Board Project ID _____

Asset Category: _____

Project name: Waterdown Branch Library ..

Asset Type: _____

Objectives:

Build a new branch library to replace existing Waterdown, Carlisle and Millgrove Branch Libraries. Existing buildings no longer adequate to properly serve the client base in the area and combining the branches would result in consolidating services and improving efficiency. New branch would eliminate existing and potential health and safety issues and accessibility issues.

Project: 2005

Capital Budget Initiation: 2006

Start Date: 2008

Completion Date _____

Budget Summary (000's)

Expenditures	Total	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016-25
E.A.												
Property												
Consultants	420	420										
Construction	4,200		4,200									
Equipment	262		262									
Other	420		420									
Total Expenditures	5,302		4,882									

Revenue	Total	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016-25
Grants/Subsidies												
Dev Charges – Res												
Dev Charges – Non-Res												
Local's – Owner's Share												
Other (specify)												
Total Revenue												

Net Cost	5,302		4,882									
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Operating Costs: (000's) FTE	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016-25
(List Costs)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total	0	0	0	0	0	0	0	0	0	0	0

Project Rating Attributes (Project Justification):	Weight	Rating (1-10)	Weighted Rating
Contractual/Legislated Obligations	0.46	_____	0.00
Health and Safety	0.16	<u>4</u>	0.64
Operating Budget/Financial Impact	0.09	<u>8</u>	0.72
Strategic Direction (Dominant Project Theme)	0.29	<u>1</u>	0.29 <u>B</u>
STRATEGIC PRIORITY RATING			<u>1.65</u> <u>B</u>
PROGRAM PRIORITY RATING			<u>3</u>

Coordination with: Project Number

Water _____

Wastewater _____

Storm _____

Municipal Road _____

Regional Road _____

Other _____

Ward 15I



Signature of General Mgr./Board Mgr. _____

Date _____

CITY OF HAMILTON

2006-2015 CAPITAL BUDGET PROJECT SUBMISSION FORM

Dept./Div./Prog.Bd.: Hamilton Public Library Board Project ID _____

Asset Category: _____

Project name: Central Library – Improvements

Asset Type: _____

Objectives:

In order to remake the Central Library a destination of choice for information, culture and recreational reading for both residents and visitors major renovations are required to update the entrance and first floor of the facility. The Central Library provides services which draw people downtown from all parts of the City and can assist in revitalizing downtown area. The Central Library occupies the same building as the Hamilton Farmers' Market and together can act as an important catalyst for downtown renewal.

Project:
Capital Budget Initiation: 2006
Start Date: 2006
Completion Date: 2007

Expenditures	Total	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016-25
E.A.												
Property												
Consultants	280	280										
Construction	2,800		2,800									
Equipment	150		150									
Other												
Total Expenditures	3,230	280	2,950									

Revenue	Total	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016-25
Grants/Subsidies												
Dev Charges – Res												
Dev Charges – Non-Res												
Local's – Owner's Share												
Other (specify)												
Total Revenue												

Net Cost	3,230	280	2,950									
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Operating Costs: (000's) FTE	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016-25
(List Costs)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total	0	0	0	0	0	0	0	0	0	0	0

Project Rating Attributes (Project Justification):	Weight	Rating (1-10)	Weighted Rating
Contractual/Legislated Obligations	0.46	_____	0.00
Health and Safety	0.16	_____	0.96
Operating Budget/Financial Impact	0.09	5	0.45
Strategic Direction (Dominant Project Theme)	0.29	1	0.29 <u>B</u>
STRATEGIC PRIORITY RATING			0.74 <u>B</u>
PROGRAM PRIORITY RATING			4

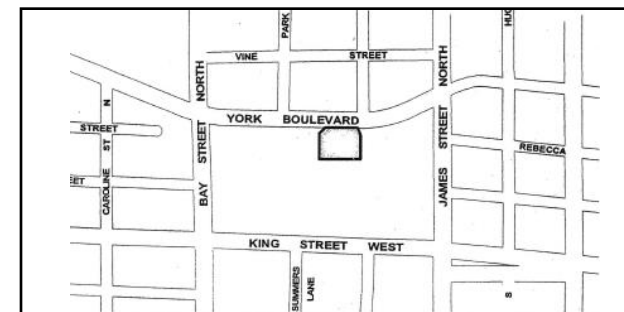
Coordination with: Project Number

- Water _____
- Wastewater _____
- Storm _____
- Municipal Road _____
- Regional Road _____
- Other _____

Ward 2

Signature of General Mgr./Board Mgr. _____

Date _____



CITY OF HAMILTON

2006-2015 CAPITAL BUDGET PROJECT SUBMISSION FORM

Dept./Div./Prog.Bd.: Hamilton Public Library Board Project ID _____

Asset Category: _____

Project name: Sherwood Branch Library

Asset Type: _____

Objectives:

The current facility for Sherwood Branch Library located on Upper Ottawa Street at Fennell is leased and the lease expires in 2010. A new facility will be required to be built or purchased. Current location is approximately 20,000 sq. ft.

Project: 2001

Capital Budget Initiation: 2009

Start Date: 2010

Completion Date: _____

Budget Summary (000's)

Expenditures	Total	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016-25
E.A.												
Property												
Consultants	472				472							
Construction	4,959				4,959							
Equipment	304				304							
Other												
Total Expenditures	5,735				5,735							

Revenue	Total	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016-25
Grants/Subsidies												
Dev Charges – Res												
Dev Charges – Non-Res												
Local's – Owner's Share												
Other (specify)												
Total Revenue												

Net Cost	5,735				5,735							
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Operating Costs: (000's) FTE	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016-25
(List Costs)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total	0	0	0	0	0	0	0	0	0	0	0

Project Rating Attributes (Project Justification):	Weight	Rating (1-10)	Weighted Rating
Contractual/Legislated Obligations	0.46	_____	0.00
Health and Safety	0.16	_____	0.00
Operating Budget/Financial Impact	0.09	<u>8</u>	0.72
Strategic Direction (Dominant Project Theme)	0.29	<u>1</u>	0.29 <u>B</u>
STRATEGIC PRIORITY RATING			<u>1.01 B</u>
PROGRAM PRIORITY RATING			<u>5</u>

- Coordination with: Project Number
- Water _____
 - Wastewater _____
 - Storm _____
 - Municipal Road _____
 - Regional Road _____
 - Other _____

Ward 6

Signature of General Mgr./Board Mgr. _____

Date _____



CITY OF HAMILTON

2006-2015 CAPITAL BUDGET PROJECT SUBMISSION FORM

Dept./Div./Prog.Bd.: Hamilton Public Library Board Project ID _____

Asset Category: _____

Project name: Kenilworth Branch Library

Asset Type: _____

Objectives:

The Kenilworth Branch Library which was built in the 1930s and renovated in 1987 will require renewal and update of facility in order to provide efficient and quality service to the residents of the City of Hamilton.

Project:

Capital Budget Initiation: 2001

Start Date 2010

Completion Date 2011

Budget Summary (000's)

Expenditures	Total	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016-25
E.A.												
Property												
Consultants	146					146						
Construction	1,459					1,459						
Equipment	304					304						
Other												
Total Expenditures	1,909					1,909						

Revenue	Total	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016-25
Grants/Subsidies												
Dev Charges – Res												
Dev Charges – Non-Res												
Local's – Owner's Share												
Other (specify)												
Total Revenue												

Net Cost	1,909					1,909						
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Operating Costs: (000's)	FTE	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016-25
(List Costs)		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total		0	0	0	0	0	0	0	0	0	0	0

Project Rating Attributes (Project Justification):	Weight	Rating (1-10)	Weighted Rating
Contractual/Legislated Obligations	0.46	_____	0.00
Health and Safety	0.16	_____	0.00
Operating Budget/Financial Impact	0.09	8	0.72
Strategic Direction (Dominant Project Theme)	0.29	1	0.29 <u>B</u>
STRATEGIC PRIORITY RATING			1.01 <u>B</u>
PROGRAM PRIORITY RATING			6

Coordination with: Project Number

Water _____

Wastewater _____

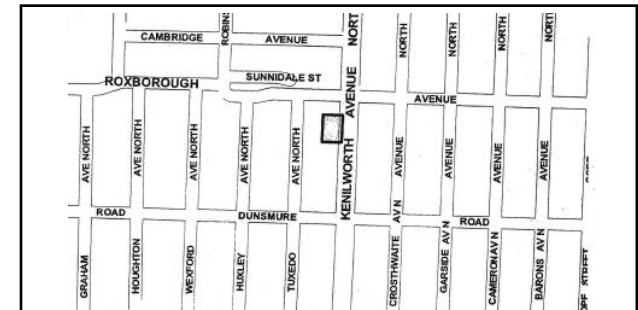
Storm _____

Municipal Road _____

Regional Road _____

Other _____

Ward 4



Signature of General Mgr./Board Mgr. _____

Date _____



DATE: August 19, 2005

REPORT TO: Chair and Members of the Board

C.C.: Ken Roberts, Chief Librarian

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

SUBJECT: Computer Booking System

RECOMMENDATION:

That \$ 35,000 be allocated from the Reserve for Library Major Capital Projects (Dept-ID 106008) to fund the acquisition and installation of a new computer booking system.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

There are adequate funds in the Reserve to cover this purchase. The annual maintenance costs can be met from the existing budget.

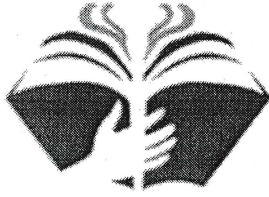
BACKGROUND:

Funding is required to replace the existing computer booking system with which we have experience performance issues. While the performance issues that we faced in the fall of last year through to the spring of this year have been resolved, we have grave concerns about the long-term sustainability of the product and of the company. There is currently only one programmer on the vendor's staff and he is very new.

Staff have reviewed the functionality of two other systems – Envisionware and Telus and have recommended that we move to the Telus system. It is the closest in functionality to our current product (since the programmers that originally developed the CASI product moved to Telus) and is in use successfully in a number of public library systems, including Halifax. Telus has some desirable added flexibility, including the ability to set the system parameters so that any personally identifying information can be deleted at the end of the day. The current system cannot do this automatically, technical staff have to go in and delete names manually. This functionality enables us to comply with the goals stated in **1-2, s.5 Privacy Policy for Library Users**.



There is an upfront cost for the set-up, installation, training, etc. The annual maintenance costs are in line with the current maintenance costs for the CASI system and can be covered within the current operating budget.



Hamilton Public Library

*Growing minds.
Growing community.*

DATE: September 15, 2005

REPORT TO: George Geczy, Chair of the Library Board

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

SUBJECT: Soroptimist International Fundraising Dinner

RECOMMENDATION: That the Library purchase a table for the Soroptimist dinner at a cost of \$750.

BACKGROUND: The Soroptimist Club of Hamilton-Burlington has organized and run the annual book sale for over 30 years. Since 2004 they have run two sales annually in order to handle the increased number of discards arising from the larger library system. As a result, the revenue received by the library has almost doubled. This fundraising dinner completes their one-time commitment to raise \$100,000 for the McMaster Children's hospital. The staff involved in planning the book sale will be asked to attend.



SOROPTIMIST INTERNATIONAL
of HAMILTON - BURLINGTON
P.O. Box 43504
180 James Street South
Hamilton, ON L8P 4X5

August 28, 200

Beth Hovius
Director, Public Service and
Collection Development
Hamilton Public Library
55 York Blvd.
Hamilton, ON L8N 4E4

Dear Beth,

I can't believe it is almost one year since you and some of your colleagues left our fundraising dinner with a few of the nicest prizes!!

Now I'm writing to tell you our good news. The Soroptimist Club of Hamilton-Burlington is entering the home stretch of our financial commitment of \$100,000 to McMaster Children's Hospital.

You will remember, our club has undertaken the funding of a Quiet Room as part of the new stand-alone Pediatric Intensive Care Unit at the McMaster Children's Hospital. It is the intent of this service club that families of patients being cared for in the unit have a sanctuary where they may retreat to have private meetings with medical professionals regarding the care of their ill child, and, or where they may find occasional respite from the bedside.

To complete this project, the club is holding its third annual fundraising dinner this fall, Friday, November 4, 2005. More good news is that if this evening is as successful as the past two, (and we've had so many wonderful comments) we will have reached our goal because we have only \$8,000 outstanding.

Since our club has now received its charitable number, we are able to provide a tax receipt for any donations made towards this fundraising project. Also, for every ticket purchased, \$75.00 per ticket, we will issue a \$35.00 tax receipt.

Beth, I hope I can count on you to sell a table of 10 for this third annual dinner. I'm sure those who attended last year won't want to miss this one. Also, if any of your group feel they can make a financial contribution, this would help us tremendously in attaining of our goal.

Thank you in advance for your kind consideration of this request and for believing in our effort, and in caring for the community in such a tangible way. I can be reached by e-mail or phone.

Sincerely,

Helen Otrosina
Committee Member
80 Arkell Street
Hamilton, ON L8S 1N7
905 - 529-6794
E-mail: heleno@interlynx.net



2005

NEWS FLASH

**SOROPTIMIST INTERNATIONAL
OF
HAMILTON-BURLINGTON
INVITES YOU TO CELEBRATE WITH US
ON
FRIDAY, NOVEMBER 4, 2005**

We have a fabulous evening planned with an exciting reason to celebrate. We are entering the home stretch of our financial commitment of *one hundred thousand dollars* to provide a quiet room in the newly constructed Pediatric Intensive Care Unit at McMaster Children's Hospital.

OUR YEAR TO CELEBRATE

Evening to Include

Dinner

Music and Entertainment

featuring

**Fantastic Pop Music and Vocals
by Hamilton's Own John Mamone**

Master of Ceremonies

Lori De Anglis of CH Morning Live

Raffles with Outstanding Prizes

Door Prizes

**Location - Marquis Gardens
1050 Rymal Road, Hamilton, Ontario
(between Gage & Ottawa Streets)**

Tickets - \$75.00 per person (\$35.00 tax receipt)

Table of 10 - \$750.00

**Contact: Marion Cvasin at 905 526-7401
*Your attendance will make our evening special***

