HAMILTON PUBLIC LIBRARY BOARD

Regular Board Meeting
Wednesday, May 22, 2002
Central Library, Board Room

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

AGENDA

1.   Discussion Period

1.1   National Library of Canada e-reference initiative
1.2   Locke Branch/Red Hill Valley

2.   Acceptance of the Agenda

3.   Minutes of the Hamilton Public Library Board Meeting   Attachment #3
of Wednesday, April 17, 2002

4.   Business Arising

4.1   Picton Hours   Attachment #4.1
                                                                    Recommended Action: Receive
4.2   Statistics   Attachment #4.2
                                                            Suggested Action: Recommendation
4.3   2002 Operating Budget   Oral Report
                                                            Suggested Action: Recommendation
4.4   Capital Budget Projects - Status   Attachment #4.4
                                                                    Suggested Action: Receive
4.5   Replacement of Carpet at Central   Attachment #4.5
                                                            Suggested Action: Recommendation

5.   Correspondence   Attachment #5

• Letter from Diana McClure to Beth Hovius dated March 31, 2002

6.   Reports

7.   New Business

7.1   Bookmobile   Attachment #7.1
                                                            Suggested Action: Recommendation

7.2	Staff Training Report	Attachment #7.2
		Suggested Action: Recommendation
	7.2.1 Staff Training Policy	Attachment #7.2.1
		Suggested Action: Recommendation
7.3	Board Policies for Approval	Attachment #7.3
		Suggested Action: Recommendation
7.4	Circulation Policies	Attachment #7.4
		Suggested Action: Recommendation
7.5	Stoney Creek Architect	Attachment #7.5
		Suggested Action: Recommendation
7.6	Unaudited Financial Statements for 2001	Attachment #7.6
		Suggested Action: Receive
7.7	Stoney Creek Collections	Attachment #7.7
		Suggested Action: Recommendation

8.   Board Development

8.1	Board Development Policy	Attachment #8.1
		Suggested Action: Recommendation

9.   Private and Confidential

9.1	Management Positions	Attachment #9.1
		Suggested Action: Receive

10.   Date of Next Meeting

Wednesday, June 12, 2002
Board Room, Central Library
5:30 p.m. Dinner
6:00 p.m. Meeting

11.   Adjournment

UPCOMING/OUTSTANDING ISSUES
Proposed Revisions

Issue	Date Action Initiated	Board Member/Staff Who Initiated	Month item will appear on Agenda
Budget Definitions	From Jan. 16/02 agenda		New term
Board Bylaws	November 2001	Councilor Caplan	April 2002
Board Policy Review	May 2001	Admin	April 2002, start
Staff Training Strategic Report		Beth Hovius	May 2002
Computer Use Policies (1-3, 44-5, 44-6, 44-7)		Kit Darling	June 2002
Children's Services Policies (1-4, 1-5)		Helen Benoit	June 2002
Nominating Cmte Terms of Reference	January 2002	Board	June 2002
Technology Strategic Report		Kit Darling	June 2002
Facilities Policies (8-1, 8-2, 8-3, 8-6)		Bill Guise	September 2002
Human Resources Policies (41-1, 43-4, 43-5, 44-1)		Ken Roberts	September 2002
Facilities Strategic Report		Bill Guise	September 2002
Fundraising Policies (5-1, 5-5, 60-1, 12-1)		Beth Hovius	October 2002
Communications		Beth Hovius	October 2002
Board and Administrative Policies Strategic Report		Beth Hovius	October 2002
Information Services Policies (1-2, 3-4, 6-4)		Admin	November 2002
Adult Services Strategic Report		Admin	November 2002
Nominating Committee		Board	November 2002
Role of the Central Library Strategic Report		Ken Roberts	December 2002
Collections Policies (1-7, 3-1, 3-2)		Admin	January 2003
Collections Strategic Report		Admin	January 2003
Youth Services Strategic Report		Helen Benoit	April 2003

HAMILTON PUBLIC LIBRARY BOARD
Inaugural and Regular Meeting

Wednesday, April 17, 2002
Board Room
5:30 p.m. Dinner
6:00 p.m. Meeting

MINUTES

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

REGRETS: Councilor Caplan

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

GUESTS: Jane Graves, Helen Kelly, Ilona Hitchcock

1. DISCUSSION PERIOD

1.1 Presentation from Citizens of Dundas

Mr. Rogers welcomed Ms Beatrice Ewok Ekoko to the meeting. Ms Ekoko expressed the concerns regarding the removal of the second circulation desk.

1.2 Youth Services Presentation

A PowerPoint demonstration was conducting highlighting the achievements from 2001 and the goals for 2002. Mr. Rogers thanked Ms Benoit and the children's librarians for the presentation.

1.3 OLTA Video Conference

Mr. Rogers reported that the video conference was being held on Saturday, April 20th. Any Board Members interested in attending were asked to contact Peter following the meeting.

2. **ACCEPTANCE OF THE AGENDA**

   MOVED by Ms Horbach, seconded by Ms Adams,

   THAT THE AGENDA BE APPROVED AS PRESENTED.

   MOTION CARRIED.

3. **MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, MARCH 20, 2002**

   Correction: Ms Brown was not present for the meeting.

   MOVED by Ms Gravereaux, seconded by Ms Petsche-Wark,

   THAT THE HAMILTON PUBLIC LIBRARY BOARD MINUTES OF WEDNESDAY, MARCH 20, 2002 BE ADOPTED AS AMENDED.

   MOTION CARRIED.

4. **BUSINESS ARISING**

   4.1   Strategic Plan

   MOVED by Mr. Carson, seconded by Ms Gravereaux,

   THAT THE HAMILTON PUBLIC LIBRARY BOARD APPROVE THE AMENDED DRAFT STRATEGIC PLAN.

   MOTION CARRIED.

   4.2   2002 Operating Budget

   Mr. Roberts provided the latest information regarding the operating budget. An additional $320,000 needs to be cut from the base budget. Board Members discussed various options to reduce the budget. Board Members were advised that they need to submit their decision to Council tomorrow. Mr. Rogers will be attending a brief budget session with Council on April 25th and a lengthier one on May 6th.

MOVED by Mr. Whitwell, seconded by Ms Brown,

THAT THE BUDGET BE APPROVED WITH ADDITIONAL SAVINGS BEING TAKEN FROM RESERVES ONLY AFTER ALL ATTEMPTS HAVE BEEN MADE TO IMPLEMENT ECONOMIES ACROSS DEPARTMENTS/BRANCHES.

MOTION CARRIED.

4.3   Authority Database Control

MOVED by Mr. Geczy, seconded by Ms Horbach,

THAT:

1.   **THE LIBRARY CONTRACT WITH LIBRARY TECHNOLOGIES INC. FOR AUTHORITY DATABASE CLEANUP SERVICES AT US$ 0.055 PER RECORD TO AN ESTIMATED MAXIMUM OF US$ 28,675;**

2.   **THE LIBRARY'S DATABASE VENDOR, EPIXTECH CANADA BE CONTRACTED TO SUPPLY THE SERVICES AND SUPPORT REQUIRED TO PREPARE AND UPLOAD EXISTING AUTHORITY FILES; DOWNLOAD AND RE-INDEX THE NEW AUTHORITY FILES AND INTEGRATE THESE FILES INTO THE LIBRARY'S DATABASE AT A COST OF CDN$ 12,000.**

3.   **THAT THE REQUIRED FUDNING BE PROVIDED FROM THE RESERVE FOR LIBRARY COLLECTIONS.**

MOTION CARRIED.

4.4   Reciprocal Borrowing

MOVED by Mr. Whitwell, seconded by Ms Adams,

THAT THE HAMILTON PUBLIC LIBRARY ENTER INTO RECIPROCAL BORROWING AGREEMENTS WITH THE CAMBRIDGE PUBLIC LIBRARY, GRIMSBY PUBLIC LIBRARY, HALDIMAND PUBLIC LIBRARY AND MILTON PUBLIC LIBRARY;

THAT RECIPROCAL BORROWING AGREEMENTS WITH THESE LIBRARY SYSTEMS BE SIMILAR TO THE AGREEMENT CURRENTLY IN PLACE WITH THE BURLINGTON PUBLIC LIBRARY;

THAT STAFF BE AUTHORIZED TO ACTIVATE THE AGREEMENTS ONCE THEY ARE MADE AND ONCE ALL TECHNICAL MODIFICATIONS AND STAFF TRAINING HAVE TAKEN PLACE.

MOTION CARRIED.

5.   **CORRESPONDENCE**

Letter from Minister Cam Jackson date March 2002

Received for information.

6.   **REPORTS**

6.1   Statistical Report

MOVED by Ms McKeating, seconded by Ms Brown,

THAT THIS ITEM BE DEFERRED UNTIL THE MAY 2002 MEETING.

MOTION CARRIED.

7.   **NEW BUSINESS**

7.1   Christmas Closure

MOVED by Ms Adams, seconded by Mr. McLaughlin,

THAT THE HAMILTON PUBLIC LIBRARY BOARD ADOPT A PARTIAL CHRISTMAS CLOSURE OF BRANCHES BETWEEN FRIDAY, DECEMBER 27, 2002 AND THURSDAY, JANUARY 2, 2003;

THAT THE CENTRAL, TERRYBERRY, SALTFLEET, AND DUNDAS BRANCHES BE OPEN THEIR NORMAL HOURS DURING THIS PERIOD OF TIME;

THAT THE FOUR BRANCHES BE STAFFED WITH A COMBINATION OF STAFF WHO FREELY OFFER TO WORK DURING THIS PERIOD OF TIME, SUPPLEMENTED BY STAFF WHO ARE NOT ON VACATION;

THAT ALL BRANCHES OPEN THEIR HOURS STARTING ON THURSDAY, JANUARY 2, 2003.

MOTION CARRIED.

7.2   CAP Sustainability Funding, 2001/2002

Received for information.

7.3   Millennium Project – Cunningham Collection

MOVED by Ms Horbach, seconded by Mr. McLaughlin,

THAT ADDITIONAL FUNDING OF $14,580.00 BE PROVIDED FROM THE RESERVE FOR LIBRARY COLLECTIONS (DEPTID 106006) TO COMPLETE THE MILLENNIUM PROJECT.

MOTION CARRIED.

7.4   Courier

MOVED by Councilor Jackson, seconded by Mr. McLaughlin,

THAT APPROVAL BE GIVEN TO ISSUE A PURCHASE ORDER TO MEDCOS COURIER LTD. IN THE AMOUNT OF $8,065.00 PLUS GST OF $564.55 PER MONTH FOR THE PERIOD FROM MAY 1, 2002 UP TO AND INCLUDING DECEMBER 31, 2005 SUBJECT TO THE TERMS AND SPECIFICATIONS CONTAINED IN THE REQUEST FOR TENDER ISSUED MARCH 8, 2002 FOR:

a)   **the provision of courier service for the transportation of library material between various Hamilton Public Library Branch locations, five days a week,**
b)   **daily pick up of mail from Canada Post (Monday to Friday), and**
c)   **storage of discarded library material destined for the annual booksale.**

MOTION CARRIED.

7.5   Board Policies

Received for information.

7.6   Fines

MOVED by Councilor Jackson, seconded by Mr. McLaughlin

THAT THE FINES STRUCTURE BE CHANGED SO THAT FINES ARE CHARGED BY MATERIALS TYPE AND THAT THE IMPLMENTATION DATE FOR THIS CHANGE BE SET BY ADMINISTRATION.

MOTION CARRIED.

8.   **BOARD DEVELOPMENT**

9.   **PRIVATE AND CONFIDENTIAL**

10.   **DATE OF NEXT MEETING**

Wednesday, May 15, 2002
Board Room
5:30 p.m. Dinner
6:00 p.m. Meeting

11.   **ADJOURNMENT**

MOVED by Mr. McLaughlin,

THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, APRIL 17, 2002 BE ADJOURNED.

MOTION CARRIED.

The meeting was adjourned at 9:05 p.m.

Minutes recorded by Karen Hartog.

Hamilton Public Library

Growing minds.
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DATE: May 16, 2002

REPORT TO: Chair and Members of the Board

FROM: Ken Roberts, Chief Librarian

SUBJECT: Picton Hours

The Hamilton Public Library Board passed the following motion at its February 20, 2002 meeting. "That the current hours of the Picton Branch be maintained to the end of May, 2002 (to be discussed at the May 15, 2002 meeting) when the staff redeployment that was approved by the Library Board takes place."

While full redeployment will not take place until September, we do not recommend that the board's February motion be rescinded. A motion to add money to the library's budget in order to keep Picton's hours was defeated at a recent city budget meeting with council. We plan to provide the Picton staff with their normal hours until redeployment, using them at other locations to fill some of our significant staffing gaps. These are gaps that cannot be filled until all existing staff know where they will work.

Hamilton Public Library
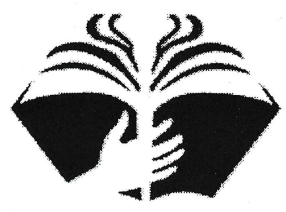
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DATE: Wednesday, May 8, 2002
REPORT TO: Library Board
FROM: Beth Hovius
SUBJECT: Statistical Reports

RECOMMENDATION: That the quarterly statistical reports (revised) for the periods of October 1 – December 31, 2001 and January 1 – March 31st, 2002, the cumulated circulation statistics for January 1 – December 31, 2001, the 2001 Information Statistics report, and the 2001 Electronic Information Statistics Report be received for information.

BACKGROUND:

At the last meeting the Board tabled the Report on the Circulation Statistics. The circulation reports in the current package have been updated to include the number of holds placed from non-library locations. This will become a regular part of this report. As indicated previously, the January 1 – March 31, 2002 report is the first statistical report, which provides directly comparable circulation information about the new library system. Since the 2001 reports are missing December circulation information, due to the change in circulation systems, direct comparisons are not possible.

Two other reports have been added – the 2002 Information Statistics Report, and a new report – the annual Electronic Information statistics report. The latter may be modified in future years as the standards for counting and reporting electronic information usage is refined.

Since the last meeting, the branch and Central managers have had the opportunity to respond to these reports. Since these are among the first reports of the amalgamated system there was much interest in their content. Their comments will be available at the meeting.

HAMILTON PUBLIC LIBRARY

Page 2

Quarterly Circulation Statistics
Period of October 1 – December 31, 2001

SYSTEM TOTALS	2001	**2000
CIRCULATION *	1,029,051	
TOTAL HOLDS PLACED	134,929	
TOTAL HOLDS FILLED	106,980	
TOTAL PATRONS REGISTERED	7,583	

CIRCULATION BY LOCATION	2001	**2000
CENTRAL	236,679	
ANCASTER	57,587	
BARTON	18,029	
DIAL PAC	3,669	
BINBROOK	11,860	
BOOKMOBILES	38,594	
CARLISLE	11,189	
CONCESSION	41,292	
DUNDAS***	55,600	
FREELTON	5,170	
GREENSVILLE	6,917	
KENILWORTH	34,831	
LOCKE	24,612	
LYNDEN	8,071	
MILLGROVE	5,168	
MOUNT HOPE	6,667	
PICTON	10,474	
RED HILL	48,526	
ROCKTON	3,587	
SALTFLEET	53,459	
SHEFFIELD	2,892	
SHERWOOD	80,394	
STONEY CREEK	11,056	
TERRYBERRY	134,319	
VALLEY PARK	19,049	
VLS	6,350	
WATERDOWN	28,813	
WESTDALE	59,741	
WINONA	4,029	

*Circulation by location will not equal the system circulation figure. The Talking Book Room & Headquarters does a small amount of circulation that is included in the total, but is not meaningful enough to report as a separate location.

**December 2000 figures not available due to merging of automated systems

***Dundas closed Dec.3-31 2001

HAMILTON PUBLIC LIBRARY

Quarterly Circulation Statistics--Revised
Period of January 1 - March 31, 2002

SYSTEM TOTALS	2002	2001
CIRCULATION	1,162,350	1,240,941
TOTAL HOLDS PLACED	169,412	148,156
Subtotal: Holds placed via WEBPAC	54,030	N/A
% Holds placed via WEBPAC	32%	N/A
TOTAL HOLDS FILLED	132,403	118,118
% HOLDS FILLED	78%	80%
TOTAL PATRONS REGISTERED	8,326	9,599

CIRCULATION BY LOCATION	2002	2001
CENTRAL	259,923	276,530
ANCASTER	63,713	64,312
BARTON	20,135	22,205
DIAL PAC	3,643	6,266
BINBROOK	12,179	13,378
BOOKMOBILES	41,973	48,148
CARLISLE	12,215	12,970
CONCESSION	46,927	51,119
DUNDAS	69,986	71,511
FREELTON	5,555	5,731
GREENSVILLE	6,801	7,410
KENILWORTH	40,423	42,819
LIBRARY STAFF USE	765	530
LOCKE	24,628	27,185
LYNDEN	8,914	9,999
MILLGROVE	5,300	6,533
MOUNT HOPE	6,482	7,408
PICTON	10,305	13,625
RED HILL	58,970	62,515
ROCKTON	4,338	4,627
SALTFLEET	61,686	67,570
SHEFFIELD	2,663	3,782
SHERWOOD	93,793	106,188
STONEY CREEK	10,898	13,969
TERRYBERRY	157,373	162,065
VALLEY PARK	20,378	18,269
VLS	6,792	7,239
WATERDOWN	33,604	35,486
WESTDALE	67,702	65,917
WINONA	4,286	5,635

HAMILTON PUBLIC LIBRARY

Cumulated Circulation Statistics--Revised
Period of January 1 – December 31, 2001

SYSTEM TOTALS [1]	2001	2000
CIRCULATION [2]	4,555,845	4,440,567
TOTAL HOLDS PLACED	564,126	374,933
TOTAL HOLDS FILLED	459,207	322,799
% HOLDS FILLED	81%	86%
TOTAL PATRONS REGISTERED	32,205	NA

CIRCULATION BY LOCATION [2]	2001	2000
CENTRAL	990,214	937,658
ANCASTER	244,661	232,821
BARTON	84,193	86,446
DIAL PAC	18,093	NA
BINBROOK	51,445	52,397
BOOKMOBILES	178,379	195,987
CARLISLE	48,417	44,294
CONCESSION	191,238	200,009
DUNDAS [3]	267,067	267,168
FREELTON	22,302	23,324
GREENSVILLE	27,142	26,766
KENILWORTH	161,323	175,156
LIBRARY STAFF USE	1,371	3,582
LOCKE	108,131	110,646
LYNDEN	36,210	38,190
MILLGROVE	24,377	27,233
MOUNT HOPE	29,927	29,790
PICTON	46,900	49,791
RED HILL [4]	223,321	191,980
ROCKTON	16,506	17,111
SALTFLEET [5]	244,277	208,899
SHEFFIELD	13,935	13,929
SHERWOOD	378,072	385,400
STONEY CREEK	52,160	66,069
TERRYBERRY	598,656	571,837
VALLEY PARK	69,457	63,026
VLS	27,248	27,857
WATERDOWN	130,242	127,158
WESTDALE	250,130	245,706
WINONA	20,451	20,337

[1] WEBPAC statistics not shown as they are not available for the full year

[2] 2000 statistics show Jan. to Nov. only as Dec. is unavailable due to merging automated systems

[3] Dundas closed Dec. 3-31, 2001

[4] Red Hill closed Sept. 24-Nov.20, 2000

[5] Saltfleet figures affected by move in Jan./Feb. 2000

2001 Information Statistics Annual Report

LOCATION	1999	2000	2001	% Change 2000/01
BOOKMOBILES	14439	12903	14914	13.5
CE CHILDRENS	19268	17402	17468	0.4
RCDP	10659	10615	9712	-9.3
BUS/SCI/TECH	51980	50725	40317	-25.8
GOV DOCS	8833	7690	4598	-67.2
SOCIAL SCIENCES	45146	48991	44367	-10.4
SPEC COLL	31563	29199	29070	-0.4
FIC/LANG/LIT	35726	41719	39489	-5.6
LEARNING CENTRE	2776	1543	1611	4.2
ART/MUSIC/SPORTS	23681	25769	23612	-9.1
QUIC	76405	66310	56420	-17.5
CENTRAL TOTAL	**320476**	**312866**	**281578**	**-11.1**
ANCASTER			24340	
BARTON	6592	9279	9608	3.4
BINBROOK			5008	
CARLISLE			4153	
CONCESSION	15163	15275	12097	-26.3
DUNDAS			13280	
FREELTON			1104	
GREENSVILLE			2076	
KENILWORTH	20061	21629	18342	-17.9
LOCKE	7417	6917	6126	-12.9
LYNDEN			2927	
MILLGROVE			687	
MOUNT HOPE			2916	
PICTON	5256	3753	4889	23.2
RED HILL	48495	42461	45416	6.5
ROCKTON			703	
SALTFLEET			47820	
SHEFFIELD			419	
SHERWOOD	33233	36173	35395	-2.2
STONEY CREEK			2045	
TERRYBERRY	55348	55011	53841	-2.2
VALLEY PARK			1611	
WATERDOWN			5867	
WESTDALE	13944	15602	14013	-11.3
WINONA			2011	
BRANCHES TOTAL	**205509**	**206100**	**316694**	
SYSTEM TOTAL	**525985**	**518966**	**598272**	
1999			Barton closed during first survey	
2000			Red Hill closed during 3rd survey	

HAMILTON PUBLIC LIBRARY

Annual Site Activity Analysis
Period of January 1 - December 31, 2001

	Page Views	User Sessions	Page Views per User Session
HPL Website:			
Total	2,604,800	559,566	4.66
Average Monthly	308,947	67,450	4.58
PIC Hamilton:			
Total	363,876	114,124	3.19
Average Monthly	30,323	9,510	3.46
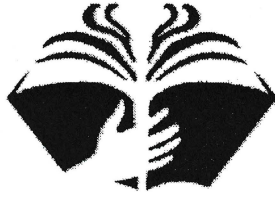
Hamilton Public Library

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DATE: May 15, 2002

REPORT TO: Chair and Members of the Board

C.C.: Ken Roberts, Chief Librarian

FROM: William Guise, Business Administrator

SUBJECT: Capital Projects - Status

RECOMMENDATION:

That this report be accepted for information.

Capital Projects:

Locke Branch Library Renovation
This project was submitted into the Capital Budget submission process for 2002 at an estimated cost of $500,000 to be funded with $250,000 from the Library's trust funds and $250,000 from City of Hamilton funds. In the rating of the various projects submitted by City Departments and the Library, this project was rated as "Not affordable" and not included in the staff recommendation to Council.

Currently we are awaiting a report from the architectural firm of StephenTeeple Architect Inc. that will provide various renovation options and related costs. Once that report has been received and evaluated, alternative funding options will be examined and a recommendation will be made to the Board.

Winona/Stoney Branches Relocation
This project was originally submitted into the Capital Budget submission process for 2002 at an estimated cost of $234,000 to be funded from City of Hamilton funds. This project was also rated as "Not affordable" and not included in the staff recommendation to Council.   Subsequent to the submission, a more detailed review of the project resulted in an increase in the estimated costs to

$497,000.   A recommendation was approved by the Library Board to fund the project from the Library's Special Gift Fund and the Reserve for Library General Development. It was understood that if Council approved the Capital Budget submission, the funding would have been applied to reduce the Library's funding.

Ancaster Branch Library Renovation

This project was not submitted into the Capital Budget submission process for 2002. Currently there is approved funding in the amount of $238,000 which was approved by the former Town of Ancaster and is in a Work-in-Progress account held by the City of Hamilton. The current understanding with the City is that the Library will be taking over the entire first floor of the former Town Hall for Ancaster. The Library currently occupies about one-third of the first floor and part of the lower floor. The only other occupant of the building is a City of Hamilton Contact Centre that is located in the balance of the lower floor.

Before the Library can make use of the new space for library collections and public access, walls will have to be removed, lighting changed, flooring repaired and/or replaced, furnishing acquired and other renovation undertaken. Until such time as a complete assessment of the project including floor load requirements and funding finalized, the library intends to use the existing space for training and office space.
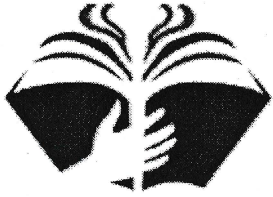
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DATE: May 15, 2002

REPORT TO: Chair and Members of the Board

C.C.:   Ken Roberts, Chief Librarian

FROM: William Guise, Business Administrator

SUBJECT: Capital Budget Project – Replacement of Carpet at Central

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RECOMMENDATION:

That the sum of $75,000 be allocated from the Reserve for Library Major Capital Projects to match funds allocated by the City in the 2002 Capital Budget for the installation of carpeting on the first floor of Central Library.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

There is sufficient funding in the Reserve for Library Major Capital Projects to provide matching funds for this project.

BACKGROUND:

Replacement of carpet at Central was originally submitted as part of the SuperBuild submission as part of the City's 2001-2010 Capital Budget. Since the Province of Ontario did not approve the submission, a submission was recommended by the General Manager of Community Services to be included in the City's 2002 Capital Budget that would start the process of carpet replacement. Included in the Community Services submission to Council is a project for replacement of carpet on the first floor at Central Library at a cost of $150,000 and funded half by the City and half by the Library reserves.

$\mathcal{F}$riends
of the Hamilton Public Library

March 31, 2002

Beth Hovius
Manger of Community Relations
Hamilton public Library
55 York Blvd
P.O. Box 2700 STN LCD1
Hamilton, Ontario
L8N 4^{E}4

Dear Beth

On behalf of the Friends of the Hamilton Public Library, please accept this cheque in the amount of $3,500 towards your staff recognition fund. This cheque represent 50% of the proceeds realized from the sale of the entertainment books.
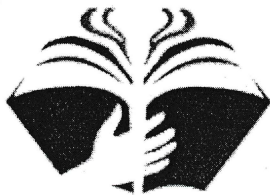
We believe the staff of the Library is our greatest assets and we are pleased to be able to provide this donation to support staff recognition activities.

Yours Sincerely

Diana McClure
Chair

CC Board of Directors

Hamilton Public Library

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DATE: May 16, 2002
REPORT TO: Chair and Members of the Board
FROM: Ken Roberts, Chief Librarian
SUBJECT: **Bookmobile Funding**

RECOMMENDATION:
That reserve funds be used to finance the following bookmobile service priorities:
1) costs for a summer student and summer pages to assist with the bookmobile's summer reading program, and 2) 4 port replicators for the bookmobile laptop computers used to connect to the automated circulation system, and 3) a promotional brochure, plus delivery costs, to promote bookmobile service at neighborhood stop locations.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:
The three recommendations carry a combined cost of $15,100 ($10,500 for the summer student and pages plus related costs such as travel, $1,400 for the replicators, and $3,200 for the production and distribution of a promotional brochure. There is sufficient funding in the reserve account.

BACKGROUND:
In 1995 the Library Board received a bequest of $450,000 from Mr. And Mrs. Dowler of Hamilton, with the funds to support bookmobile and outreach services. The funds were placed in a reserve account and bookmobile staff are encouraged, annually, to suggest ways interest earned from the endowment could be used to enhance bookmobile and outreach services. These are the recommendations from the bookmobile staff. Staff also suggested that funds from the endowment be used to install hydro outlets at three bookmobile stop locations. We are holding back this recommendation, pending additional study.

Endowment funds were used to hire a summer student in 2001 and more than 500 children participated in the bookmobile's summer reading program. Two additional neighborhood stops have been added since last summer. Twelve neighborhood stops would be served in total. The page hours would help to facilitate a Reading Buddies program.

The replicators would help to ensure that the bookmobile laptops computers remain durable and reliable. At present, the laptop computers are removed from the bookmobiles each evening. They must be detached and reattached each day. Bookmobile have used promotional brochures in the past and found them an effective ways to promote bookmobile service to a neighborhood.

Hamilton Public Library
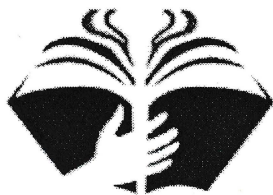
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DATE: Thursday, May 16, 2002

REPORT TO: Chair and Members of the Board

C.C.:   Ken Roberts, Chief Librarian

FROM: Beth Hovius, Service Coordinator

SUBJECT: Report on Staff Training

RECOMMENDATION:

That the Report on Staff Training be accepted for information.

That $100,000 of the Reserve for Redeployment and Training, be set aside to augment the existing training and conference budgets over a 5 year period in order to cover the costs of training related to amalgamation, skills upgrading, and associated staff costs.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: The use of the Reserve fund is required to meet the anticipated training needs and to supplement the existing staff training and conference budgets.

BACKGROUND:

This report has been developed in order to identify the current training needs of the library; to identify and inform the Board of training related issues; and to provide an overview of what will be accomplished in 2002/3. The Training Plan is updated on an ongoing basis. This report builds upon work previously completed, including that of the Training Transition Team, the *Education Policy* and the *Meeting User Needs* report.

It is one of the reports identified in the 2002/3 Strategic Plan.

Hamilton Public Library

Report on Staff Training

Including the 2002 Staff Training Plan

May 2002

Table of Contents

Acknowledgements

This report was prepared with the assistance of the Planning and Training Librarians, Gina Minelli (to May 3, 2002) and Kathryn Deiter (after May 3, 2002).

The efforts of the Transition Team on Staff Training -- Sharon Boughton (Chair), Gina Minelli (Vice-chair), Susan Beattie, Linda Dobson, Don Kilpatrick, Leslie Muirhead, Eileen Thoms, and Dona White -- and their considerable research, background knowledge and identification of the issues are acknowledged.

The input from the various staff committees that provided input into the 2002 Training Plan and the comments from staff who responded to the draft report posted on HPLNET are gratefully acknowledged.

And finally, a big thank you to staff who have developed and delivered training sessions.

Beth Hovius, Service Coordinator
April, 2002

Introduction

This report has been developed in order to identify the current training needs of the library; to identify and inform the Board of training related issues; and to provide an overview of what will be accomplished in 2002/3. The Training Plan is a work in progress and is continually monitored and updated as more support systems are established and as we learn from experience how much training can be successfully integrated into the system. This report builds upon work previously completed, including that of the Training Transition Team, the *Education Policy* and the *Meeting User Needs* report.

Purpose of the Library's Training Program: The Library provides access to both in-house training programs and approved external training programs in order to facilitate ongoing staff training and development. While completion of such training programs enables an individual to function more effectively in the workplace, it is not intended as a substitute for formal educational qualifications. In contrast, the *Education Policy* pertains to the formal educational qualifications required by the Library for specific positions, including degrees and diplomas granted by recognized educational institutions as well as individual courses required to perform a job.

Format: Training is offered to all staff on a prioritized and "as needed" basis, in a variety of formats. Training includes attendance at professional conferences, workshops, in-house training, general staff meetings, and self-directed learning using tutorials. A proposed *Training Policy* has been developed as a companion policy to the *Education Policy* to ensure equitable access to training opportunities. This policy needs to be passed by the Board.

Recommendations of this Report

This review of the training functions has identified some issues for Board consideration. These are summarized here.

1) That **$100,000** of the reserve for redeployment and training, be set aside to augment the training budget over a 5 year period in order to cover the costs of training related to amalgamation, skills upgrading, and associated staff costs.

2) That the Staff Training Policy be approved.

3) That the need to increase the staff development budgets (including training, conference attendance, education, and the support budget for call-in staff) be recognized so that these budgets can be increased, as required to ensure that the system's training needs continue to be met.

4) That, if staff pressures ease, consideration be given to separating the Training and Planning functions, with separate staff and that the coop student position, which provided support for planning and training, be reinstated.

Trends

Training has been identified as a major need of forward-thinking organizations, and the Hamilton Public Library is no exception. The need for training will continue to expand for several reasons:

- In this era of accelerated **technological and demographic change** the need for staff to acquire information and communication technology skills is particularly important.

- As the library continues to move to a more **diffuse information service structure**, as opposed to one that is hierarchical and dependent upon a staff member or group of staff providing specialized information, each staff member must increasingly be able to offer the services that the public expects.

- Training opportunities must reflect the **changing nature of the library** and its services, **the community** and its needs. As the environment changes rapidly so must the training provided in order to ensure continued relevance.

- The **new organizational culture** – from the vision and the values to the detail of policies and procedures must be supported through training. It is expected that it will take a full two to five years for this to happen. In addition, as services continue to be unified, staff requires training in the new procedure. The Policy and Procedure Manuals have recently been rewritten, indexed and made available electronically via *HPLNET* in order that staff has fast and easy access to this information.

- The future needs of the organization, particularly the need for staff development for **succession** purposes, must be addressed. The shortage of public librarians currently entering the profession combined with the number of projected retirements in the next 3 – 8 years makes this a critical factor and in-house training even more important.

Issues

Training Support Staff: The Librarian responsible for Training has dual responsibility, as she is also responsible for Planning support. Her training functions include responsibility for scheduling training functions, overseeing course content development, and providing both small group and individual training sessions. The Training Transition Team identified the need to create a full-time training position. Unfortunately, when the new staff complement was developed it was not possible to add an additional .5 – 1 FTE position required to separate the planning and training functions. Two solutions to address the workload are being tried – the automation of some support functions and the creation of a more decentralized model for staff training – and these may help in the short term. However, the success of these measures is yet to be determined and is likely to be only a short-term solution, given the growing importance of training. The Training position is also impacted by the staff redeployment and the person responsible for training has changed, effective May 3th.

Until fairly recently, when the funds were reassigned to children's programs, the Library hired a Library School student on a co-operative work placement to assist with Planning and Training functions. The need for this position should be reexamined since not only did it provide much needed assistance, but it also provided a student with exposure to the public library environment (a succession planning issue) and the library with exposure to new skills and potential new employees.

The Role of Librarians as Trainers: A key feature of the decentralized training model is the redefinition of the role of librarians to include more responsibility for public and staff training. Job descriptions have been re-written and training for the librarians to increase their training skills is underway.

Staff Participation Issues: The Library needs to emphasize to staff and to our community that the Library is a **learning organization**. As an organization, which supports life-long learners in our community, it needs to ensure that staff also becomes lifelong learners, who are given the opportunity to continually improve and acquire new professional skills. The *Education Policy* addresses this issue and so must the Training program. Staff need a sustainable learning environment where they can acquire confidence and competence. This raises some budget-related issues.

- The first concerns the need to ensure that part-time staff can participate in training sessions. The most urgent need is to pay part-time staff for the time spent training since their regularly scheduled hours are required to keep locations open.

- The second issue is the need to carve out and protect a time for learning for all staff. Learning time spent in formal training sessions needs to be supplemented by learning time spent more informally, practising and applying skills.

The first issue is partly addressed in the short-term by the proposal to pay part-time staff for the additional time spent in training programs using reserve funds. However, the need for more practice time and follow-up still needs to be addressed. In addition we need to ensure that full-time staff have adequate time for training and follow-up.

Staff Orientation Issues: The Library has not hired externally for several years. However, as the current redeployment comes to an end, it is quite possible that some new staff members may be required. If so, a staff orientation program must become a feature of the staff training process. This has yet to be developed. It also has significant cost.

Budget Issues: Training costs have increased because of the need for staff to upgrade their skills and to meet the challenges of amalgamation. The following chart shows the projected estimated cost of the 2002 Training Plan; costs could change as additional courses become available. It is proposed that the reserve funds be used to supplement this budget and cover the proposed difference of the costs.

Budget	2001 Allocation	2002 Allocation	2002 Projected Expenditures (as of April 2002)
Training (Staff registration and trainer fees)	38,400	23,400	24,400
Training (time costs part time staff)	0	0	20,000
Training (Electronic Services staff – to recognize the need to protect unique needs)	3,500	15,000	15,000
Conference (Board members)	3,000	5,000	5,000
Conference (Staff)	15,000	30,000	35,000
Totals	61,900	75,400	103,400

Conference Attendance as a Training Forum: Discussion of professional issues, front-line training and the introduction of new ideas take place at the annual professional conferences, such as the Ontario and Canadian Library Associations. Therefore the proposed Training Policy ensures that the appropriate staff is able to attend these conferences to upgrade and stimulate professional skills. The operating budget ensures sufficient funds to support attendance at these conferences as a training activity.

2002/3 Identified Staff Training Priorities

The following areas were identified as the prime focus of the content of the 2002/3 Staff Training Plan. More in-depth course information is provided in **Appendix A**:

1) **Information Services Training** – Enhance information service through subject-specific and product-specific training.

2) **Consolidation of Information and Communication Technology (ICT) skills** – All staff have received initial training, but not all are fully comfortable with what they have learned or have had the time to practice. Develop appropriate training module(s) will and offer them to staff on an ongoing basis.

3) **Bridging the Gap for Amalgamation** - Provide training to people new to a position so that they know what expectations are, and how to perform their duties.

4) **Core Services for Youth** – Ensure that youth services staff are trained to offer core services including story times, class visits, summer reading, etc.

5) **Building a System Perspective** – Give people the skills they need to work in the amalgamated system and to move the system forward after the staff redeployment. This includes a focus on procedures, policies, and skills training as well as some sort of training in organizational change/ working in a new organization.

6) **Legislated Training** – Ensure compliance with legislation by offering this training annually.

7) **Professional Skills Building** – Staff attendance at the professional conferences is an important component of the training plan. In addition, offer courses in management, coaching, and train-the-trainer.

Training Activities/ Goals

In addition the Planning and Training Librarian will focus on the following activities in 2002/3:

1) Upgrade the existing training database so that there is a record of training received by each staff member from January 2001, forward. To determine feasibility of combining any existing Wentworth, Dundas and Hamilton training records to create a more comprehensive record prior to that date. (Projected Completion: 4th quarter, 2002)

2) Work with Electronic Services staff to provide staff and public program information on the web site and HPLNET and to automate support functions such as registration and the automatic updating of the staff training database. (Projected Completion of the Electronic Services Events/ Calendar project – summer 2002)

3) Work with staff to develop a variety of new in-house training modules as indicated in appendix A. (Projected completion: ongoing in 2002/2003 as new courses and needs are identified.)

4) To address the issue of increasing the retention and the effectiveness, of training sessions. For example, there could be more follow-up to training sessions, "homework" assignments, or practice activities. (Projected completion: 2003)

5) Schedule training opportunities in such a way as to maximize attendance without negatively affecting location's schedules. Prepare and maintain a master schedule (in 4 month blocks) detailing forthcoming training and conference dates to prevent conflicts. (Ongoing. To become feature of Training website, summer 2002)

6) Prepare and monitor an annual budget projection for 2002, which estimates conference and workshop, trainer and staff costs (part time only) in order to allocate budget resources equitably. (Ongoing, 2002 forward.)

7) Research, recommend and book courses taught by training agencies, such as Mohawk College, OMMI, OLA, etc, for identified specialized staff training needs.

8) Vendor Product Support Training – In addition to offering training in information products, as provided by the vendor, prepare supporting documentation and 'help screen' information for these products on *HPLNET*. (Ongoing, as opportunity arises.)

Related Policy Development

1) A *Training Policy* has been developed as a companion policy to the previously approved *Education Policy*. (Completed, for Board approval. Separate agenda item).

    This policy establishes the policies and procedures for equitable access to training opportunities, and provides the policy regarding costs of attending workshops and conferences.

2) A decentralized model for staff training was developed which identifies and clarifies the roles and responsibilities of various staff with respect to training. It also provides more information about training records and information about training opportunities. This Administration level policy has been completed and included in the Policy and Procedures manual: *Section 45 – 4 Training Responsibilities and Support* (not included). This is provided for information only.

Conclusion

The training functions of the Hamilton Public Library have a solid foundation, although mechanisms must be found for projected growth. The proposed changes will enhance the functions and ensure that the needs of the organization are met.

Appendix A: Hamilton Public Library In-House Training Courses, 2002

Course	Trainer(s) (could change with redeployment)	Target Audience
1. Information Services		
Subject Resources I • Science/Technology • Health • Music • Genealogy	• Paul Holder • April Windus • Janet Kilpatrick • Margaret Houghton	Content adjusted by type of library. Info staff scheduled to attend, by type of library.
Subject Resources II • Gov Docs • Careers • Business • Performing Arts	• Pat Cholach • Lorraine Langham/ Anne Harvey/ Milka Sobocan • Kathryn Deiter • Robert Oldham	Content to be adjusted by type of library. Info staff scheduled to attend, by type of library.
Subject Resources III **New in 2002** • Statistics Canada • Law • Disability Resources • On-line General Reference Tools	• Pat Cholach • Pat Cholach • Sandy Mugford, Leslie Muirhead • Robert Oldham	Selected Information staff, fall 2002, repeated in 2003 for all Information staff. Content to be adjusted by type of library. Info staff scheduled to attend, by type of library.
Reference Skills **New in 2002**	Kathryn Deiter/ Paul Holder	Neighbourhood branch staff
Local Web Sites **New in 2002**	Paul Takala Gina Minelli/ Kathryn Deiter	All info staff, 2 sessions per month scheduled throughout 2002
Vendor Product Training	TBD	All info staff
IPAC training **New in 2002**		All info staff, fall 2002 and after
2. A - ITC Skills		
Personal File Management **New in 2002**	Gina Minelli/ Kathryn Deiter	All staff as req'd, starting with managers
Improving your Computer Skills **New in 2002**	Gina Minelli/ Kathryn Deiter	All staff as req'd, starting with managers
MS Word	Outside trainer	On demand
MS Outlook	Gina Minelli/ Kathryn Deiter	On demand
MS PowerPoint	Outside trainer	On demand
PowerPoint for Teen Presenters **New in 2002**	Gina Minelli/ Kathryn Deiter	Staff doing teen outreach
MS Excel	Outside trainer	On demand

2B – ITC Skills – ES staff		
Windows 2000 platform, Horizon migration, etc.	Outside trainers	$15,000 has been reserved for this training
3A – Core Services - Bridging the Gap		
New Job Descriptions New in 2002	Debbie Rudderham Jean Lyall Sharon Boughton	Wentworth and Dundas Staff
Casual Help Supervision for new Supervisors New in 2002	TBD	Staff new to these positions
DYNIX Workroom Procedures New in 2002	Debbie Rudderham Rita Bozz	Wentworth Staff
3B- Bridging the Gap - Training/ Orientation for New Hires (e.g. reserve staff, if any)		
Circulation/ DYNIX procedures	Assigned staff	New hires – TBD (assume 5 new circ staff for budget purposes)
Information Orientation and Electronic Information Products	Assigned staff	New hires – TBD (assume 5 new info staff for budget purposes)
4 – Core Services - Youth Services		
Class Visit Workshop	Children's librarians	Children's Staff
Story Time Workshop	Children's librarians	Children's Staff
Book Talks Workshop	Children's librarians	Children's Staff
SRC Workshop	Children's librarians	Children's Staff
Joint Fall Workshop	Outside speaker	Children's Staff; other library systems
Teen Reading Workshop	Outside speaker	Youth Staff
Teen Class Visit Workshop	Teen Committee	Youth Staff
5 - Building a System Perspective		
"Thinking System" – Proposed New Course for in 2002		Trial exchange program for Central Librarians
Gathering Strength and Moving Forward Proposed New Course for in 2002	Outside Trainer	½ day workshops for all staff
Staying Sane in an Insane World New in 2002	Outside trainer (EAP)	3 sessions – all interested staff
Customer Service for the Front lines New in 2002	Sue Beattie Yvonne Patch	Circulation staff
The Hamilton Community and HPL Future Directions - General Staff Meeting	Outside speaker and HPL Admin	All staff – Fall 2002
6. Legislated Training		
First Aid	H&S Committee	Branch staff who have not received training

First Aid Re-certification	H&S Committee	Staff requiring re-certification in 2002
WHMIS	H&S Committee – Larry Nelson	Staff who have not previously received this
H&S for Managers **New in 2002**	H&S Committee – city employee	All Managers
7. Professional Skills		
Management Training for New Managers (3 – 4 sessions) **New in 2002**	Mohawk College	All managers; some librarians
Negotiating Skills **Proposed New Course for in 2002**	Outside Trainer (OMMI or MC)	Librarians
Train the Trainer **Proposed New Course for in 2002**	Outside Trainer (OMMI or MC) – 2 sessions?	Librarians

Hamilton Public Library

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DATE:	May 9, 2002
REPORT TO:	Peter Roger, Chair and Members of the Board
C.C.:	Ken Roberts, Chief Librarian
FROM:	Beth Hovius, Service Coordinator
SUBJECT:	**Staff Training Policy**

RECOMMENDATION:

That the Board approve the Training Policy.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: These are covered under the Staff Training Report.

BACKGROUND:

The *Staff Training Policy* is developed as a companion policy to the previously approved *Staff Education Policy*. It outlines what staff can expect regarding in-house training and confirms that attendance at selected professional conferences is an important component of staff training.

45-3 TRAINING POLICY

Policy Level: Administration
Author: B. Hovius
Date: December. 10, 2001

PURPOSE

This policy applies to in-house training, workshops and conference attendance.

POLICY

The Library provides access to both in-house training programs and approved external training programs in order to facilitate ongoing staff training and development. While completion of such training programs enables an individual to function more effectively in the workplace, it is not a substitute for formal educational qualifications.

Training is offered to all staff on a prioritized and "as needed" basis, in a variety of formats: conferences, workshops, in-house training, general staff meetings, and self-directed learning using tutorials.

Managers are responsible for determining the training needs of staff. If a staff member is required to participate in a training session, schedules will be adjusted to permit attendance.

Staff are also responsible for identifying their own job-related training needs and discussing these with their Manager.   Staff may request refresher training in skills not regularly employed in their current position.

Some training is legislated (e.g. WHMIS) and is mandatory for all staff.

Conference and workshop attendees may be expected to submit a written report, within two weeks of their return, outlining what they learned and how it applies to the Library system in general and to their own position in particular. Follow-up may also be required for some training sessions (e.g. homework assignments or demonstration of specific skills).

Information about the training completed by each staff person is recorded in a staff training database (see 45-4 *Training Responsibilities and Support – Training Database*).

The library pays pre-approved **expenses** related to attendance at conferences or workshops such as:

- Registration fees. When the applicant is not a member of a Library Association, the applicant will be expected to pay the difference between member and non-member rates.

- Transportation: public transportation to Toronto; mileage to other cities; or airfare as required.

- Meals (unless included in the registration package) upon submission of receipts. Per diem rates may be applied for some conferences.

- Hotel (as required) for multi-day training or conferences. Hotel bills are generally not paid for locations within commuting distance of Hamilton (e.g. downtown Toronto).

- If the workshop, or workshop plus travel time, extends beyond the normal working day or includes normally scheduled days off, no additional time off or overtime pay will be granted. An application to attend a conference or workshop indicates acceptance of this policy, and schedule changes are not allowed.

Workshops and Conferences

Workshops

Applications to attend workshops will be evaluated on the basis of:

- Relevance of the topic to the Library;

- Relevance of the topic to the staff member's position;

- Cost to the Library.

When demand warrants, a workshop may be offered in-house to groups of HPL employees. Generally, the Library does not pay for attendance at private seminars such as Career Path or Skill Path seminars, nor do Library staff attend training programs offered by the City.

Conferences

Applications to attend conferences will be evaluated on the basis of:

- Employee's membership in the organization;

- Employee's active involvement in the organization;

- Employee's participation in the conference program;

- Relevance of the conference program to the individual's job.

Staff are encouraged to attend conferences relevant to their particular employment responsibilities. For example:

- **Ontario Library Association (OLA):** This conference focuses on emerging trends, changing services and skills development specific to libraries. It is a key training opportunity and all staff are strongly encouraged to apply. Applicants must indicate on the application form which sessions they plan to attend.

- **Canadian Library Association (CLA):** This conference, which focuses on policy and management issues, is directed at middle and senior managers. First time attendees are expected to go to all business meetings of the Association.

- **Ontario Library Technicians Association (OLTA):** Library Technicians are encouraged to attend. First time attendees are expected to go to all business meetings of the Association.

- **Other Conferences:** Staff may submit requests (accompanied by a copy of the conference program) to attend other conferences applicable to their job.

Procedures

Staff wishing to attend a conference or workshop should discuss it first with their Manager. After obtaining their Manager's approval, staff should submit an *Application for*

Conference/Workshop Attendance to the Planning and Training Librarian who will forward it to Administration. Once approved, the Administration Assistant submits the registration information and makes travel arrangements. Expenses must be submitted to the Business Office within one week of return, using the appropriate expense form.

In-House Training

When the Library requires significant retraining (e.g. Office Automation; DYNIX upgrades), guidelines will be established to ensure equitable scheduling of course attendance. These guidelines will be reviewed regularly until all identified staff have received the necessary training.

Training priorities for each year will be established as part of the Library's annual business plan and funds allocated accordingly. Training priorities could include, for example, Core Children's Programming and Service Development; Information and Communications Technology; Legislated Training (First Aid, WHIMS); Information Services Training and Vendor Support Training (new products).

Procedures
Information about training opportunities is available ONLY on HPLNET.

Staff must have the permission of their Manager to attend in-house training sessions. Conversely, Managers may designate a training session as mandatory for certain staff members.

Registration is generally accepted on a first-come first-served basis.

Many in-house training sessions will be offered more than once, and a tentative annual schedule will be made available. However, actual registration will not be accepted for dates later in the year until earlier dates are filled. As earlier sessions fill, requests for later sessions will be accepted.

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DATE: Wednesday, April 24, 2002

REPORT TO: Peter Rogers, Chair of the Library Board

C.C.: Board Members, Administration

FROM: Beth Hovius, Service Coordinator

SUBJECT: **Board Policies**

RECOMMENDATION: That the proposed schedule for the approval of Board policies be adopted with the understanding that it may be modified according to the demands of the Board's agenda.

BACKGROUND:

These policies are based primarily upon the former Hamilton Public Library policies, as the former Wentworth and Dundas libraries did not have similar policies. Any changes from previous policies are editorial in nature unless otherwise noted. As earlier indicated the Board policies are integrated into the Policy and Procedure Manuals, and so the numbering is not consecutive. Copies are available on the Board's website and will be included with the agenda packages when they are scheduled for discussion.

DEFINITIONS:

Board Policies: Board Policies provide a conceptual and intellectual framework for the provision of services. They are significant to the operation of the Library and have an impact on public service. Procedures related to these policies are an administration responsibility.

Administration Policies: Administration Policies are operationally oriented and may repeat or expand upon a Board policy.

Policies requiring Board Approval

#	Topic	Date
1-2	Confidentiality of Records Policy	November
1-3	Internet Use Policy (under review)	June
1-4	Children's Rights in the Public Library	June

1-5	Unattended Children Policy	June
1-7	Intellectual Freedom Policy	June
3-1	Access to Materials Policy	January
3-2	Materials Selection Policy	January
3-4	Court Bans on the Publication of Evidence	November
5-1	Fundraising and Donations Policy	October
5-5	Library Legacy Fund (for information as this is a signed agreement)	October
6-4	Fee Based Research Service	November
8-1	Displays and Exhibits Policy	September
8-2	Community Events Information Policy	September
8-3	Meeting Rooms Policy	September
8-6	Use of Library Facilities	September
12-1	Friends of the Hamilton Public Library	October
22-1	Fines and Fees Schedule (incorporates fines changes)	May
22-2	Fines Policy	May
23 -1	Registration Policies (incorporates reciprocal borrowing)	May
24-2	Loan Periods	May
24-3	Loan Limitations	May
41-1	Employment Equity Policy	September
43-4	Personal Leave of Absence Policy	September
43-5	Self-Funded Leave Policy	September
44-1	Code of Conduct	September
44-5	Staff Computer Use Policy	June
44-6	Staff E-Mail Policy	June
44-7	Staff Internet Use Policy	June
45-2	Education Policy (passed, October 2001)	-
45-3	Training Policy (new)	May
60-1	Book Sale Policy	October

Proposed Schedule for Discussion and Approval

The policies, grouped by theme, have been scheduled to relate to the reports identified by the strategic plan. This schedule is tentative and may be adjusted or deferred, depending upon other items on the agenda. The Board may also choose to leave some policies for more in-depth discussion after the initial round is completed.

Topic	Policy Numbers	Date for Discussion
Circulation Policies	22-1,22-2, 23-1, 24-2, 24-3	May
Training Policy	45-2	May
Computer Use	1-3, 44-5, 44-6,44-7	June
Children's Services	1-4, 1-5	June
Facilities	8-1,8-2, 8-3, 8 – 6	September
Human Resources	41-1, 43-4, 43-5, 44-1	September
Fundraising	5-1, 5-5,60-1, 12-1	October
Information Services	1-2, 3-4, 6-4	November
Collections	1-7, 3-1, 3-2	January

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DATE: April 25, 2002

REPORT TO: Chair and Members of the Board

C.C.:   Ken Roberts, Chief Librarian

FROM: Beth Hovius

SUBJECT: Board Approval of Policies

RECOMMENDATION:

That the Board approves the following circulation policies:
- **Fines and Fees Policy (Policy 22 –1)**
- **Fines Policy (22 – 2)**
- **Registration Policies (Policy 23- 1)**
- **Loan Periods (Policy 24-2)**
- **Loan Limitations (Policy 24-3)**

That all other policies related to the circulation of material previously approved by the former three library Boards prior to amalgamation be rescinded.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:
There are no financial, staffing or legal implications.

BACKGROUND:
These are the first policies, which have been brought to the Library Board for approval for the amalgamated system. The System Issues Steering Committee has rewritten these policies. The Board will note that policies approved at last month's meeting regarding reciprocal borrowing and the fines changes are incorporated into these policies.

Circulation policies include who may obtain a library card, the number and length of time materials may be borrowed, and related fines and fees.

The motion to rescind previous policies is included only to ensure clarity of what is Board-approved circulation policy. In the transition process the memo to the Board about circulation policies included information about grace periods (discontinued), number of holds which could be placed per card and proposed a fee for holds not picked up. These policies are not either required, or no longer recommended.

22-1 FINES AND FEES SCHEDULE

Policy Level: Board

Revision Date: November 2001; April 2002

Board Approved Fines and Fees

Membership Fees			
Residents/Taxpayers	No charge		
Non-Residents	$ 40.00		
Replacement Library Cards	$ 2.00		
Fines			
Overdue Fines	**Daily**	**Maximum/item**	**Borrowing Suspended for accumulated fines**
Adult/Young Adult Materials	$ 0.25	$ 7.50	$ 10
Juvenile Materials (E, J)	$ 0.10	$ 3.00	$ 5
Interlibrary Loans	$ 1.00	$ 5.00	

22-2 FINES POLICY

Policy Level: Board
Author: S. Beattie
Revision Date: November 2001; April 25 2002

POLICY

Patrons who fail to return material on time are charged overdue fines. The amount of the fine assessed depends on the material type and the length of time the item has been overdue, up to the maximum fine per item. See 22-1 *Fines and Fees Schedule*.

The registered cardholder is responsible for loss or damage of materials borrowed on their library cards. Borrowing privileges will be suspended until the materials are returned and the charges are paid.

Parents and guardians are responsible for loss or damage of material borrowed on their children's library card(s). Parents and guardians are also responsible for restricting their children's use of library collections. See *Access to Materials Policy* (*Public Policies and Procedures* volume 1, 3-1).

In the case of institutional/ day care or corporate/ school cards the institution or corporation is responsible for all items borrowed.

Staff are encouraged to use their discretion to waive or reduce fines in extreme cases such as hospitalisation, death, etc. or in such situations as outlined below.

Guidelines for the Reduction or Waiving of Fines

The Branch Head, or designate, may reduce or waive fines in certain situations. It is preferable to reduce a fine rather than to waive it altogether.

1) If the item is found on the shelf, waive the fine and do not place a note on the file.

2) If the customer record indicates that this is the first time that fines have been waived (no notes), the branch head or designate, may reduce the fine to enable the customer to borrow.   Place a note on the patron record.

3) Fines may be waived for extreme situations such as hospitalisation, or to clear a patron record upon death.

4) If customer claims that fines have been reduced or waived before, or if a note indicates that a fine has been reduced or waived before, do not reduce or waive the fine again. **Never** remove notes about reduced/waived fines from a patron record.

5) **Class Visits:** Staff have the right to reduce, not eliminate, fines to enable a child to borrow materials during a class visit.

6) If items have been returned as the result of a referral to the **collection agency**, fines may **never** be waived or reduced as the library is charged 40% of return value. If the customer contests the funds owing refer them to the Head of Circulation, Central. Keep the returned materials.

7) **Lost Materials**: The replacement price must be charged regardless of the age of the materials. There is no discount for aged materials as the replacement cost also takes the cost of purchasing, and processing into account. See <u>26 –5: Lost Materials</u> for more information about fines owning on lost materials.

23-1 REGISTRATION POLICY & PROCEDURES

Policy Level: Board
Author: S. Beattie
Revision Date: November 2001; April 25, 2002

POLICY

Types of Membership

The Hamilton Public Library Board establishes who may obtain a Hamilton Public Library card. The registered card holder of the Hamilton Public Library system is responsible for following the rules, regulations, polices and procedures of the Hamilton Public Library.

Residents: Library cards are free to City of Hamilton residents and taxpayers. A nominal charge is levied for the replacement of lost or stolen library cards. Residents include:

- A resident of Hamilton with either a permanent address in Hamilton or pays taxes to the City of Hamilton. (See also: juvenile; young adult residents.) Students living permanently in Hamilton (including in college and university residences) are considered residents of Hamilton under this policy.

- Hamilton day care centres and institutions that provide care or services to institutionalised persons who, because of age, illness, disability or special circumstances, are unable to obtain access to the Library's resources. Some limitations may apply.

- Schools, businesses, government agencies, associations, charitable and non-profit organizations, and group homes located in Hamilton may obtain a library card for up to 1 year, renewable.   Some limitations may apply.

- Elementary and secondary school students (JK-OAC) who are non-residents of Hamilton but attend school in Hamilton are eligible for Hamilton Public Library cards until the student turns 18 years of age. The card allows students to borrow limited numbers of materials consistent with the reciprocal borrowers cards.

- Persons living at a temporary address for a limited time period (short stay) are eligible for a Hamilton Public Library card. All applicants must be staying at a Hamilton agency and must present one piece of acceptable identification **plus** a letter from the agency confirming their stay there. The letter must be on the agency's letterhead. This card expires after six (6) weeks, but is renewable. Some limitations may apply.

- Staff (full and part time employees, pages and shelf readers) may obtain a library card, are exempt from paying fines on overdue Hamilton Public Library material and from paying non-resident fees. Staff must pay fines on overdue Interlibrary Loan material. It is expected that staff will not abuse these privileges.

Reciprocal Borrowing: Hamilton Public Library has entered into a reciprocal borrowing arrangement with the following library systems:

- Burlington Public Library – implemented.
- Cambridge Public Library – implementation date to be determined (Fall, 2002)
- Grimsby Public Library – implementation date to be determined
- Haldimand Public Library – implementation date to be determined (Fall, 2002)
- Milton Public Library – implementation date to be determined

Reciprocal borrowing allows holders of valid cards from any of these library systems (including holders of their non-resident cards) the opportunity to use the Hamilton Public Library system on a limited basis upon registration for this service. Identical privileges are offered to valid Hamilton Public Library cardholders (including holders of non-resident Hamilton Public Library cards) at these library systems. Non-residents who wish to have full borrowing privileges can purchase a non-resident card. (See also: Reciprocal Borrowing – Young Adult; Reciprocal Borrowing – Youth)

Non-residents: A non-resident is someone who does not have a permanent Hamilton address and does not pay taxes to the City of Hamilton or who does not fit into any of the above categories. Non-residents include people employed in Hamilton but living outside the city. Non-residents who want Hamilton Public Library membership privileges are charged an annual, non-refundable fee. (See also students; young adult non-residents).

Acceptable Identification

Policy Level: Administration
Author: S. Beattie
Revision Date: November 2001; April 2002

Two (2) pieces of current identification are required to obtain an adult library card. One must include the applicant's **current address**. (Note: Children's cards do not require ID).

NOTE: Ownership of a Post Office Box is not sufficient identification for obtaining a free resident library card.

*Staff may not request these cards; however, if offered by the patron, they may be accepted as identification.
To ensure confidentiality of patron financial information, do **not input numbers from these cards into the Dynix record.

Unique number I.D.

Bank Card**
Birth Certificate
Canadian Citizenship
Car ownership or insurance
Certificate of Indian Status
Senior's Privilege Card / Old Age Security Card
Driver's licence (permanent or temporary)
Health Insurance card**
Major Credit Card**
Passport or equivalent
Social Insurance Card*

Address I.D.

B.Y.I.D. Card / Age of Majority
Bank Statements**
Bank Cheques – Personalized**
Government cheque/tax bill with address
HSR Senior's Card
HSR or School Student Card
Legal document with address
Personal mail with current postmark
Rental Agreement (officially signed)
Utility bill with address (e.g. hydro, gas)
Telephone directory listing in applicant's or parent's name (same last name)

24-2 LOAN PERIODS

Policy Level: Board
Author: S. Beattie
Revision Date: November 2001

POLICY

Loan Periods

21-day loan period   The standard loan period applies to most items.

14-day loan period   Shorter loan period for high demand items (new titles, seasonal, videos).

7-day loan period   Magazines and Rapid read collections at specific branches.

Extended Loans

Extended loans may be granted at the discretion of the Manager to a **maximum** of three (3) months. Extended loans are granted on 21-day loan items only. Such loans may be given to patrons who will be out of town for a period longer than the normal 21-day loan period.

The Manager may impose restrictions on the type of material available for extended loan, the number of items and the loan period. These restrictions will be in the interest of other patrons and determined by the needs of and demands placed on the Branch or Department.

Institutional/Daycare Loans

Institutions and daycares wishing to borrow books should do so on an institutional card. Material will automatically be checked out for a 90-day period. Institutions may not borrow material that has a loan period of less than 21 days. If this is a problem for the institution, suggest that they apply for a corporate card instead. (Remember that standard loan periods apply to corporate cards).

Reference Material

Reference material is **not** usually available for loan. However, at the discretion of the Manager or designate, the loan of reference material may be allowed. No more than three (3) items may be borrowed at one time. Each loan is for a period of one (1) day only. **No Reference Loans are available from Special Collections under any circumstances.**

School/Corporate Loans

School/Corporate cardholders have the same rights and responsibilities as individual adult cardholders (except that several people may share the same card).

Talking Books

The standard loan period of 21 days applies to talking books. See *Talking Books Collection* (volume 1, 3-6) for more details on this collection.

24-3 LOAN LIMITATIONS

Policy Level: Board
Author: S. Beattie
Revision Date: November 2001

POLICY

Individual Cards

All individual patrons are limited to borrowing 50 items per person. If there are 50 items charged out to their record, patrons cannot borrow until they have returned some items. Dynix will not allow patrons (other than Institutional Members) to borrow more than 50 items.

Reciprocal Borrower Privileges

Individuals possessing a Burlington Public Library card may borrow up to eight (8) items and place two (2) holds at any given time.

School/Corporate Cards

School/Corporate cards are limited to 50 items. School/Corporate cardholders have the same rights and responsibilities as individual adult cardholders (except that several people share the same card).

Institutional/Daycare Cards

Institutional cards have a 200 item limit. The limit is higher because this category provides services to groups of patrons unable to come to the library. Institutions may not borrow material that has a loan period of less than 21 days.

Limit per Subject

In order to provide materials to the broadest number of people, the Branch or Department Manager may limit patrons to three (3) items per subject. This limitation may be exercised as an overall guideline for the branch/department or as a specific subject limitation imposed due to high demand or study assignment. Managers reserve the right to define "subject" as determined by the needs of, and demands placed on, the branch/department.

Limit on CDs and CD-ROMs

A patron may borrow a combined maximum of 10 CDs and CD-ROM's at any one time.

Limit on Videos

A patron may borrow a maximum of 10 videos (adult, children's or restricted) at any one time.

24-3 LOAN LIMITATIONS

Policy Level: Board
Author: S. Beattie
Revision Date: November 2001

POLICY

Individual Cards

All individual patrons are limited to borrowing 50 items per person. If there are 50 items charged out to their record, patrons cannot borrow until they have returned some items. Dynix will not allow patrons (other than Institutional Members) to borrow more than 50 items.

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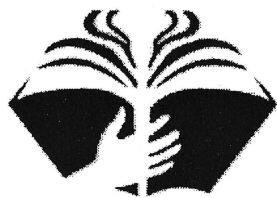
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A patron may borrow a maximum of 10 videos (adult, children's or restricted) at any one time.

1

Hamilton Public Library

Growing minds.
Growing community.

DATE: May 2, 2002

REPORT TO: Chair and Members of the Board

C.C.: Ken Roberts, Chief Librarian

FROM: William Guise, Business Administrator

SUBJECT: Appointment of Architect – Stoney Creek and Winona Branch Relocation

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RECOMMENDATION:

That approval be given to enter into a contract with Rankin Architect Inc. of 4031 Fairview Street, Unit 103, Burlington, Ontario in the amount of $40,000 including GST for the design of the new Stoney Creek Library Branch Renovations and that the Chief Librarian be authorized to execute the contract on behalf of the Board.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The Board at its regular meeting on Wednesday, March 20th 2002 approved a total budget of $497,000 for the design and renovation. The budget included a draft budget of $45,000 for architectural services.

BACKGROUND:

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

A draft budget was developed with the assistance of the Facilities Division of the City of Hamilton. In order to develop the budget, the Facilities Division has used the services of a local architect, Bruce Rankin of Rankin Architect Inc. The space to be occupied is currently configured as offices and renovations will include removing office walls, some of which are load bearing. As part of developing the budget, Library staff was consulted and a floor layout including furniture, shelving and equipment requirements were established. The cost of these services to date amount to $4,220 and would be deducted from the proposed contract price $40,000.

Bruce Rankin has worked on two previous library renovation/contraction projects Locke and Sherwood Branches. He was the architect on the renovation to Locke Branch Library and he worked with the interior design consultant hired by the Library to do the interior design for Sherwood (the landlord had it own architect for the construction of the building and the Library hired the interior design consultant).

Bruce Rankin has worked well with staff on the current project and has developed the knowledge of what is required and desired in this renovation project.

In order to proceed without delay the Board is being requested to give approval prior to the next regular Bard meeting. Waiting until to award the contract until the next Board meeting would result in a minimum of an additional month before the design work could begin and delay opening the new branch location. Given that Rankin Architect Inc. has performed the preliminary work and Bruce Rankin has performed satisfactorily in the past, the recommendation to award of the contract to Rankin Architect is being made without going out for additional bids. If another architect were awarded the contract, much of the preliminary work would have to be repeated in order to bring that architect up to speed resulting in delaying the project unnecessarily.

Hamilton Public Library

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DATE:	May 15, 2002
REPORT TO:	Chair and Members of the Board
C.C.:	Ken Roberts, Chief Librarian
FROM:	William Guise, Business Administrator
SUBJECT:	Financial Statements for 2001 – Unaudited

RECOMMENDATION:

That the unaudited financial statements for the year ended December 31st 2001 be received for information.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

None

BACKGROUND:

The attached unaudited financial statements have been presented to the firm of Grant Thornton, auditors for the Hamilton Public Library Board, for their review and examination. Although the auditors have performed most of the required audit procedures, they have not yet completed their examination.

BALANCE SHEET
as at December 31, 2001

Page 2

	2001 $	2000 $
ASSETS		
Financial assets:		
Cash	17,555	29,648
Accounts receivable	100,089	98,915
Due from City of Hamilton	4,349,343	3,337,793
	4,466,986	3,466,356
Non-financial assets:		
Prepaid expenses	10,343	144,767
	4,477,329	3,611,123
Restricted - Trust Funds		
Cash	263,937	253,548
Deposits with the Hamilton Foundation	1,135,931	1,089,574
Due from current fund	107,572	77,172
Accrued interest receivable	581,348	606,691
	2,088,788	2,026,985
	6,566,118	5,638,107
LIABILITIES, RESERVES AND FUND BALANCES		
Accounts payable and accrued liabilities	639,136	807,691
Accrued sick and vacation liability	-	-
Deferred revenue	37,099	301,961
Due to trust funds	107,572	77,172
	783,808	1,186,824
Amounts to be recovered from future operations	-	-
Reserves and reserve funds (note 8)	3,693,521	2,424,299
Trust Funds - fund balance (note 9)	2,088,788	2,026,985
	6,566,118	5,638,107

	Current Fund $	Reserve & Reserve Funds $	Trust Funds $	2001 Combined Total $	2000 Combined Total $
REVENUE					
Municipal contribution	19,302,960	-	-	19,302,970	18,729,605
Province of Ontario grant	949,451	-	-	949,451	954,486
Grant revenue	731,515	-	2,200	733,715	723,581
Fines	492,146	-	-	492,146	420,708
Photocopier revenue	58,755	-	-	58,755	61,094
Other – rentals, sales and recoveries	133,318	-	-	133,318	157,377
Transfer from Reserves – City of Hamilton	203,765	-	-	203,765	-
Transfer from Capital – City of Hamilton	-	-	-	-	82,364
	21,871,909		2,200	21,874,109	21,129,215
Interest	-	76,808	36,002	112,810	379,116
Donations and other	29,598	-	11,100	40,698	51,292
	29,598	76,808	47,102	153,509	430,408
Total revenues	21,901,508	76,808	49,302	22,027,618	21,559,623
EXPENDITURE					
Employee Costs	13,808,042	-	-	13,808,042	13,604,201
Library Materials	2,232,704	-	-	2,232,704	2,560,799
Facility Costs	2,634,222	-	-	2,634,222	2,677,882
Long term debt charges	537,016	-	-	537,016	520,980
Supplies and Services	1,478,115	-	-	1,478,115	1,865,481
Replacement and repairs	-	-	-	-	-
Other expenditures	-	-	500	500	30,636
	-	-	500	500	30,636
Total expenditures	20,690,100	-	500	20,690,600	21,259,979
Net contributions from reserve fund	11,133	-	63,314	74,447	
Net contributions to reserve fund	(1,272,853)			(1,272,853)	
Net contributions to current fund	-	(11,133)	(50,312)	(61,445)	
Net contributions from current fund		1,272,853		1,272,853	
Net contributions to trust funds	-	(63,314)	-	(63,314)	
Net contributions from trust funds	50,312	-	-	50,312	
	(1,211,408)	1,198,406	13,002	(0)	-
Net revenue	0	1,275,215	61,804	1,337,018	299,645
Transfers to City of Hamilton reserves		(5,992)	-	(5,992)	(363,349)
Change in Fund Balances	0	1,269,222	61,804	1,331,026	(63,705)
Decrease in amounts to be recovered	-	-	-	-	-
Fund Balances at beginning of the year	-	-	-	4,451,283	4,514,988
Fund Balances at end of the year	0	1,269,222	61,804	5,782,309	4,451,283

The Hamilton Public Library Board

STATEMENT OF CASH FLOWS
for the year ended December 31, 2001

	2001 $	2000 $
Cash provided by (used in):		
Operations:		
Net revenue	1,337,018	299,645
Items not involving cash:		
Change in amounts to be recovered	-	-
Changes in non-cash operating working capital:		
Accounts receivable	- 1,174	- 16,276
Due from City of Hamilton	- 1,011,550	383,698
Prepaid expenses	134,424	132,114
Deposits with Hamilton Foundation	- 46,357	- 19,138
Due from current fund	- 30,400	180,992
Accrued interest receivable	25,343	- 215,674
Accounts payable and accrued liabilities	- 168,555	- 326,245
Accrued sick and vacation liability		-
Deferred revenue	- 264,862	150,247
Due to trust funds	30,400	- 180,992
	4,287	388,371
Financing:		
Transfers to City of Hamilton reserves	- 5,992	- 363,349
Increase in cash	- 1,705	25,022
Cash, beginning of year	283,197	258,175
Cash, end of year	281,492	283,197

The Hamilton Public Library Board

NOTES TO THE FINANCIAL STATEMENTS
December 31, 2001

1. SIGNIFICANT ACCOUNTING POLICIES

(a)　Basis of Accounting

Revenues and expenditures are reported on the accrual basis of accounting which recognizes revenues as they become available and measurable; expenditures are recognized 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.

(b)　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.

2. ADOPTION OF PUBLIC SECTOR ACOUNTING RECOMMENDATIONS

Effective January 1, 2000, the Library Board adopted the local government accounting standards issued by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants.

3. NET LONG TERM LIABILITIES

These statements reflect only the current operations of the Library and do not show the capital outlay to be recovered or long term debt.

(a)　Debt charges were incurred during the year as follows:

	2001	2000
	$	$
Principal	39,888	37,830
Sinking Fund Deposit	213,009	213,009
Interest	284,120	270,141
	537,016	520,980

(b)　Principal payments are due as follows:

	$
2002	311,954
2003	313,540
2004	269,194
2005	101,496
2006	101,496
thereafter	348,417
	1,446,097

U-N-A-U-D-I-T-E-D

NOTES TO THE FINANCIAL STATEMENTS
December 31, 2001

4. LIABILITY FOR VESTED SICK LEAVE BENEFITS

Effective May 1, 1982 the Income Protection Plan was adopted and sick leave credits earned under the Sick Leave Benefit Plan were frozen. Under the Sick Leave Benefit Plan unused sick leave would accumulate and employees were entitled to cash payment upon termination of services after ten continuous years. Entitlement to cash payment continues to apply to those employees who earned credits under this plan. The liability for these accumulated days, to the extent that they have vested and could be taken in cash by an employee on termination, amounted to $307,313 (2000 - $365,676) at the end of the year. Cash payments made in lieu of sick leave'are included in the expenditures of the year in which services are terminated. The current year's expenditure of $52,796 (2000 - $18,822l) for sick leave liability is reflected in the Library's Schedule of Combined Fund Operations.

5. UTILITY CHARGES

The operating expenditures related to the supply of utilities by the Central Utilities Plant to the Library amount to $177,813 for 2001 (2000 - $113,973). This cost is not reflected in the Library's Schedule of Combined Fund Operations, but are included in the City's Consolidated Statement of Operations. The cost of utilities are included in the Library's Schedule of Combined Fund Operations.

6. COMMITMENTS

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

	$
2002	764,711
2003	657,369
2004	566,995
2005	353,569
2006	358,255
Thereafter	1,505,930
	4,206,830

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 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 amounts contributed to OMERS are included in the Schedule of Combined Fund Operations. The current year's expenditure is nil (2000 - nil).

NOTES TO THE FINANCIAL STATEMENTS
December 31, 2001

8. RESERVES AND RESERVE FUNDS

	2001	2000
	$	$
Reserves and reserve funds consist of:		
Mobile Equipment	383,009	341,338
Library Collections	1,491,312	1,205,154
Library General Development	638,131	546,896
Library Major Capital Projects	707,109	261,604
Summer Reading	61,242	-
Redeployment, Training & Restructuring	412,719	-
Sick Leave	-	5,992
Waterdown Library	-	27,627
Fund Raising	-	35,688
	3,693,521	2,424,298

9. TRUST FUNDS

	2001	2000
	$	$
Trust funds consist of:		
M. Walden Thompson	27,712	26,746
Special Gifts Fund	1,392,358	1,386,753
Permanent Endowment	522,359	539,759
K. McCaren Memorial	24,832	24,990
F. Walden	51,048	48,736
Dundas Library Fundraising	41,908	-
Waterdown Library	28,571	-
	2,088,788	2,026,985

10 MUNICIPAL RESTRUCTURING

The Ontario Government enacted the City of Hamilton Act, 1999 which dissolved the Hamilton Public
Library Board, the Wentworth Libraries Board and the Dundas Public Library Board and created the
new Hamilton Public Library Board effective January 1, 2001. Under the terms of this legislation,
all assets and liabilites of the old library boards on December 31, 2000 including rights, interests,
approvals, status, registrations entitlements and contractual benefits and obligations became the
assets and liabilities of the new library board on the effective date without compensation.

11 PRIOR YEAR FIGURES

Prior year figures include those of the three former library boards as at December 31, 2000.
Certain of the prior year figures have been restated to conform with the current year's
presentation.
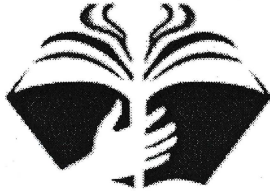
Hamilton Public Library

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Growing community.

DATE: Tuesday, May 07, 2002

REPORT TO: Chair and Members of the Board

C.C.:   Ken Roberts, Chief Librarian

FROM: Beth Hovius, Service Coordinator

**SUBJECT:**   **Request for Funding for Stoney Creek Collections**

RECOMMENDATION: That $40,000 be allocated from the Reserve for Library Collections to upgrade the collections of the new Stoney Creek branch in anticipation of the relocation.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: There are sufficient funds to cover this request in the Reserve.

BACKGROUND: The current combined collection from Stoney Creek and Winona (minus duplicates) is inadequate for the population base of 19,000 (using Barton and Concession as comparators). In particular, adult videos, all classes of paperbacks and the nonfiction need upgrading. To modestly upgrade the collections and enhance their appearance for opening (late 2002), a one- time request for funding is required. Using average cost and processing estimates from CAM, a sum of $40,000 is required. Many of the purchased items will go into block rotations that benefit the entire system. In order to ensure receipt of these materials in time for the opening, approval is required at this time. A breakdown of the type of materials to be purchased is summarized below.

Collection Type	Proposed Stoney Creek Holdings (# titles to be added)
Adult paperback	3800 (+1000)
J, E, Teen paperbacks	4815 (+1400)
Adult and children's videos	1725 (+300)
CDs/ books on CD	231 (+180)
Adult/ juvenile non-fiction	6825 (+300)

Hamilton Public Library
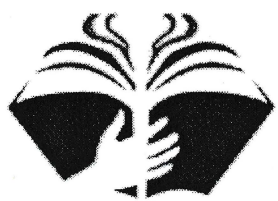
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DATE: Thursday, May 09, 2002

REPORT TO: Chair and Members of the Board

FROM: Ken Roberts, Chief Librarian

SUBJECT: **Board Development Policy**

RECOMMENDATION: That the Board consider developing guidelines to govern and monitor board participation at conferences and workshops.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: The 2002 budget for Board related costs associated with conference attendance was increased to $5,000 from $3,000.). It costs approximately $400 - 500 to send one person to OLA for the full conference (assuming commuting from Hamilton instead of a hotel room) and about $2000 to a CLA conference.

BACKGROUND: The Library Board does not have a policy regarding Board development, although there is a separate budget. A separate policy, which outlines the approval process and establishes procedures for monitoring expenses, would enable the Board to be responsible for its own expenditures. Since the Training Report and Training Policy addresses these issues for staff, it seems timely to bring this to the Board's attention.

A Board Development Policy could establish priorities for use of these funds.   For example, since libraries are provincially legislated, first priority for the use of funds could be the OLA conference. Attendance at CLA would be a secondary priority, depending upon costs of attending vs. the relevance of programs to trustees. (The CLA conference planners usually focus the trustee programs at local trustees since there are few national issues that are specific to trustees). The Board could also choose to arrange a training session for the whole Board or purchase training materials for the Board's use. Such a policy could either develop criteria for the payment of conference and workshop related expenses, or adopt the same criteria applied to staff and which are outlined in the Staff Training Policy.