

## **Mission Statement**

*Freedom to Discover*

## **Strategic Priorities**

*Strengthening Communities      Strengthening Individuals  
Strengthening Our Organization*

## **HAMILTON PUBLIC LIBRARY BOARD**

**Regular Board Meeting  
Wednesday, October 19, 2011  
Central Library, Board Room**

5:30 p.m. Dinner

6:00 p.m. Meeting

## **AGENDA**

- 1. Discussion Period**
- 2. Acceptance of the Agenda**
- 3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, September 21, 2011**      **Attachment #3**
- 4. Presentations**
  - 4.1 E-Commerce – M. Sakaluk
  - 4.2 Vital Signs – L. Lukasik
- 5. Consent Items**
- 6. Business Arising**
  - 6.1 2012 Operating Budget – R. Hewitt      Attachment #6.1  
**Suggested Action: Receive**
  - 6.2 Greensville Lease – R. Hewitt      Attachment #6.2  
**Suggested Action: Recommendation**
  - 6.3 Library Materials Vending Machine – K. Anderson/P. Takala      Attachment #6.3  
**Suggested Action: Recommendation**
  - 6.4 Authorizing RFID Vendors – P. Takala/R. Hewitt      Attachment #6.4  
**Suggested Action: Recommendation**

**7. Correspondence**

**8. Reports**

8.1 Chief Librarian's Report

Attachment #8.1

**Suggested Action: Receive**

**9. New Business**

9.1 Reserves Report – R. Hewitt

Attachment #9.1

**Suggested Action: Receive**

**10. Private and Confidential**

10.1 Succession Planning

**11. Date of Next Meeting**

Wednesday, November 23, 2011

**Central Library, Board Room, 5<sup>th</sup> Floor**

5:30 p.m. Dinner

6:00 p.m. Meeting

**12. Adjournment**

**Mission Statement**

*Freedom to Discover*

**Strategic Priorities**

*Strengthening Communities      Strengthening Individuals  
Strengthening Our Organization*

**HAMILTON PUBLIC LIBRARY BOARD**

**Inaugural and Regular Board Meeting**

**Wednesday, September 21, 2011**

**Central Library, Board Room**

5:30 p.m. Dinner

6:00 p.m. Meeting

**MINUTES**

**PRESENT:** George Geczy, Jennifer Gautrey, Suzan Fawcett, Wenda Tulloch,  
Rich Bagdonas, Kathy Baker, Nicolas van Velzen,  
David Simpson

**REGRETS:** Councillor Pearson, Councillor Jackson, George Nakamura

**STAFF:** Ken Roberts, Rebecca Raven, Karen Anderson, Paul Takala,  
Michael Ciccone, Robin Hewitt, Lisa DuPelle, Robert Plant,  
Karen Hartog

**GUESTS:** Mitch Carson and Tom Chessman, Energy Initiatives Office

Mr. Geczy called the meeting to order at 6:05 p.m.

**1. Discussion Period**

- 1.1 Mr. Geczy reported on the Telling Tales Festival and reported that it was another huge success.

- 1.2 Ms Raven introduced Laura Lukasik, Manager of Partnership and Outreach, to Library Board members.
- 1.3 Mr. Takala reported that the Local History and Archives displayed a War of 1812 themed display and now has been asked by the Ontario Legislator to set-up another display because of the success of the first display.
- 1.4 Mr. Ciccone reported that the Overdrive President spoke to the staff at a recent Librarian's Training session.
- 1.5 Mr. Plant reported that the Fall Booksale begins on Monday in the mall.
- 1.6 Ms Anderson has been appointed to the Board of the Industry Education Council.
- 1.7 A three-week project at Barton begins and there should be no disruption in service.

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

**MOVED** by Ms Gautrey, seconded by Ms Baker,

**THAT THE AGENDA BE ACCEPTED AS PRESENTED.**

**MOTION CARRIED.**

## **3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, September 7, 2011**

**MOVED** by Ms Gautrey, seconded by Ms Fawcett,

**THAT THE MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD OF WEDNESDAY, SEPTEMBER 7, 2011 BE ADOPTED AS PRESENTED.**

**MOTION CARRIED.**



**4. Presentations**

4.1 Lighting Purchase – R. Hewitt

Mr. Carson and Mr. Chessman were welcomed to the meeting.

**MOVED** by Ms Baker, seconded by Mr. van Velzen,

**THAT A MOTION BE APPROVED TO AUTHORIZE THE LIBRARY TO PURCHASE SPECIFIC CUSTOM LIGHTING FIXTURES FROM EITHER PEERLESS LIGHTING OR METALUMEN, WHICHEVER QUOTE IS LOWER, FOR THE PURPOSE OF INSTALLATION AT THE CENTRAL LIBRARY, AS PER THE APPROVED LIGHTING RETROFIT PROJECT, AT A COST OF APPROXIMATELY \$175,000.**

**MOTION CARRIED.**

**5. Consent Items**

**MOVED** by Ms Fawcett, seconded by Mr. van Velzen,

**THAT CONSENT ITEM 5.1 BE APPROVED AS PRESENTED.**

**MOTION CARRIED.**

5.1 Service Interruption Log

Received for information.

**6. Business Arising**

6.1 Tablet Computers for Library Board

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

**THAT THE HAMILTON PUBLIC LIBRARY BOARD APPROVE THE EXPENDITURE OF UP TO \$10,000 FROM LIBRARY'S ACCOUNTS THROUGH THE HAMILTON COMMUNITY FOUNDATION BUDGET FUNDS FOR THE PURCHASE OF TABLET COMPUTERS DESIGNED TO REDUCE THE PAPER COSTS ASSOCIATED WITH LIBRARY BOARD MEETINGS**

**AND TO ENSURE THAT LIBRARY BOARD MEMBERS USE, UNDERSTAND AND ARE AWARE OF THE LIBRARY SYSTEM'S INCREASINGLY IMPORTANT ELECTRONIC SERVICES.**

**MOTION CARRIED.**

**7. Correspondence**

**8. Reports**

**8.1 Report from the Audit Committee Meeting of Wednesday, September 21, 2011**

Ms Gautrey provided an update regarding the discussions held at the Audit Committee meeting.

The collection of fines and current practices regarding the waiving fines was discussed. The Committee also inquired about the annual report of the reserves.

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

**THAT STAFF BE DIRECTED TO PROVIDE THE LIBRARY BOARD AT A FUTURE AGENDA WITH REPORTS REGARDING THE FINES PROCESS AND THE ANNUAL REPORT FOR RESERVES.**

**MOTION CARRIED.**

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

**THAT THE 2010 FINANCIAL STATEMENTS FOR THE HAMILTON PUBLIC LIBRARY BOARD AND STATEMENTS FOR THE HAMILTON PUBLIC LIBRARY BOARD – TRUST FUNDS TO DECEMBER 31, 2010 ATTACHED TO THIS REPORT BE APPROVED SUBJECT TO THE APPROVED ADJUSTMENTS BY THE AUDIT COMMITTEE.**

**MOTION CARRIED.**

**9. New Business**

9.1 2012 Operating Budget – R. Hewitt

Staff were requested to provide a list outlining the costs HPL controls and does not control and a listing of each branch location and the total annual costs.

**MOVED** by Ms Fawcett, seconded by Mr. Bagdonas,

**THAT THE ATTACHED 2012 DRAFT OPERATING BUDGET – 1<sup>ST</sup> DRAFT BE ACCEPTED FOR INFORMATION.**

**MOTION CARRIED.**

9.2 Capital Budget – R. Hewitt

**MOVED** by Ms Baker, seconded by Ms Gautrey,

**THAT THE CAPITAL BUDGET SUBMISSION FOR 1) PHASE III OF THE CENTRAL LIBRARY RENOVATIONS; 2) THE BINBROOK LIBRARY RENOVATION/ADDITION AND; 3) THE DUNDAS LIBRARY BRANCH EXPANSION, BE UPDATED AND SUBMITTED TO THE CITY OF HAMILTON FOR INCLUSION IN THE 2012-2021 CAPITAL BUDGET.**

**MOTION CARRIED.**

9.3 Bibliocommons – P. Takala/M. Ciccone

**MOVED** by Ms Fawcett, seconded by Ms Baker,

**THAT IN ACCORDANCE WITH THE LIBRARY'S CURRENT STRATEGIC PLAN AND THE FEBRUARY 2010 AUTHORIZATION BY THE LIBRARY BOARD FOR STAFF TO SIGN THE LIBRARY SERVICES AGREEMENT WITH BIBLIOCOMMONS:**

**THAT THE HAMILTON PUBLIC LIBRARY BOARD IDENTIFIES BIBLIOCOMMONS AS AN AUTHORIZED VENDOR TO PROVIDE PUBLIC CATALOGUE SERVICES TO THE HAMILTON PUBLIC LIBRARY.**

**MOTION CARRIED.**

9.4 Greensville Lease – R. Hewitt

**MOVED** by Ms Gautrey, seconded by Ms Fawcett,

**THAT THE FOLLOWING MOTION BE TABLED:**

**THAT THE LEASE BETWEEN THE HAMILTON PUBLIC LIBRARY BOARD AND VANDERLAAN'S C.S. LTD. BE RENEWED FOR A PERIOD OF THREE YEARS FROM JANUARY 1<sup>ST</sup>, 2012 AND EXPIRING ON DECEMBER 31<sup>ST</sup>, 2014 AT AN ANNUAL RENTAL COST OF \$23,750 PER ANNUM THE FIRST YEAR, AND \$25,000 PER ANNUM IN YEARS TWO AND THREE, WITH AN OPTION TO RENEW FOR TWO ADDITIONAL ONE YEAR TERMS; AND**

**THAT THE CHAIR OF THE HAMILTON PUBLIC LIBRARY BOARD BE AUTHORIZED TO SIGN THE LEASE AMENDING AGREEMENT ON BEHALF OF THE LIBRARY BOARD.**

**MOTION CARRIED.**

9.5 2012 Library Holiday Closures – L. DuPelle

**MOVED** by Ms Baker, seconded by Mr. van Velzen,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD APPROVE THE FOLLOWING CHRISTMAS/NEW YEARS CLOSURE PERIODS FOR 2012:**

**ALL LOCATIONS OF THE HAMILTON PUBLIC LIBRARY WILL CLOSE SUNDAY DECEMBER 23<sup>RD</sup> AND REOPEN ON DECEMBER 24<sup>TH</sup>. ALL LOCATIONS OF THE HAMILTON PUBLIC LIBRARY WILL CLOSE DECEMBER 24<sup>TH</sup> AT 1300HRS AND WILL REMAIN CLOSED THROUGH TO DECEMBER 26<sup>TH</sup> AND**

**THAT THE LIBRARY REOPEN ON DECEMBER 27<sup>TH</sup> AND SERVICE HOURS BE ADJUSTED FROM DECEMBER 27<sup>TH</sup> THROUGH DECEMBER 31<sup>ST</sup> AS NOTED BELOW, AND**

**THAT THE LIBRARY WILL RE-OPEN JANUARY 2, 2013**

**MOTION CARRIED.**

**10. Private and Confidential**

**11. Date of Next Meeting**

Wednesday, October 19, 2011

**Central Library, Board Room, 5<sup>th</sup> Floor**

5:30 p.m. Dinner

6:00 p.m. Meeting

**12. Adjournment**

**MOVED** by Ms Tulloch, seconded by Ms Baker,

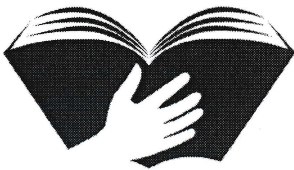
**THAT THE MEETING OF WEDNESDAY, SEPTEMBER 21, 2011 BE  
ADJOURNED.**

**MOTION CARRIED.**

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

Minutes recorded by Karen Hartog.





# Hamilton Public Library

**Date:** October 19<sup>th</sup>, 2011  
**To:** Chair and Members of the Board  
**c.c.** Ken Roberts, Chief Librarian  
**From:** Robin Hewitt, Director, Finance and Facilities  
**Subject:** 2012 Draft Operating Budget – Second Draft

---

## **RECOMMENDATION:**

**That the attached 2012 Draft Operating Budget – 2<sup>nd</sup> Draft be accepted for information.**

## **BACKGROUND:**

The final 2012 budget submission will be presented to the Board in November 2011. Several of the projections submitted in this very preliminary first draft require Board discussion and direction.

The following resolutions were presented to and approved by the General Issues Committee for the City of Hamilton at its meeting on September 12<sup>th</sup>, 2011.

### **14. 2012 Tax Levy Guidelines and Schedule (FCS11074) (City Wide)**

(a) That 2012 user fees (excluding golf, transit and ice fees) be increased by an inflation rate of 2.2%, and that any user fee adjustments, other than inflationary, be forwarded for consideration with appropriate explanation;

**(b) That Boards & Agencies be requested to submit a 2012 budget based on a guideline of 0% increase, and that any increase be forwarded for consideration with appropriate explanation;**

(c) That, in an effort to achieve the goal of an overall tax impact of zero percent for City Services, all City departments target a 2012 budget guideline of 0% increase, and that any increase be forwarded for consideration with appropriate explanation.

The Hamilton Public Library is legislated under the Ontario Public Libraries Act.

The attached draft budget was prepared by staff with a view to follow this guideline without a reduction in the level of service. The Council direction for Boards and Agencies in 2011 was 2.0%, and the Library submitted a budget of 1%.



The 2<sup>nd</sup> draft of the 2012 Operating Budget is currently at a requested municipal contribution of \$27,980,527 which is an increase of \$290,524 or 1.0% over the 2011 Restated Operating Budget of \$27,690,003.

Account	2011 Budget Council Approved	2011 Budget Restated	2012 Budget Draft	2012 Requested vs. 2011 Restated Budget	
				\$	%
<b>Library Net Levy</b>	27,565,470	27,690,003	27,980,527	290,524	1.0%
Expense	29,665,550	29,790,083	30,080,607	290,524	1.0%
EMPLOYEE RELATED COST	20,104,570	20,104,570	20,273,362	168,792	0.8%
MATERIAL AND SUPPLY	3,942,630	3,942,630	4,083,498	140,868	3.6%
VEHICLE EXPENSES	63,130	63,130	63,130	-	0.0%
BUILDING AND GROUND	1,627,780	1,627,780	1,652,780	25,000	1.5%
CONTRACTUAL	1,691,840	1,691,840	1,623,940	(67,900)	(4.0)%
RESERVES / RECOVERIES	1,889,030	2,013,563	2,034,987	21,424	1.1%
COST ALLOCATIONS	232,730	232,730	235,070	2,340	1.0%
FINANCIAL	113,840	113,840	113,840	-	0.0%
Revenue	(2,100,080)	(2,100,080)	(2,100,080)	-	0.0%
FEES AND GENERAL	(569,350)	(569,350)	(569,350)	-	0.0%
GRANTS AND SUBSIDIES	(1,530,730)	(1,530,730)	(1,530,730)	-	0.0%

The following drivers contribute to the budget increase:

<b>HAMILTON PUBLIC LIBRARY</b>			
<b>2012 BUDGET DRIVERS</b>			
Expense	Amount	% Increase	Reason
Employee Related	168,792	0.8%	.89 reduction in FTE, reduction in budgeted benefits , offset by increases to union (1.9%) and non union (1.5%-estimated) compensation
Materials and Supplies	140,868	3.6%	Library Materials increase (4%)
Building and Grounds	25,000	1.5%	Security for Turner Park
Contractual	(67,900)	-4.0%	Reduction in rent (Central, Sherwood, and Red Hill)
Reserves/Recoveries	21,424	1.1%	City's Facilities recovery increase (\$77K) offset by reduction in Insurance costs (-\$54K)
Cost Allocations	2,340	1.0%	1% increase across the board from the City
Total	290,524	1.0%	





# Hamilton Public Library

**Date:** October 19<sup>th</sup>, 2011

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

**c.c.** Ken Roberts, Chief Librarian

**From:** Robin Hewitt, Director, Finance and Facilities

**Subject:** Lease Renewal for the Greenville Library Branch

---

## **RECOMMENDATION:**

That the lease between the Hamilton Public Library Board and Vanderlaan's C.S. LTD. be renewed for a period of three years from January 1<sup>st</sup>, 2012 and expiring on December 31<sup>st</sup>, 2014 at an annual rental cost of \$23,750 per annum the first year, and \$25,000 per annum in years two and three , with an option to renew for two additional one year terms; and

That the Chair of the Hamilton Public Library Board be authorized to sign the lease amending agreement on behalf of the Library Board.

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

The annual rental cost for the current location of the Greenville branch library will remain the same for 2012 at \$23,750 and increase to \$25,000 for 2013 - 2014. If applicable, the rates for 2015 and/or 2016 will be negotiated at that time, based on current market rates. The annual rental cost had not changed since January 1<sup>st</sup>, 2009.

## **BACKGROUND:**

The legacy municipality of the Town of Flamborough entered into a Lease agreement in 1988 for a Library Branch at the subject location. This lease was renewed on a year to year basis from 2000 until December 31<sup>st</sup>, 2006. A subsequent lease extension was entered into January 1<sup>st</sup>, 2007 and expires December 31<sup>st</sup>, 2011.

The library branch services Greenville and parts of West Flamborough.

## **DETAILS**

- a) That the Library Board, as the Lessee complete a Lease extension with the Lessor, C.S. Vanderlaan Ltd., for Unit #6-59 Kirby Avenue, Greenville, for use as the Greenville Library Branch, subject to the following terms:



- Term:** Three (3) Year term, with a commencement date of January 1, 2012, and a termination date of December 31, 2014.  
Two (2) additional one(1) year options to renew.
- Property:** Unit #6 – 59 Kirby Avenue, Greenville, comprising an area of 2,500 square feet for the Greenville Public Library Branch.
- Rate:** Year One January 1, 2012 to December 31, 2012  
\$9.50 (net) per square foot or \$1,979.17 per month, or \$23,750 (net) per annum, plus applicable H.S.T.
- Years Two & Three, January 1, 2013 to December 31, 2014  
\$10.00 (net) per square foot or \$2,083.33 per month, or \$25,000 (net) per annum, plus applicable H.S.T.
- Years Four & Five (optional), January 1, 2015 to December 31, 2015  
The rate will be negotiated at that time, based on current market rates.
- Operating Costs:** The Library Board is responsible for the costs of heat, hydro, property taxes and general maintenance estimated to be \$13,000 per year.



To: Library Board  
From: Karen Anderson, Director Public Service  
Paul Takala, Director Digital Technology  
CC: Ken Roberts, Chief Librarian  
Subject: Library Materials Vending Machine  
Date: October 13, 2011

---

**RECOMMENDATION:**

That the Hamilton Public Library Board authorize staff to purchase a library materials vending machine (LibDispenser) from MK Sorting Systems. The purchase cost of the unit, excluding taxes, is not to exceed \$210,000, with an annual maintenance cost of \$15,500.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

- In November 2007 the Library Board approved the allocation of \$2,780,000 (plus applicable taxes) from the Reserve for Library Major Capital Projects to fund the implementation of RFID. There are adequate funds remaining within that allocation to fund the purchase of a Library Vending Machine.
- Library vending machines have been identified as a potential cost effective and environmentally friendly alternative service delivery model due to their low operating costs, energy efficiency and extended hours of service.
- The implementation of a LibDispenser in the Valley Park Recreation Centre will not impact current staffing levels.
- Implementation of a Library Vendor Machine will comply with the same policies and legislation that govern other RFID implementations at HPL. These include: the Hamilton Public Library *Privacy Policy for Library Users*, the ALA Policy for *Radio Frequency Identification (RFID) Technology and Privacy Principles* and the Information and Privacy Commissioner of Ontario *Guidelines for Using RFID Tags in Ontario Public Libraries*.

**BACKGROUND**

Staff have investigated a number of options around library vending machines. Our current materials handling vendor, MK Sorting Systems, has a well regarded vending system that is currently in use in other libraries. The adoption of vending systems has happened more rapidly in Europe, however, in the last couple years, as the technology has improved, systems have been installed in North America. Given the quality of the MK Sorting Systems products and support, staff are confident that an installation of an LibDispenser system would be customer friendly, reliable and cost effective.

The Valley Park Branch is currently not large enough to meet the needs of their customers. Without development charges available to build a newer and larger library

branch, we need to look at alternative delivery models that will supplement the current service. The long business hours and popularity of the Valley Park swimming pool and arena make it an ideal location to test the functionality of a LibDispenser. Locating the LibDispenser in the same building as our current branch will assist with troubleshooting and minimize additional staff time required to support the machine and allow for greater oversight and assessment of the pilot installation.





To: Library Board  
From: Paul Takala, Director Digital Technology  
Robin Hewitt, Director, Finance and Facilities  
CC: Ken Roberts, Chief Librarian  
Subject: Authorizing RFID Vendors  
Date: October 13, 2011

---

### **RECOMMENDATION**

The Hamilton Public Library Board approves Bibliotheca ITG as an authorized vendor to provide radio frequency identification (RFID) equipment and services.

The Hamilton Public Library Board approves MK Sorting Systems as an authorized vendor to provide materials handling systems (sorters).

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

- This recommendation will enable staff to continue to work with the existing vendors and pay maintenance and support on an ongoing basis. The costs for maintenance and support has already been factored into the operating budget. Future purchases will be done within operating budgets or major capital purchases that require the use of reserve funds the will go to the Library Board for approval.
- Standardizing on Bibliotheca ITG and MK Sorting Systems has enabled library staff to develop expertise to support this equipment. This is an efficient use of staff resources. Acquiring equipment from other vendors would increase the staff time to support and train on the use of the equipment.
- Implementation of RFID will continue to comply with all relevant policies and legislation. Recognizing Bibliotheca ITG and MK Sorting Systems as authorized vendors will enable staff to negotiate pricing directly with the vendors. If either vendor fails to cost effectively provide quality equipment and services the library would follow the normal RFP process to acquire new equipment and services.

### **BACKGROUND**

Hamilton Public Library's implementation of RFID systems and sorters is mostly complete. This project began in 2007 and included the following components:

- RFID tagging of library materials
- Self check
- Staff RFID stations
- Security gates that read RFID tags
- Sorters (material handling systems) at the busiest locations

The implementation of RFID technology, along with other process improvements, has enabled the Hamilton Public Library to meet significant increases in library usage while

controlling costs. We are currently seeing many other public libraries that have not yet implemented RFID now looking to catch-up in order to meet operational challenges.

Authorization to purchase the RFID systems to date has followed the normal City of Hamilton Request for Purchase (RFP) process. After completing an RFP evaluation staff brought reports to the Library Board for approval. These included:

- September 2006 approving Libramation as the vendor to complete RFID at three pilot locations: Ancaster, Dundas and Westdale
- September 2008 approving SirsiDynix who partnered with ITG to implement RFID system-wide including self-checks, staff stations and security gates
- February 2009 approving MK Sorting Systems to implement RFID Automated Material Handling Systems (sorters) at Central, Terryberry and Turner Park

The contract to provide RFID equipment from ITG has been managed through SirsiDynix. Last year ITG merged with another major RFID vendor Bibliotheca, they are now called *Bibliotheca ITG*. By working directly with *Bibliotheca ITG*, the library will be able to save on maintenance and support costs.

The RFID implementation at HPL is mostly complete; however, we know that in some cases construction projects and operational changes will create the need to purchase additional equipment. For example, at the new Waterdown Library we are planning to implement self-checks and a sorter. Recognizing Bibliotheca ITG and MK Sorting Systems as authorized vendors will enable staff to acquire the necessary equipment.

## **Chief Librarian's Report October, 2011**

### **Karen Anderson Appointed to Industry Education Council Board**

Karen Anderson has been appointed to the Industry Education Council (IEC) Board. Recently the Jobs Prosperity Collaborative (JPC) has merged with the IEC and a new board is being formed. Both organizations are focused on key issues that affect prosperity like health, education, youth, immigration, the environment, quality of life and economic development.

### **Visit by Margaret Atwood**

The visit to Hamilton by Margaret Atwood, an initiative from the Mayor's office, is now being planned for November 22<sup>nd</sup>. Her visit and tour of Hamilton will include a reading at the Central Library. We are in the preliminary steps of planning the event.

### **Movement of Librarians**

The movement of librarians took place on October 3<sup>rd</sup>, with more librarians taking responsibilities in our branches. Training continues. We are optimistic about the impact that this shift can make in our community, helping us to better address issues recently highlighted in both the Code Red series and in the Hamilton Community Foundation's Vital Signs report.

### **East Hamilton WiFi zones**

We are working with the City Recreation Division to see if it is feasible to set up a WiFi zone, operated by the library, in a recreation centre in the end east of the City. We know that there are few WiFi areas in the east end of the City. We are optimistic that this first experiment with providing WiFi in a recreation centre could prove to be a model for other such installations.



### **Lynden**

The Lynden project has continued to experience numerous, small delays related to zoning and planning issues. We are confident that all issues can and will be resolved. It does not appear that construction can begin until the early spring. We can provide more information at the Board meeting.

### **Jen Gal appointed as a Branch Manager**

Jen Gal, who has been an acting Branch Manager in the system for a number of months, filling a maternity leave has been appointed as a permanent branch manager, filling the position vacated by a recent retirement.

### **Hamilton Gallery of Distinction Awards Dinner**

The Hamilton Gallery of Distinction Awards dinner will be held on Wednesday, November 9, 2011 at the Hamilton Convention Centre. This year's inductees include Judy Marsales, Evelyn Myrie, Michael Ng, Larry Paikin, William Sanford and Sandra Ruth Stephenson. The Hamilton Public Library continues to play an active role with the Hamilton Gallery of Distinction. The Library is provided a table to the event. Board Members should contact Karen Hartog if interested in attending.

### **Dundas Friends honor Jim Nicol**

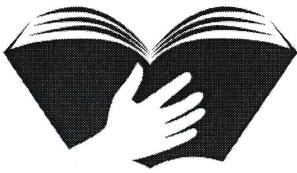
At a recent reception, the Friends of the Dundas Library presented the Dundas branch with a framed photo titled Walking the Bruce Trail. The gift recognizes former president Jim Nicol's long support of the Dundas Library. The now defunct FODL still has funds and is working with manager Leslie Muirhead to develop a list of needed items that will enhance branch service.

### **Kenilworth Renovations**

Our Kenilworth branch is in a beautiful building dating from 1932. The exterior of the building has aged and we are pleased to have a renovation underway. The renovation will include a redesigned accessibility ramp, a new canopy over the entrance and replacement windows and doors. While the branch is closed customers are using alternative branches, primarily Red Hill and Sherwood.

### **Central Library Update**

Architect David Premi continues his work with HPL to redesign the public and staff spaces. LINC (Language Instruction for Newcomers to Canada) and DISH (Disability Information Service Hotline) will be relocating to the second floor making them more accessible to customers. Staff work spaces on the second floor will be reconfigured to better accommodate employee needs. The entire Non-Fiction collection will now be housed on the third floor. Reconfiguring the collection frees up the fourth floor to create quiet individual study space, group study space and room for community groups. This newfound, flexible space is particularly exciting in light of some of the collaborative group space featured on the Scandinavian library tour.



# Hamilton Public Library

**Date:** October 19, 2011  
**To:** Chair and Members of the Board  
**c.c.** Ken Roberts, Chief Librarian  
**From:** Robin Hewitt, Director, Finance and Facilities  
**Subject:** **Estimated Reserve Funds Available**

---

## **RECOMMENDATION:**

**That the attached Estimated Reserve Funds Available schedule be accepted for information.**

## **BACKGROUND:**

At the September 7<sup>th</sup>, 2011 Board meeting a request was made to provide a schedule showing the status of reserves held by the Library.

The attached schedule shows the balance of the reserves as of January 1, 2010 and December 31, 2010. The schedule details the activity in 2010 and the anticipated commitments against the reserves for 2011.

The purposes of the various reserves are set out below.

### **Mobile Equipment**

This reserve was setup to fund replacement of the library's bookmobiles and other vehicles.

### **Library Collections**

This reserve was setup to smooth out the uneven purchase and delivery of library material that can take several months from the time of committing funds and actually delivery. In many cases library material may be ordered from pre-publication lists and delays and cancellations of publications can occur. The reserve is funded mainly by any balance in the annual library materials and processing budget at year-end or drawn down by any deficit in the annual library materials budget.

### **Library General Development**

This reserve was setup to fund projects that furthered the general development of the provision of library services.



### **Library Major Capital Projects**

This reserve was setup to fund major capital projects for the library. Any surpluses from the library's operating budget are used to fund this reserve and any deficits in operating are to be funded from this reserve.

### **Summer Reading/Youth Literacy**

This reserve was setup to ensure that sufficient funds would be available to continue the Summer Reading program in the event that current grants for Summer Reading are no longer available and is funded by grant revenue received from outside groups. In 2010, the reserve name was enhanced and changed to Youth Literacy, and the scope expanded to include further development of youth literacy programs such as the Reading and Homework Clubs year round.

### **Redeployment, Training & Restructuring**

This reserve was setup to fund cost of redeployment, training & restructuring and has been funded from monies saved through the OMERS contribution holiday.

### **Youth Programming**

This reserve was setup to hold unspent grant funds received from outside groups for the purpose of youth programming.

### **Accessibility, Renewal and Health & Safety**

Established as part of the 2007 Budget process, the purpose of this reserve was to provide for renovations to existing facilities to address accessibility, renewal and health and safety issues.

### **Computer Reserve**

Established in 2010, this reserve was set up to replenish computer equipment for the libraries. The reserve was to be funded by unused operating funds for computer purchases.



	Total	106005 Mobile Equipment	106006 Library Collections	106007 Library General Development	106008 Library Major Capital Projects	106009 Youth Literacy Formerly Summer Reading	106011 Redeployment Training Restructuring	106012 Youth Programming	106013 Accessibility Health & Safety	106014 Computer Reserve
Opening Balances Jan 1, 2010 per GL	(7,932,933.61)	(160,607.01)	(1,128,931.87)	(1,356,601.39)	(4,085,888.92)	(519,270.78)	(354,883.25)	(12,664.68)	(314,085.71)	
Adjustment to Reserve re 2009 F/S	-									
Opening Balances Jan 1, 2010 per F/S	(7,932,933.61)	(160,607.01)	(1,128,931.87)	(1,356,601.39)	(4,085,888.92)	(519,270.78)	(354,883.25)	(12,664.68)	(314,085.71)	-
47505 Interest Own Funds	(206,432.13)	(4,258.92)	(29,936.60)	(36,225.54)	(104,240.30)	(13,695.46)	(9,410.66)	(335.84)	(8,328.81)	-
48500 Contribution from Current										
750015 Corporate Expenses (surplus)	(1,395,776.28)				(1,395,776.28)					
750020 Mobile Equipment	(30,000.00)	(30,000.00)								
750020 Grounds provision	(9,000.00)				(9,000.00)					
750020 Accessibility etc provision	(100,000.00)								(100,000.00)	
750020 Donations	(17,465.00)		(17,465.00)							
750055 VBS	(200,000.00)									(200,000.00)
750305 Printer Revenue	(21,925.40)			(21,925.40)						
	(1,774,166.68)	(30,000.00)	(17,465.00)	(21,925.40)	(1,404,776.28)	-	-	-	(100,000.00)	(200,000.00)
58300 Trf to Current										
750550 Summer Reading	86,826.49					86,826.49				
	86,826.49	-	-	-	-	86,826.49	-	-	-	-
58600 Transfer to Capital										
7500941900 Lynden Branch	478,000.00				478,000.00	-	-	-	-	-
7500841800 RFID Project	1,109,400.44				1,109,400.44	-	-	-	-	-
7500641100 Library Renovations	986,035.37				986,035.37	-	-	-	-	-
7500741701 Terryberry (incl shelving)	560,000.00				260,000.00				300,000.00	
7501041102 Terryberry	75,000.00				75,000.00					
7500741701 Sherwood	265,000.00				265,000.00					
7501041102 Saltfleet	10,000.00				10,000.00					
7501041102 Redhill	100,000.00				100,000.00					
7501057100 Public Computing	172,300.00				172,300.00					
7501041102 Barton	50,000.00								50,000.00	
7501041102 Kenilworth	50,000.00								50,000.00	
	3,855,735.81	-	-	-	3,455,735.81	-	-	-	400,000.00	-
Net Change	1,961,963.49	(34,258.92)	(47,401.60)	(58,150.94)	1,946,719.23	73,131.03	(9,410.66)	(335.84)	291,671.19	(200,000.00)
Balance at December 31, 2010	(5,970,970.12)	(194,865.93)	(1,176,333.47)	(1,414,752.33)	(2,139,169.69)	(446,139.75)	(364,293.91)	(13,000.52)	(22,414.52)	(200,000.00)
Commitments										
Printer Revenue	172,279.91	-	-	172,279.91	-	-	-	-	-	-
Locke (sale of CIBC building)	287,071.00	-	-	-	287,071.00	-	-	-	-	-
1st Floor Renovations	513,964.63	-	-	-	513,964.63	-	-	-	-	-
Library Material Waterdown branch	250,000.00		250,000.00	-	-	-	-	-	-	-
Sherwood tenant allowance	186,000.00	-	-	-	186,000.00	-	-	-	-	-
RFID - Equipment/System	812,710.47	-	-	-	812,710.47	-	-	-	-	-
RFID - Library Materials	386,118.00		386,118.00	-	-	-	-	-	-	-
Proposed Reallocation of funds	-	-	-	600,000.00	(940,000.00)		340,000.00	-	-	-
Lighting Retrofit Loan	995,847.00	100,000.00	295,847.00	350,000.00	-	250,000.00	-	-	-	-
Central Renovations, Floors 2-4	600,000.00	-	-	-	600,000.00	-	-	-	-	-
	4,203,991.01	100,000.00	931,965.00	1,122,279.91	1,459,746.10	250,000.00	340,000.00	0.00	0.00	0.00
Funding 2011										
Bookmobile Provision	(30,000.00)	(30,000.00)	-	-	-	-	-	-	-	-
Grounds Provision	(9,000.00)	-	-	-	(9,000.00)	-	-	-	-	-
Accessibility etc Provision	(100,000.00)	-	-	-	-	-	-	-	(100,000.00)	-
	(139,000.00)	(30,000.00)	-	-	(9,000.00)	-	-	-	(100,000.00)	-
Available	(1,905,979.11)	(124,865.93)	(244,368.47)	(292,472.42)	(688,423.59)	(196,139.75)	(24,293.91)	(13,000.52)	(122,414.52)	(200,000.00)