

## **Mission Statement**

*Freedom to Discover*

## **Strategic Priorities**

*Strengthening Communities*

*Strengthening Individuals*

*Strengthening Our Organization*

## **HAMILTON PUBLIC LIBRARY BOARD**

**Audit Committee Meeting  
Wednesday, September 21, 2011  
Central Library, Board Committee Room**

4:30 p.m. – 5:30 p.m.

### **AGENDA**

- |   |               |
|---|---------------|
| 1. Audit Concluding Memorandum for Fiscal 201 | Attachment #1 |
| 2. 2010 Financial Statements Report           | Attachment #2 |
| 3. Adjournment                                |               |

## **Mission Statement**

*Freedom to Discover*

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*Strengthening Communities*

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## **HAMILTON PUBLIC LIBRARY BOARD**

**Regular Board Meeting  
Wednesday, September 21, 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 7, 2011** **Attachment #3**
4. **Presentations**
  - 4.1 Lighting Purchase – R. Hewitt **Attachment #4.1**  
**Suggested Action: Recommendation**
5. **Consent Items**
  - 5.1 Service Interruption Log **Attachment #5.1**  
**Suggested Action: Receive**
6. **Business Arising**
  - 6.1 Tablet Computers for Library Board **Attachment #6.1**  
**Suggested Action: Recommendation**
7. **Correspondence**
8. **Reports**
  - 8.1 Report from the Audit Committee Meeting of Wednesday, September 21, 2011 **Attachment #8.1**  
**Suggested Action: Recommendation**



**9. New Business**

- |     |  |   |
|-----|--|---|
| 9.1 | 2012 Operating Budget – R. Hewitt          | <u>Attachment #9.1</u>                  |
|     |  | <b>Suggested Action: Receive</b>        |
| 9.2 | Capital Budget – R. Hewitt                 | <u>Attachment #9.2</u>                  |
|     |  | <b>Suggested Action: Recommendation</b> |
| 9.3 | Bibliocommons – P. Takala/M. Ciccone       | <u>Attachment #9.3</u>                  |
|     |  | <b>Suggested Action: Recommendation</b> |
| 9.4 | Greenville Lease – R. Hewitt               | <u>Attachment #9.4</u>                  |
|     |  | <b>Suggested Action: Recommendation</b> |
| 9.5 | 2012 Library Holiday Closures – L. DuPelle | <u>Attachment #9.5</u>                  |
|     |  | <b>Suggested Action: Recommendation</b> |

**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**

**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 7, 2011  
Central Library, Board Room**

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

**MINUTES**

**PRESENT:** George Nakamura, George Geczy, Jennifer Gautrey,  
Suzan Fawcett, Wenda Tulloch, Rich Bagdonas, Kathy Baker,  
Nicolas van Velzen, Councillor Pearson

**REGRETS:** David Simpson, Councillor Jackson

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

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

**1. Discussion Period**

- 1.1 Ms Gautrey reported that Lawrence Hill will be speaking at an event being held at McMaster University on Saturday, September 10<sup>th</sup> at 8:00 p.m.
- 1.2 Board Members reported receiving an email from OLA about Library Metrics. Mr. Takala will investigate to obtain additional information

**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, June 22, 2011**

**MOVED** by Councillor Pearson, seconded by Mr. Bagdonas,

**THAT THE MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD OF WEDNESDAY, JUNE 22, 2011 BE ADOPTED AS PRESENTED.**

**MOTION CARRIED.**

**4. Presentations**

No presentations.

**5. Consent Items**

No consent items.

**6. Business Arising**

**6.1 Central Auditorium Naming Rights**

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

**THAT ADMINISTRATION BE GIVEN THE DIRECTIVE TO WORK WITH POTENTIAL DONORS TO DETERMINE IF CAPITAL FUNDS SUFFICIENT TO COVER THE COST OF RENOVATING THE CENTRAL LIBRARY AUDITORIUM CAN BE DONATED TO THE LIBRARY BOARD, AND**

**THAT ADMINISTRATION BE GIVEN THE DIRECTIVE TO OFFER THE POSSIBILITY OF TIME-DURATED NAMING**

**RIGHTS FOR THE AUDITORIUM, SUBJECT TO BOARD APPROVAL, AS AN ACCEPTABLE CONDITION FOR SUCH A DONATION.**

**MOTION CARRIED.**

6.2 Staff Professional Development Day

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

**THAT HPL MOVE THE STAFF PROFESSIONAL DEVELOPMENT DAY TO 2012.**

**THAT THE HAMILTON PUBLIC LIBRARY BOARD AUTHORIZE THE ONE-DAY CLOSURE OF THE SYSTEM ON A DATE TO BE DETERMINED IN 2012 BY MANAGEMENT IN ORDER THAT A STAFF PROFESSIONAL DEVELOPMENT DAY BE HELD.**

**MOTION CARRIED.**

**7. Correspondence**

No correspondence.

**8. Reports**

8.1 Chief Librarian's Report

Received for information.

**9. New Business**

9.1 Tablet Computers for Library Board

Received for information.

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

**THAT STAFF BE DIRECTED TO PUT FORTH A RECOMMENDATION FOR THE NEXT MEETING.**

**MOTION CARRIED.**

9.2 Library in the News – Summer 2011

Received for information.

9.3 Library Materials Vending Machines

**MOVED** by Ms Gautrey., seconded by Councillor Pearson,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD  
AUTHORIZE STAFF TO ENTER INTO DISCUSSIONS WITH  
CITY STAFF TO EXPLORE PLACING A LIBRARY  
MATERIALS VENDING MACHINE IN THE VALLEY PARK  
RECREATION CENTRE.**

**THAT THE HAMILTON PUBLIC LIBRARY BOARD  
AUTHORIZE STAFF TO NEGOTIATE PRICING WITH OUR  
CURRENT MATERIALS HANDLING VENDOR, MK SORTING  
SYSTEMS, FOR THE PURCHASE OF A LIBRARY MATERIALS  
VENDING MACHINE.**

**THAT STAFF REPORT BACK TO THE LIBRARY BOARD  
WITH A RECOMMENDATION PRIOR TO SIGNING AN  
AGREEMENT WITH THE CITY OR ENTERING INTO A  
PURCHASING AGREEMENT FOR A VENDING MACHINE.**

**MOTION CARRIED.**

9.4 Facilities Update

Mr. Roberts provided a facilities update to the Library Board on the Lynden, Kenilworth, Terryberry, Central, Saltfleet and Waterdown projects.

9.5 Audited Financial Statements

Received for information.

9.6 2011 Operating Budget

**MOVED** by Councillor Pearson, seconded by Ms Gautrey,

**THAT THE LIBRARY BOARD RECEIVE THE REPORT FOR INFORMATION.**

**MOTION CARRIED.**

9.7 Board Q&A

Question: Mr. Geczy inquired whether the Library had an emergency plan.

Answer: The Library has a formal pandemic plan that can be used in various scenarios.

**10. Private and Confidential**

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

**THAT THE LIBRARY BOARD MOVE IN-CAMERA TO DISCUSS SUCCESSION PLANNING.**

**MOTION CARRIED.**

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

**THAT THE IN-CAMERA SESSION BE ADJOURNED.**

**MOTION CARRIED.**

**11. Date of Next Meeting**

Wednesday, September 21, 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 Baker, seconded by Ms Fawcett,

**THAT THE MEETING OF WEDNESDAY, SEPTEMBER 7, 2011 BE  
ADJOURNED.**

**MOTION CARRIED.**

The meeting was adjourned at 8:37 p.m.

Minutes recorded by Karen Hartog.





# Hamilton Public Library

**Date:** September 21<sup>st</sup> 2011

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

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

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

**Subject:** Lighting Retrofit – Purchase of Custom Light Fixtures

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## **RECOMMENDATION:**

**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.**

## **BACKGROUND:**

The purchase and installation of lighting fixtures for the Central Library has created a unique situation. In order to maintain consistency throughout the building with the lighting fixtures installed as part of the recent Library/Market renovation on the first floor, Library staff requested a change in the lighting fixture. A custom energy efficient and cost efficient version of the first floor fixture was sourced at two manufacturers and samples were then installed, reviewed and recently approved by Library staff. Though one sample was aesthetically more similar, either sample was appropriate. Quotes were not received in time for the submission of this report.

The conditions that make it necessary to obtain a board motion for a direct purchase include:

- The installation of lighting fixtures at the Central Library must happen as soon as possible to meet the incentive program deadline of December 1, 2011.
- The single incentive application for Library Branches and Central Library totals \$116,000. Branches will be completed soon but should Central be delayed further, it is estimated \$10,000 less in incentives would be attained.
- Additional delays also prevent the Library from recognizing energy cost savings sooner.
- There is a 6 week delivery time as they are custom manufactured fixtures.
- Including fixtures in the supply and install tender option would delay ordering these fixtures to early November. As noted above, the delivery time would start ticking in early November under this scenario.



Subject: Lighting Retrofit Purchase  
Page 2 of 2  
Date: September 21<sup>st</sup> 2011

Attachment #4.1



- The lighting project needs to be done in conjunction with another Library project to renovate floors at the library currently being scheduled. This includes stacks and general renovations to the 2nd, 3rd and 4th floors.
- An added benefit to this process is that a mark up on the cost is avoided, which would be placed on the materials by the contractor. This is typically 10% or more.

The Energy Initiatives Office has been working with purchasing, and if the motion is approved, are in a position to order the lights within a few days.



# Hamilton Public Library

**Date:** September 21<sup>st</sup> 2011  
**To:** Chair and Members of the Board  
**c.c.** Ken Roberts, Chief Librarian  
**From:** Karen Hartog, Administrative Assistant  
**Subject:** Service Interruption Log

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**RECOMMENDATION:**

That the Hamilton Public Library Board receive the report for information.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

There are no financial implications.

**BACKGROUND:**

This report reflects an account of the service disruptions affecting individual locations for the time period of September 2010 to present.

Description	Location	Cause of Disruption	Impact – Service Days	Impact – Service Hours	Start Time of Disruption	End Time of Disruption	Service Impact
Power Outage	Sherwood	Utility disruption (e.g. lack of electricity, water)	2	16.5	9/12/2011 11:00	9/13/2011 16:30	The building was closed to the public, the Monday book club met in an alternate location and Tuesday public computer training classes were rescheduled.  Closure extended from Monday at 11am to Tuesday at 4:30pm.
Power Outage	Greenville	Utility disruption (e.g. lack of electricity, water)		1	9/3/2011 13:50	9/3/2011 15:00	Low. Manual checkout provided for customers. Power went on exactly at 2:58 pm. BRANCH NOT CLOSED
Power outage	Mount Hope	Utility disruption (e.g. lack of electricity, water)		3	8/2/2011 15:00	8/2/2011 20:00	Loss of power at approx. 3pm. The branch stayed open to the public until 5pm (regular closing time is 8pm).
Power Outage	Barton	Utility disruption (e.g. lack of electricity, water)		0.25			Power went off at 4:40pm. Lost all computers and lights.
Evacuation	Valley Park	Utility disruption (e.g. lack of electricity, water)		5	7/21/2011 15:10	7/21/2011 20:00	All phones and computers were down due to an electrical problem involving the pool side of the VP Rec. Centre. Staff at the City advised that the building be evacuated. Service to the library was restored at 7:30pm. Staff were able to return to the branch on Friday, July 22.
Power Failure	Westdale	Utility disruption (e.g. lack of electricity, water)	0	0	6/4/2011 10:50	6/4/2011 11:00	Staff alerted patrons that power had gone out, building was not evacuated because power came on a few minutes later.

Description	Location	Cause of Disruption	Impact – Service Days	Impact – Service Hours	Start Time of Disruption	End Time of Disruption	Service Impact
Power failure due to storm	Dundas	Utility disruption (e.g. lack of electricity, water)	0	0	6/8/2011 1:00	6/8/2011 9:55	Power was lost late in the evening due to the storm but came back on at 9:58 AM (just ahead of regular starting time). While the public was generally not inconvenienced, holds and the rest of regular opening operations were delayed.
Power failure due to storm	Valley Park	Utility disruption (e.g. lack of electricity, water)		1	6/4/2011 11:00	6/4/2011 11:40	There was a power failure due to a storm. Patrons were asked to leave at 11am. When the power resumed at 11:40 the doors were re-opened.
Power outage	Greensville	Utility disruption (e.g. lack of electricity, water)	1	3	6/4/2011 13:30	6/4/2011 17:00	Severe storm Saturday morning knocked out power in the Greensville area. Power did not return until 8:30 that evening. Could not allow anyone in branch and officially closed the branch before it opened.
Power Outage	Turner Park	Utility disruption (e.g. lack of electricity, water)	0	0.4	6/4/2011 10:30	6/4/2011 10:50	Brief power outage caused brief branch closure.
Accessibility Door to Bookmobile #1	Bookmobile	Facility Problems (e.g. flooding)			5/26//2011 0:00		The accessibility door to Bookmobile #1 does not open.
Power Outage	Lynden	Utility disruption (e.g. lack of electricity, water)	0.5	3	5/2/2011 15:00	5/3/2011 13:00	Horizon Utilities crew needed to turn off power in order to work on fallen live wire around 3pm. Staff remained in the building until 5pm at which time the branch needed to be closed.

Description	Location	Cause of Disruption	Impact – Service Days	Impact – Service Hours	Start Time of Disruption	End Time of Disruption	Service Impact
Utility disruption – electricity (lights turned off by Cardinal Newman for reboot)	Saltfleet	Utility disruption (e.g. lack of electricity, water)					The lights were turned off at 4:10 pm and were turned back on at 4:50 pm. The school made an announcement to the students and teachers that the lights would be turned off for approximately ½ an hour but the library was not made aware of the service interruption and the lights were turned off at 4:10 pm. Ramona Pitman came to the back workroom and asked if there was a problem with the breakers. I then entered the school and asked the principal if there was a problem with the lights and was told that they had forgotten to inform us that the lights would also be out in the library. The lights came on at 4:50 pm.
Power Outage	Rockton	Utility disruption (e.g. lack of electricity, water)	1	4	4/28/2011 13:00	4/28/2011 20:00	No power or phone service at Rockton. Branch closed.
Power Outage	Lynden	Utility disruption (e.g. lack of electricity, water)	1	3	4/28/2011 13:00	4/28/2011 17:00	No power or phone service at Lynden. Branch closed.
Myhamilton web site unavailable	System	Network/Server Failure		1	4/2/2011 10:30	4/2/2011 11:25	myHamilton web site was down for almost an hour.
No Network Connection and Phone Service	Lynden	Network/Server Failure	1	6	3/26/2011 10:00		Unable to connect to network/internet and no phone service available. Items were checked in/out manually. Customers were unable to access internet.
No Network Connection and Phone Service	Rockton	Network/Server Failure	1	2	3/26/2011 10:45		Unable to connect to network/internet and no phone service available. Items were checked in/out manually. Customers were unable to access internet.

Description	Location	Cause of Disruption	Impact – Service Days	Impact – Service Hours	Start Time of Disruption	End Time of Disruption	Service Impact
Public Computers down at Turner Park	Turner Park	Network/Server Failure		7	1/11/2011 16:00	1/12/2011 11:00	All public computers at Turner Park were out of service from approx. 4pm Jan 11 <sup>th</sup> until 11am on the next day.
Atria Network problems	Westdale	Network/Server Failure	0	0	11/8/2010 16:00	11/9/2010 9:15	The entire branch had no network, telephone, WAP.
Power outage at Turner Park	Turner Park	Utility disruption (e.g. lack of electricity, water)		0.5	10/26/2010 9:00	10/26/2010 22:30	Due to a power outage affecting the whole block the Library did not open to the public until 10:30am. (The Y evacuated about 9:20 and reopened at 10:30)
Fire Alarm	Turner Park	Select Type of Disruption		0.5	9/28/2010 19:00	9/28/2010 19:30	Due to a fire alarm triggered in the Y the entire building was evacuated. The Fire Dept attended and the library was closed about 25 minutes.



To: Library Board  
From: Ken Roberts, Chief Librarian  
Paul Takala, Director Digital Technology  
**Subject: Tablet Computers for Library Board**  
Date: September 15, 2011

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### **Recommendation**

**That The Hamilton Public Library Board approve the expenditure of up to \$10,000 from non-operating 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.**

### **Background**

Administration staff have been investigating paperless options for about a year. Background information about the extent of that investigation is included in the September Hamilton Public Library Board package.

For Library Board members, there is little difference in costs between using a tablet computer as opposed to staying with the current print/courier method of distributing Board packages. It will cost approximately \$750 per Board member to provide an iPad with relevant software while it currently cost approximately \$850 per Board member to provide paper over the Board's four year term.

While the costs of paper/versus providing a tablet device are approximately the same, there are other advantages to moving to tablets. Here are some of the primary advantages:

1. There would be a significant reduction in staff time. Staff would prepare one single Board package for both the public and for Board members and upload each month's Board package onto the library's website in a pdf file. This file could then be downloaded by Board members, with no use of courier services. The Board tries to minimize the use of Private and Confidential

information. When necessary, Private and Confidential Information would be distributed differently, using secure access.

2. All Board members would be expected to download software that allows them to use the electronic services of the library. As electronic services begin to form an even more important part of our service delivery, it is important that Board members understand the value and the limitations of these services.

We will bring two of three paper packages to each Board meeting so that any members of the public can have access to the documentation.

The tablets that have been selected are the 64G iPad 2. The software that will be used will be a pdf reader with full annotation and search capabilities, as well as the retention, export and sharing of annotated files. The software will also have the capability of locking files for security purposes.



# Report to the Audit Committee - Communication of audit results

**Hamilton Public Library Board**  
For the year ended **December 31, 2010**

CONFIDENTIAL



September 12, 2011

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To the members of the Audit Committee of  
Hamilton Public Library Board

We are pleased to report that we have now substantially completed our audit of the financial statements of Hamilton Public Library Board for the year ended December 31, 2010. We enclose our *Report to the Audit Committee-Communication of audit results* to continue our dialogue with the committee on the audit of the Hamilton Public Library Board. This report provides an overview of the results of our audit including comments on misstatements, significant accounting policies, sensitive accounting estimates, and other matters that may be of interest to the committee.

This communication has been prepared to comply with the requirements outlined in CAS 260 *Communication with those Charged with Governance*. The information in this document is intended solely for the information and use of the Audit Committee, Board of Directors and management. It is not intended to be distributed or used by anyone other than these specified parties.

We express our appreciation for the cooperation and assistance received from the management and staff of the Hamilton Public Library Board during the course of our audit.

If you have any particular comments or concerns, please do not hesitate to raise them at our scheduled meeting.

Yours sincerely,  
Grant Thornton LLP

A handwritten signature in dark ink, appearing to read "Melanie Dugard".

Melanie Dugard, CA  
Principal

cc: Robin Hewitt

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## Status of the audit

### **Outstanding items**

We have substantially completed our audit of the financial statements of Hamilton Public Library Board for the year ended December 31, 2010 and the results of that audit are included in this report.

We have attached our draft auditors' report as Appendix A. We will finalize the report once the Board of Directors has approved the financial statements. The following items were outstanding as at the date of this report:

- Receipt of signed management representation letter (draft has been attached as Appendix B); and
- Approval of the financial statements by the Board of Directors.

### **Planned audit approach**

We have successfully executed our audit strategy in accordance with the plan provided to the committee, dated December 20, 2010.

## Audit results

Our audit identified the adjusted misstatements noted below.

### Summary of adjustments

Differences identified and adjusted in the financial statements by the Hamilton Public Library Board as a result of our audit procedures were as follows:

Adjusted misstatements	Over/(Under) statement of:			
	Assets	Liabilities	Accumulated surplus	Annual surplus
To remove subscriptions to newspapers, magazines, and databases from tangible capital asset additions.	\$ 101,068			\$ 101,068
To include expenditures on RFID tags in tangible capital assets.	(167,832)			(167,832)
<b>Total adjusted misstatements</b>	<b>\$(66,764)</b>	<b>\$ nil</b>	<b>\$ nil</b>	<b>\$(66,764)</b>

### Summary of disclosure matters

Our audit did not identify any misstatements.

## Reportable matters

### **Internal control**

Management is responsible for the design and operation of an effective system of internal control that provides reasonable assurance that the accounting system provides timely, accurate and reliable financial information, and safeguards the assets of the entity.

The audit is designed to express an opinion on the financial statements. Our understanding of internal control is sufficient to enable us to plan the audit and to determine the nature, timing and extent of tests to be performed. However, if we become aware of a deficiency in your internal controls systems, auditing standards requires us to communicate to the audit committee those deficiencies we consider significant or material. However, a financial statement audit is not designed to provide assurance on internal control.

During the course of performing our audit, we did not identify and internal control weaknesses that need to be brought to your attention.

### **Significant new accounting policies**

There were no significant new accounting policies noted in the year.

### **Cooperation during the audit**

We report that we received full cooperation from management and the employees of Hamilton Public Library Board. To our knowledge, we were provided access to all necessary records and other documentation and any issues that arose as a result of our audit were discussed with management and have been resolved to our satisfaction.

### **Consultations with other accountants**

To our knowledge, management did not seek the advice or opinion of other external accountants on financial reporting or accounting matters.

### **Fraud and illegal acts**

Our inquiries of management did not reveal any fraud or illegal acts.

### **Independence**

As external auditors of Hamilton Public Library Board, we are required to be independent in accordance with Canadian professional standards. These standards require that we disclose to the audit committee all relationships that, in our professional judgement, may reasonably be thought to bear on our independence. We have provided a letter to the audit committee, dated December 20, 2010, which confirms our independence with respect to Hamilton Public Library Board.



## Appendix A – Draft Independent auditor's report

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

We have audited the accompanying financial statements of The Hamilton Public Library Board, which comprise the consolidated statement of financial position as at December 31, 2010, and the consolidated statement of operations, statement of changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### **Management's responsibility for the financial statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.



We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion**

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Hamilton Public Library Board as at December 31, 2010, the results of its operations and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Hamilton, Canada

Grant Thornton LLP  
Chartered Accountants  
Licensed Public Accountants

## Appendix B – Draft Management representation letter

Dear Ms. Dugard:

We are providing this letter in connection with your audit of the financial statements of the Hamilton Public Library Board as of December 31, 2010, and for the year then ended, for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the financial position, results of operations, changes in net financial assets and cash flows of the Hamilton Public Library Board in accordance with Canadian generally accepted accounting principles.

We acknowledge that we have fulfilled our responsibilities for the preparation of the financial statements in accordance with Canadian public sector accounting standards and for the design and implementation of internal controls to prevent and detect fraud and error. We have assessed the risk that the financial statements may be materially misstated as a result of fraud, and have determined such risk to be low. Further, we acknowledge that your examination was planned and conducted in accordance with Canadian generally accepted auditing standards (GAAS) so as to enable you to express an opinion on the financial statements. We understand that while your work includes an examination of the accounting system, internal controls and related data to the extent you considered necessary in the circumstances, it is not designed to identify, nor can it necessarily be expected to disclose, fraud, shortages, errors and other irregularities, should any exist.

Certain representations in this letter are described as being limited to matters that are material. An item is considered material, regardless of its monetary value, if it is probable that its omission from or misstatement in the financial statements would influence the decision of a reasonable person relying on the financial statements.

We confirm, to the best of our knowledge and belief, as of September 21, 2011, the following representations made to you during your audit.

### **Financial statements**

- 1 The financial statements referred to above present fairly, in all material respects, the financial position of the entity as at December 31, 2010 and the results of its operations, changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards, as agreed to in the terms of the audit engagement.

### **Completeness of information**

- 2 We have made available to you all financial records and related data and all minutes of the meetings of directors and committees of directors, as agreed in the terms of the audit engagement. Summaries of actions of recent meetings for which minutes have not yet been prepared have been provided to you. All significant board and committee actions are included in the summaries.
- 3 There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements. The adjusting journal entries which have been proposed by you are approved by us and will be recorded on the books of the entity.
- 4 There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements.
- 5 There were no restatements made to correct a material misstatement in the prior period financial statements that affect the comparative information.
- 6 We are unaware of any known or probable instances of non-compliance with the requirements of regulatory or governmental authorities, including their financial reporting requirements.
- 7 We are unaware of any violations or possible violations of laws or regulations the effects of which should be considered for disclosure in the financial statements or as the basis of recording a contingent loss.
- 8 We have disclosed to you all known deficiencies in the design or operation of internal control over financial reporting of which we are aware.
- 9 We have identified to you all known related parties and related party transactions, including grants, purchases, loans, transfers of assets, liabilities and services, leasing arrangements guarantees, non-monetary transactions and transactions for no consideration.

### **Fraud and error**

- 10 We have no knowledge of fraud or suspected fraud affecting the entity involving management; employees who have significant roles in internal control; or others, where the fraud could have a non-trivial effect on the financial statements.
- 11 We have no knowledge of any allegations of fraud or suspected fraud affecting the entity's financial statements communicated by employees, former employees, analysts, regulators or others.
- 12 We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.

**Recognition, measurement and disclosure**

- 13 We believe that the significant assumptions used in arriving at the fair values of financial instruments as measured and disclosed in the financial statements are reasonable and appropriate in the circumstances.
- 14 We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities, both financial and non-financial, reflected in the financial statements.
- 15 All related party transactions have been appropriately measured and disclosed in the financial statements.
- 16 The nature of all material measurement uncertainties has been appropriately disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.
- 17 All outstanding and possible claims, whether or not they have been discussed with legal counsel, have been disclosed to you and are appropriately reflected in the financial statements.
- 18 All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
- 19 The entity has satisfactory title to (or lease interest in) all assets, and there are no liens or encumbrances on the entity's assets nor has any been pledged as collateral.
- 20 Employee future benefit costs, assets, and obligations have been determined, accounted for and disclosed in accordance with the requirements of Section PS3255 *Post-employment Benefits, Compensated Absences and Termination Benefits* of the Canadian Public Sector Handbook.
- 21 There have been no events subsequent to the date of the statement of financial position up to the date hereof that would require recognition or disclosure in the financial statements. Further, there have been no events subsequent to the date of the comparative financial statements that would require adjustment of those financial statements and related notes.

**Other**

- 22 We have considered whether or not events have occurred or conditions exist which may cast significant doubt on the Board's ability to continue as a going concern and have concluded that no such events or conditions are evident.

Yours very truly,

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Chief Librarian

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Director, Finance and Facilities





# Hamilton Public Library

**Date:** September 21, 2011

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

**From:** Robin Hewitt, Director, Finance and Facilities  
Hamilton Public Library

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

**Subject:** 2010 Financial Report

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## **RECOMMENDATION:**

That the 2010 Financial Statements for the Hamilton Public Library Board and Statements for the Hamilton Public Library Board – Trust Funds attached to this report be approved.

## **BACKGROUND:**

Every year, the Library must prepare and present the audited financial statements to the Council of the City of Hamilton as required by the Public Libraries Act. The financial statements present the 2010 financial position of the Library as at December 31, 2010 and the financial activities for the year ended December 31, 2010.

Grant Thornton, LLP, Chartered Accountants, who are external auditors for both the City of Hamilton and the Hamilton Public Library have performed the statutory audit function and will be presenting their Audit Concluding Memorandum to the Board.

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

Subject to any required adjustments, if any, which they may have determined to be necessary had they been able to satisfy ourselves concerning the completeness of the revenue referred to in the preceding paragraph, Grant Thornton, LLP, Chartered Accountants have expressed an opinion on the financial statements that they present fairly, in all material respects, the financial position of the Hamilton Public Library Board as at December 31, 2010 and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles free of any qualifications.

The financial statements have been prepared by staff in accordance with generally accounting principles for local governments (including local boards) as recommended by

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September 21, 2011

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the Public Sector Accounting Board ("PSAB") of the Canadian Institute of Chartered Accountants (CICA). PSAB requirements for local boards include fund accounting, accrual accounting and post employment and retirement benefit obligations.

Effective January 1, 2007, the Library adopted Accounting Guideline 7 (PSG-7) of the Public Sector Accounting Handbook of the Canadian Institute of Chartered Accountants ("CICA") with respect to the disclosure of tangible capital assets for local governments. PSG-7 provides transitional guidance on presenting information related to tangible capital assets until Section 3150 - Tangible Capital Assets of the Public Sector Accounting Handbook came into effect on January 1, 2009.

Also attached to this report is the 2010 Financial Report for Hamilton Public Library Board Trust Funds.

Grant Thornton, LLP, Chartered Accountants, performed the statutory audit function and expressed an opinion, subject the limitation concerning the completeness of the donation revenue referred to previously these financial statements present fairly, in all material respects, the financial position of the trust funds of the Hamilton Public Library Board as at December 31, 2010 and the continuity of trust funds for the year then ended in accordance with Canadian generally accepted accounting principles.

Some highlights from financial results for 2010.

#### **Operations**

The Library had an operational surplus of \$1,283,746 as compared to an operational deficit of \$626,533 in 2009. The operational surplus was transferred to Library reserves.

#### **Reserve Funds**

The Reserve Fund balances have decreased \$1,961,963.49 from the December 31<sup>st</sup> 2009 balance of \$7,932,933.61 to \$5,970,970.12. This is mainly due to library renovations.

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Interest Received on Reserve Funds	\$	206,432.13
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Contributions from Operating Fund

Funding for Mobile Equipment	\$	30,000.00	
Funding for Repairs to Grounds		9,000.00	
Funding for Accessibility & Renewal Reserve		100,000.00	
Donations		17,465.00	
Funding for Computer purchases		200,000.00	
Printer Revenue		21,925.40	
Operational Surplus		1,283,746.28	
Corporate Expenses		<u>112,030.00</u>	1,774,166.68

Expenditures

Lynden Branch	(478,000.00)	
RFID	(1,109,400.44)	
Library Renovations	(986,035.37)	
Terryberry	(635,000.00)	
Sherwood	(265,000.00)	
Saltfleet	(10,000.00)	
Redhill	(100,000.00)	
Public Computing	(172,300.00)	
Barton	(50,000.00)	
Kenilworth	(50,000.00)	
Summer Reading	<u>(86,826.49)</u>	(3,942,562.30)
		<u>\$ (1,961,963.49)</u>

**Trust Funds**

The Trust Account balances have increased by \$77,763 from the December 31<sup>st</sup> 2009 balance of \$2,615,327 to \$2,693,090.

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September 21, 2011

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Interest on funds held by City		\$ 11,929.35
Investment income		134,970.65
Expenses		
Investment loss	\$ (112.00)	
Other	(69,025.00)	(69,137.00)
Increase in Trust Account Balances		\$ 77,763.00



Financial Statements

Hamilton Public Library Board

December 31, 2010

# Contents

**Hamilton Public Library Board**

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**Hamilton Public Library Board – Trust Funds**

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# Auditors' report

# Hamilton Public Library Board

## Consolidated Statement of Financial Position

as at December 31

2010

2009

**Financial assets**

Cash	\$ 29,945	\$ 38,637
Accounts receivable	1,052,922	138,574
Due from City of Hamilton (Note 2)	6,402,327	9,584,744
	<u>7,485,194</u>	<u>9,761,955</u>

**Liabilities**

Accounts payable and accrued liabilities	505,232	1,492,258
Due to trust funds	1,076,201	363,591
Liability for future benefits (Note 3)	2,083,285	2,085,818
	<u>3,664,718</u>	<u>3,941,667</u>

**Net financial assets**

	<u>3,820,476</u>	<u>5,820,288</u>
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**Non-financial assets**

Prepaid expenses	67,208	26,828
Tangible capital assets (net) (Page 12)	12,280,635	11,817,286
	<u>12,347,843</u>	<u>11,844,114</u>

**Accumulated surplus**

	<u>\$16,168,319</u>	<u>\$17,664,402</u>
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Commitments (Note 6)

On behalf of the Board

\_\_\_\_\_ Director

\_\_\_\_\_ Director

See accompanying notes and schedule to the financial statements.

# Hamilton Public Library Board

## Consolidated Statement of Operations

For The Year Ended December 31

	Budget 2010 (unaudited)	Actual 2010	Actual 2009
<b>Revenue</b>			
Municipal contribution	\$27,194,013	\$ 27,194,013	\$26,609,375
Province of Ontario grants	949,450	949,451	949,451
Other grant revenue	581,280	727,361	678,189
Fines	461,070	484,332	460,614
Photocopier revenue	28,370	30,161	32,732
Other – rentals, sales and recoveries	79,910	96,497	116,208
Interest	-	206,432	295,302
Contribution from Municipal reserves	281,490	322,480	366,443
Contributions from trust funds	-	-	68,844
Donations	-	17,465	23,682
	<u>29,575,583</u>	<u>30,028,193</u>	<u>29,597,840</u>
<b>Expenditures</b>			
Employee costs	20,184,210	18,755,367	19,058,155
Amortization	-	3,248,665	3,154,035
Facility costs	2,037,015	1,984,206	2,474,953
Long term debt charges (Note 4)	351,310	350,234	350,294
Contribution to Municipal reserves	5,660	5,370	-
Supplies and services	<u>3,322,868</u>	<u>3,324,697</u>	<u>2,851,684</u>
	<u>25,901,063</u>	<u>27,668,539</u>	<u>27,889,121</u>
<b>Net revenue</b>	<u>3,674,520</u>	<u>2,359,654</u>	<u>1,708,719</u>
Contributions from reserves to Municipality	-	<u>3,855,737</u>	<u>1,151,538</u>
Annual (deficit) surplus	3,674,520	(1,496,083)	557,181
Accumulated surplus, beginning of year	<u>17,664,402</u>	<u>17,664,402</u>	<u>17,107,221</u>
Accumulated surplus, end of year	<u>\$21,338,922</u>	<u>\$ 16,168,319</u>	<u>\$17,664,402</u>

See accompanying notes and schedule to the financial statements.

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**Hamilton Public Library Board**  
**Consolidated Statement of Changes in Net Financial Assets**  
For The Year Ended December 31

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	<u>2010</u>	<u>2009</u>
Annual (deficit) surplus	\$ (1,496,083)	\$ 557,181
Acquisition of tangible capital assets	(3,712,014)	(3,586,683)
Amortization of tangible capital assets	<u>3,248,665</u>	<u>3,154,035</u>
	<u>(463,349)</u>	<u>(432,648)</u>
Acquisition of prepaid expenses	(67,208)	(26,828)
Use of prepaid expenses	<u>26,828</u>	<u>31,133</u>
	<u>(40,380)</u>	<u>4,305</u>
Change in net financial assets	(1,999,812)	128,838
Net financial assets, beginning of the year	<u>5,820,288</u>	<u>5,691,450</u>
Net financial assets, end of the year	\$ <u>3,820,476</u>	\$ <u>5,820,288</u>

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See accompanying notes and schedules to the financial statements.

## Hamilton Public Library Board

### Consolidated Statement of Cash Flows

For The Year Ended December 31

Increase (decrease) in cash and cash equivalents	<u>2010</u>	<u>2009</u>
<b>Cash flows from operating transactions</b>		
Annual (deficit) surplus	<b>\$(1,496,083)</b>	\$ 557,181
<b>Non-cash charges to operations</b>		
Amortization	<b>3,248,665</b>	3,154,035
(Increase) decrease in accounts receivable	<b>(914,348)</b>	60,550
Decrease (increase) in due from City of Hamilton	<b>3,182,417</b>	(788,496)
(Increase) decrease in prepaid expenses	<b>(40,380)</b>	4,305
(Decrease) increase in accounts payable and accrued liabilities	<b>(987,026)</b>	641,760
Increase (decrease) in due to trust funds	<b>712,610</b>	(55,804)
Cash provided by operating transactions	<b><u>5,201,938</u></b>	<u>3,573,531</u>
<b>Capital transactions</b>		
Purchase of tangible capital assets	<b><u>(3,712,014)</u></b>	<u>(3,586,683)</u>
<b>Financing activities</b>		
Decrease in future benefits	<b><u>(2,533)</u></b>	<u>(4,381)</u>
Net change in cash	<b><u>(8,692)</u></b>	<u>(17,533)</u>
Cash and cash equivalents, beginning of year	<b><u>38,637</u></b>	<u>56,170</u>
Cash and cash equivalents, end of year	<b>\$ <u>29,945</u></b>	<b>\$ <u>38,637</u></b>

See accompanying notes and schedule to the financial statements.

# The Hamilton Public Library Board

## Notes to the Consolidated Financial Statements

December 31, 2010

### 1. Summary of significant accounting policies

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

The budget established for capital investment in tangible capital assets are on a project-oriented basis, the costs of which may be incurred over a number of years and therefore may not be comparable with the current year's actual expenditures. The Board does not budget actively within reserves and reserve funds, with the exception being those transactions which affect either operations or capital investments. Budget figures do not include amounts for tangible capital assets amortization.

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

#### Basis of accounting

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

#### Tangible capital assets

##### (a) Determination of costs

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Contributed or donated tangible capital assets are recorded at their fair value at the date of receipt.

##### (a) Amortization

Amortization is recorded to reflect the cost, net of anticipated salvage value, associated with the use of the asset in providing Library services over the estimated useful life of the asset. Amortization expense is calculated on a straight-line basis over the assets' estimated useful lives as follows:

Collections (asset pool)	7 years
Furniture, equipment and shelving	10 years

One half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

Library land and buildings are owned and controlled by the City of Hamilton and are therefore not reflected in these financial statements.



# The Hamilton Public Library Board

## Notes to the Consolidated Financial Statements

December 31, 2010

### 1. Summary of significant accounting policies (continued).

#### Use of estimates

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

### 2. Due from City of Hamilton

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

### 3. Liability for future benefits

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

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

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

	<u>2010</u>	<u>2009</u>
<b>Accrued Benefit Obligation</b>		
Vested sick leave liability	\$ 129,313	\$ 166,755
Retirement Benefits	<u>2,269,785</u>	<u>2,277,724</u>
	2,399,098	2,444,479
Net unamortized actuarial loss	<u>(315,813)</u>	<u>(358,661)</u>
<b>Accrued Liability</b>	<u>\$ 2,083,285</u>	<u>\$ 2,085,818</u>

## The Hamilton Public Library Board

### Notes to the Consolidated Financial Statements

December 31, 2010

#### 3. Liability for future benefits (continued)

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

	<u>2010</u>	<u>2009</u>
Liability for Employee Benefits and Other Obligations balance at beginning of the year	<b>\$2,085,818</b>	\$ 2,090,199
Benefit expenditure	<b>66,507</b>	62,148
Interest expenditure	<b>118,136</b>	120,395
Amortization of actuarial loss	<b>42,848</b>	42,848
Benefit payments	<u><b>(230,024)</b></u>	<u>(229,772)</u>
Liability for Employee Benefits and Other Obligations balance at end of the year	<u><b>\$2,083,285</b></u>	<u>\$ 2,085,818</u>

Actuarial valuations are performed on post employment and retirement benefits to provide estimates of the accrued benefit obligations. These estimates are based on a number of assumptions about future events including interest rates, inflation rates, salary and wage increases, medical and dental cost increases and mortality. The assumptions are determined at the time of the actuarial valuations and are reviewed annually. Consequently, different assumptions may be used as follows:

	Discount Rate	Return on Assets	Inflation Rate	Salary Increases	Dental Increases	Life Expectancy (Years)
Vested sick leave	5%	NA	2%	3%	NA	12
Retirement Benefits – Health and Dental	5%	NA	2%	3%	3.5% (1)	12
Note (1): Medical costs are assumed to increase at a rate of 4% in 2011 and 3.5% in 2012 and thereafter.						

#### (a) Liability for vested sick leave

Effective May 1, 1982 the Income Protection Plan was adopted and sick leave credits earned under the Sick Leave Benefit Plan were frozen. Under the Sick Leave Benefit Plan unused sick leave would accumulate and employees were entitled to cash payment upon termination of services after ten continuous years. Entitlement to cash payment continues to apply to those employees who accumulated days, to the extent that they have vested and could be taken in cash by an employee on termination. The estimated accrued benefit obligation at December 31, 2010 is \$129,313 (2009 - \$166,755).

#### (b) Liability for retirement benefits

The Board provides certain health, dental and life insurance benefits between the time an employee retires under the Ontario Municipal Employees Retirement System (OMERS) or the normal retirement age and up to the age of 65 years. The estimated accrued benefit obligation at December 31, 2010 is \$2,269,785 (2009 - \$2,277,724).

## The Hamilton Public Library Board

### Notes to the Consolidated Financial Statements

December 31, 2010

#### 4. Long term debt

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

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

<u>Debenture Number</u>	<u>Purpose</u>	<u>Interest Rates</u>	<u>Maturity Date</u>	<u>2010</u>	<u>2009</u>
01-244	Westdale Branch	3.125% to 6%	2011	99,691	113,195
01-244	Barton Branch	3.125% to 6%	2011	227,791	258,652
01-162	Central Library	4.65% to 6.75%	2016	15,381	17,426
08-120	South Mtn Complex	4.728%	2023	<u>2,633,966</u>	<u>2,785,530</u>
				<u>\$ 2,976,829</u>	<u>\$ 3,174,803</u>

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

2011	\$ 488,473
2012	168,731
2013	176,842
2014	185,345
2015	194,256

(c) The Board was charged \$350,235 (2009 \$350,295) for long term debt charges during the year as follows:

	<u>2010</u>	<u>2009</u>
Principal	\$ 197,973	\$ 188,516
Interest	<u>152,261</u>	<u>161,779</u>
	<u>\$ 350,234</u>	<u>\$ 350,295</u>

#### 5. 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 280 members of its staff. The plan is a defined benefit plan, which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay.

The latest actuarial valuation as at December 31, 2010 indicated that current member and employer contributions were sufficient to fund future benefits. Contributions were made in the 2010 calendar year at rates ranging from 6.3% to 9.5% depending on the level of earnings. As a result, \$974,304 was contributed to OMERS (2009 - \$854,767) for current service.

# The Hamilton Public Library Board

## Notes to the Consolidated Financial Statements

December 31, 2010

### 6. Commitments

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

2011	\$ 738,275
2012	526,820
2013	484,400
2014	484,400
2015	484,400
	<u>\$ 2,718,295</u>

### 7. Trust funds

Trust funds administered by the Board amounting to \$3,029,944 (2009 - \$2,615,327) have not been included in the Consolidated Statement of Financial Position nor have these operations been included in the Consolidated Statement of Financial Activities.

### 8. Accumulated surplus

	2010	2009
Consists of:		
Reserves and reserve funds	\$ 5,970,969	\$ 7,932,934
Amounts to be recovered in the future	(2,083,285)	(2,085,818)
Tangible capital assets	<u>12,280,635</u>	<u>11,817,286</u>
	<u>\$ 16,168,319</u>	<u>\$ 17,664,402</u>

Reserves and reserve funds	2010	2009
Mobile equipment	\$ 194,866	\$ 160,607
Library collections	1,176,333	1,128,932
Library general development	1,414,752	1,356,601
Library major capital projects	2,139,170	4,085,889
Summer reading	446,140	519,271
Redevelopment, training & restructuring	364,294	354,883
Youth Programming	13,000	12,665
Accessibility Health & Safety	22,415	314,086
Computer Reserve	<u>200,000</u>	<u>-</u>
	<u>\$ 5,970,970</u>	<u>\$ 7,932,934</u>

# The Hamilton Public Library Board Schedule of Tangible Capital Assets

December 31, 2010

	<u>Collections</u>	<u>Furniture and Equipment</u>	<u>2010</u>	<u>2009</u>
<b>Cost</b>	2010	2010		
Beginning of year	21,181,611	1,950,640	23,132,251	22,202,322
Add: Additions during the year	3,570,077	141,937	3,712,014	3,586,683
Less: Disposals during the year	<u>3,076,775</u>	<u>293,517</u>	<u>3,370,292</u>	<u>2,656,754</u>
End of year	<u>21,674,913</u>	<u>1,799,060</u>	<u>23,473,973</u>	<u>23,132,251</u>
<b>Accumulated Amortization</b>				
Beginning of year	10,252,751	1,062,214	11,314,965	10,817,684
Add: Amortization during the year	3,061,180	187,485	3,248,665	3,154,035
Less: Amortization on Disposals	<u>3,076,775</u>	<u>293,517</u>	<u>3,370,292</u>	<u>2,656,754</u>
End of year	<u>10,237,156</u>	<u>956,182</u>	<u>11,193,338</u>	<u>11,314,965</u>
<b>Net Book Value</b>	<u>11,437,757</u>	<u>842,878</u>	<u>12,280,635</u>	<u>11,817,286</u>

## **Auditor's Report**



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**The Hamilton Public Library Board**  
**Trust Funds**  
**Statement of Financial Position**

December 31	2010	2009
<hr/>		
<b>Assets</b>		
Cash	\$ 297,423	\$ 295,137
Accrued interest receivable	768,475	702,968
Deposits Hamilton Community Foundation	1,253,959	1,253,959
Due from City of Hamilton	<u>373,232</u>	<u>363,263</u>
<b>Total assets</b>	<b><u>\$ 2,693,089</u></b>	<b><u>\$ 2,615,327</u></b>
 <b>Accumulated surplus</b>	 <b><u>\$ 2,693,089</u></b>	 <b><u>\$ 2,615,327</u></b>

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On behalf of the Board

\_\_\_\_\_ Director

\_\_\_\_\_ Director

See accompanying notes to the financial statements.

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**The Hamilton Public Library Board**  
**Trust Funds**  
**Statement of Operations**

December 31	2010	2009
<b>Revenue</b>		
Investment income	\$ 146,900	\$ 212,589
Other revenue	-	9,831
<b>Total revenue</b>	<u>\$ 146,900</u>	<u>\$ 222,420</u>
<b>Expenses</b>		
Investment loss	\$ 112	\$ 226
Other	69,025	27,316
Transfer to other trust funds	-	68,844
<b>Total expenses</b>	<u>\$ 69,027</u>	<u>\$ 96,386</u>
<b>Annual surplus</b>	<b>\$ 77,763</b>	<b>\$ 126,034</b>
Accumulated surplus, beginning of year	<u>2,615,327</u>	<u>2,489,293</u>
Accumulated surplus, end of year	<u><b>\$ 2,693,090</b></u>	<u><b>\$ 2,615,327</b></u>

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See accompanying notes to the financial statements.



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# The Hamilton Public Library Board

## Trust Funds

### Notes to the Financial Statements

December 31, 2010

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#### 1. Accounting policies

##### Basis of accounting

Income and capital receipts are reported on the cash basis.

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

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#### 2. Accumulated surplus

	<u>2010</u>	<u>2009</u>
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The accumulated surplus consists of:

##### Library

M. Walden Thompson Estate	\$ 18,891	\$ 19,003
Special Gift Fund Central	1,950,196	1,897,725
Permanent Endowment Fund	594,190	571,485
Keetha McLaren Memorial Fund	27,808	26,972
F. Walden Library Bequest	61,582	61,763
Waterdown Library Fundraising	<u>40,423</u>	<u>39,379</u>
	<u>\$ 2,693,090</u>	<u>\$ 2,615,327</u>



# Hamilton Public Library

**Date:** September 21<sup>st</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

---

## **RECOMMENDATION:**

**That the attached 2012 Draft Operating Budget – 1<sup>st</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 1<sup>st</sup> draft of the 2011 Draft Operating Budget is currently at a requested municipal contribution of \$28,347,916 which is an increase of \$782,446 or 2.8% over the 2011 Operating Budget of \$27,565,470.

Library	Net Levy	2011 Budget Council Approved	2011 Budget Restated	2012 Budget Draft	2012 Requested vs. 2011 Restated Budget	
					\$	%
		27,565,470	27,565,470	28,347,916	782,446	2.8%
	Expense	29,665,550	29,665,550	30,447,996	782,446	2.6%
	EMPLOYEE RELATED COST	20,104,570	20,104,570	20,588,421	483,851	2.4%
	MATERIAL AND SUPPLY	3,942,630	3,942,630	4,123,630	181,000	4.6%
	VEHICLE EXPENSES	63,130	63,130	63,430	300	0.5%
	BUILDING AND GROUND	1,627,780	1,627,780	1,684,020	56,240	3.5%
	CONSULTING	-	-	-	-	0.0%
	CONTRACTUAL	1,691,840	1,691,840	1,730,385	38,545	2.3%
	RESERVES / RECOVERIES	1,889,030	1,889,030	1,909,200	20,170	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%
	RESERVES	-	-	-	-	0.0%

The following drivers contribute to the budget increase:

Employee Related		
* Wage increases	297,939	
OMERS	161,452	
Gov't benefits	31,849	
Employer benefits	(10,362)	
WSIB	2,943	483,821
Materials and Supplies		
* Library Materials (5% increase)	181,000	181,000
Vehicle Expense		
Fuel	300	300
Building and Ground		
Heating Fuel	(16,510)	
Hydro	45,740	
IP Telephony	790	
Water and sewer	1,220	
Security (for Turner Park)	25,000	56,240
Contractual		
Rent Cell Phone-New Online Services BB	1,000	
Rent-Office & Buildings	(68,900)	
Bibliocommons	37,000	
Contract cleaning (offset in salaries)	44,445	
Vending machine operating costs	15,000	
Mobile Apps	10,000	38,545
Reserves/Recoveries		
Transfer to Vehicle/Equip Reserve	(20)	
DIR Hardware lease maintenance	(35,970)	
DIR Vehicle insurance	(60)	
DIR Insurance	(53,320)	
* DIR Facilities Recovery	111,430	
DIR Postage/Freight/Courier	(1,890)	20,170
Cost Allocations		
Various	2,340	2,340
Financial		
	-	-
		782,416

\* Requires further discussion and/or direction



# Hamilton Public Library

**Date:** September 21<sup>st</sup> 2011  
**To:** Chair and Members of the Board  
**c.c.** Ken Roberts, Chief Librarian  
**From:** Robin Hewitt, Director, Finance and Facilities  
**Subject:** 2012 Capital Budget Submission

---

## **RECOMMENDATION:**

**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.**

## **BACKGROUND:**

The library generally has three sources of funds for Capital projects:

1. Internal reserves
2. Development charges
3. City Capital budget

The requests listed above are for funds from the City's Capital budget fund. Requests to use internal reserves are vetted through the board directly. The library was not included in the previous development charge study and subsequently there are no dollars set aside for library expansion in any community.

### **Central Library Phase III**

There is a requirement to expand the Local History and Archives collection, and utilize more digitization. Costs are estimated at approximately \$400,000.

We currently have AODA standard washrooms on the first and fifth floors at Central, and would like to make one more available on the third floor as well. This would result in having an AODA standard washroom on every other floor. Costs are estimated at approximately \$200,000 for this work.

In order to complete the vision for the recent library re-organization, some changes are required on the fifth floor. The changes would incorporate the move of Technical Services from Stoney Creek, moving Community Information Hamilton to a more publically accessible floor, constructing offices for positions that have been relocated





and moving Virtual Branch Services to another area. Estimated costs for this work are approximately \$200,000.

The total costs for the third phase of the Central Library renovation are estimated to be \$800,000. All of this work would commence in 2012.

### **Binbrook Library Branch Renovation/addition**

Binbrook is a rapidly expanding community, and is underserved by its current library due to its small size and deteriorating conditions. Unfortunately, no development charges have been earmarked for the library. The library requires an expansion to the current site of approximately 3,000 square feet. In addition, the building requires a new roof, washroom and AODA compliance in the existing space.

The design phase would begin in 2012 at an estimated cost of \$100,000. The construction phase would begin in 2013 at an estimated cost of \$1,500,000.

### **Dundas Library Expansion**

An addition of 6,000 to 7,000 square feet is required at approximately \$230/square feet. The expansion would encroach onto the black top parking lot at the rear of the building, which is currently owned by the City.

It is estimated the project design would begin in 2014, with completion in 2015. Costs are estimated to be approximately \$805,000 in each of those two years.

## CITY OF HAMILTON

## 2012-2036 CAPITAL BUDGET PROJECT DETAIL SHEET

Attachment #9.2

<b>Project ID:</b>	To Be completed by Budgets
<b>Project Name:</b>	Binbrook Library Branch Renovation/Addition
<b>Department:</b>	Library
<b>Asset Type</b>	List in Attached Sheet - Indicate if New
<b>Year Identified</b>	2012
<b>Description/Objectives:</b>	<p>Binbrook is a rapidly expanding community, and is underserved by it's current library due to it's small size and deteriorating conditions. Unfortunately, no development charges have been earmarked for the library. The library requires sn expansion to the current site of approximately 3,000 square feet. In addition, the building requires a new roof, washroom and AODA compliance in the existing space.</p>
<b>Manager</b>	Robin Hewitt
<b>Start Date:</b>	Design to begin in 2012
<b>Completion Date:</b>	Construction in 2013
<b>Comments:</b>	<p>Additional Information if required</p>
<b>Project Type:</b>	List in Attached Sheet - Indicate if New
<b>Ward (s)</b>	Ward 11
<b>Related Projects:</b>	

CITY OF HAMILTON  
2012-2036 CAPITAL BUDGET PROJECT DETAIL SHEET

Attachment #9.2

**BUDGET: ANNUAL**

Acct #	Expense	Description	Total	Pre 2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022-36
58602	Internal Recoveries - Salaries/OH		0												
	Design	Design	100000		100000										
	Construction	Construction	1500000			1500000									
			0												
			0												
	<b>Total Expense</b>		<b>1,600,000</b>	<b>0</b>	<b>100,000</b>	<b>1,500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Acct #	Revenues	Description	Total	Pre 2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022-36
		Include Reserve # if from Reserves	0												
			0												
			0												
			0												
			0												
			0												
			0												
			0												
	<b>Total Revenues</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Net Cost</b>		<b>1,600,000</b>	<b>0</b>	<b>100,000</b>	<b>1,500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Operating Budget Impact:** (Note Operating Costs should be reflected for the year the project is submitted not when the project is completed.)

Date (Year of Impact)	GL Account Number	Description	Costs (Saving)	FTE Impact

**Ranking**

**Project Rating Attributes**

(Project Justification):

Contractual/Legislated Obligations

Health and Safety

Operating Budget/Financial Impact

Strategic Direction (Dominant Project Theme)

Weight	Rating (1-10)	Weighted Rank
0.46	8	3.68
0.16	8	1.28
0.09	0	0.00
0.29	8	2.32
		<b>7.28</b>
		<b>B</b>

## CITY OF HAMILTON

## 2012-2036 CAPITAL BUDGET PROJECT DETAIL SHEET

Attachment #9.2

Project ID:	To Be completed by Budgets
Project Name:	Central Renovation - Phase III
Department:	Library
Asset Type	List in Attached Sheet - Indicate if New
Year Identified	2012
Description/Objectives:	<p>The City amalgamated in 2001 yet no additional space was reserved for the expanded mandate of the Local History and Archives collection. As a result, we are running out of available storage capacity. The Library system already leases off-site storage for some material.</p> <p>Expansion of the Local History and Archives space will allow for additional storage, for in-house digitization capabilities and for an improved public area. The use of glass and the presence of the existing antique furnishings inside the reading room will create a space in the Central Library that visibly echoes Hamilton's past and creates a downtown destination.</p> <p>We are moving toward the AODA requirement to have an AODA accessible washroom on every floor of the Central Library. This project would add an accessible washroom on the third floor.</p> <p>Fifth floor changes create greater office efficiency</p>
Manager	Robin Hewitt
Start Date:	2012
Completion Date:	2012
Comments:	Additional Information if required
Project Type:	List in Attached Sheet - Indicate if New
Ward (s)	Ward 2
Related Projects:	



CITY OF HAMILTON  
2012-2036 CAPITAL BUDGET PROJECT DETAIL SHEET

Attachment #9.2

**BUDGET: ANNUAL**

Acct #	Expense	Description	Total	Pre 2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022-36
58602	Internal Recoveries - Salaries/OH		0												
	Design	Local History & Archives	400000		400000										
	Construction	5th Floor Offices	200000		200000										
		AODA Washroom-3rd floor	200000		200000										
			0												
	Total Expense		800,000	0	800,000	0	0	0	0	0	0	0	0	0	0

Acct #	Revenues	Description	Total	Pre 2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022-36
		Include Reserve # if from Reserves	0												
			0												
			0												
			0												
			0												
			0												
			0												
			0												
	Total Revenues		0	0	0	0	0	0	0	0	0	0	0	0	0
	Net Cost		800,000	0	800,000	0	0	0	0	0	0	0	0	0	0

Operating Budget Impact: (Note Operating Costs should be reflected for the year the project is submitted not when the project is completed.)

Date (Year of Impact)	GL Account Number	Description	Costs (Saving)	FTE Impact

**Ranking**

**Project Rating Attributes**

**(Project Justification):**

Contractual/Legislated Obligations  
Health and Safety  
Operating Budget/Financial Impact  
Strategic Direction (Dominant Project Theme)

Weight	Rating (1-10)	Weighted Rank
0.46	10	4.60
0.16	8	1.28
0.09	0	0.00
0.29	10	2.90
		<b>B</b>
		<b>8.78</b>

## CITY OF HAMILTON

## 2012-2036 CAPITAL BUDGET PROJECT DETAIL SHEET

Attachment #9.2

<b>Project ID:</b>	To Be completed by Budgets
<b>Project Name:</b>	Dundas Library Branch Expansion
<b>Department:</b>	Library
<b>Asset Type</b>	List in Attached Sheet - Indicate if New
<b>Year Identified</b>	2012
<b>Description/Objectives:</b>	<p>The current Dundas Library was constructed in 1970, with a renovation in 1979. The current building is exceptionally inefficient. An expansion onto the back of the building would allow for far greater efficiency and bring this building to the same standard that we expect of library locations.</p>
<b>Manager</b>	Robin Hewitt
<b>Start Date:</b>	2014
<b>Completion Date:</b>	2015
<b>Comments:</b>	Additional Information if required
<b>Project Type:</b>	List in Attached Sheet - Indicate if New
<b>Ward (s)</b>	Ward 13
<b>Related Projects:</b>	

CITY OF HAMILTON  
2012-2036 CAPITAL BUDGET PROJECT DETAIL SHEET

Attachment #9.2

**BUDGET: ANNUAL**

Acct #	Expense	Description	Total	Pre 2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022-36
58602	Internal Recoveries - Salaries/OH		0												
			0												
	Construction	Construction	1610000				805000	805000							
			0												
			0												
	Total Expense		1,610,000	0	0	0	805,000	805,000	0	0	0	0	0	0	0

Acct #	Revenues	Description	Total	Pre 2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022-36
		Include Reserve # if from Reserves	0												
			0												
			0												
			0												
			0												
			0												
			0												
			0												
	Total Revenues		0	0	0	0	0	0	0	0	0	0	0	0	0
	Net Cost		1,610,000	0	0	0	805,000	805,000	0	0	0	0	0	0	0

Operating Budget Impact: (Note Operating Costs should be reflected for the year the project is submitted not when the project is completed.)

Date (Year of Impact)	GL Account Number	Description	Costs (Saving)	FTE Impact

**Ranking**

**Project Rating Attributes**

**(Project Justification):**

Contractual/Legislated Obligations  
Health and Safety  
Operating Budget/Financial Impact  
Strategic Direction (Dominant Project Theme)

Weight	Rating (1-10)	Weighted Rank
0.46	8	3.68
0.16	10	1.60
0.09	0	0.00
0.29	10	2.90
		<b>8.18</b>

**B**



To: Chair and Members of the Board  
CC: Ken Roberts, Chief Librarian  
From: Paul Takala, Director Digital Technology  
Michael Ciccone, Director Collections  
Subject: BiblioCommons Online Catalogue  
Date: September 14, 2011

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#### RECOMMENDATION:

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.

#### FINANCIAL

In the February 2010 report that authorized staff to sign the Service Agreement, staff reported that *"The final rates have not yet been set; however, we are confident the ongoing cost of this service will be reasonable and will be incorporated into the operating budget."* The annual cost of BiblioCommons has been set at \$46,000 before HST. This includes the main public catalogue and mobile services. This is within the range we anticipated. This cost has been factored into the current operating budgets.

By being an early adopter of BiblioCommons the Hamilton Public Library saved a \$10,000 set-up fee and received the service free until July 2011.

BiblioCommons is a web-based service that has enabled HPL to provide a much improved catalogue experience without installing additional hardware. Compared to the cost of other advanced "discovery layers" BiblioCommons is a lower cost option and a superior product for public libraries.

#### LEGAL IMPLICATIONS

BiblioCommons' technical architecture and Service Agreements comply with privacy legislation in Ontario and throughout Canada.

**BACKGROUND:**

On August 3, 2010 the Hamilton Public Library launched BiblioCommons to our customers. BiblioCommons is a feature rich online catalogue that has been developed in cooperation with public libraries across Canada including: Edmonton, Hamilton, Oakville and Ottawa. Since its launch in Canada, BiblioCommons has signed-on a number of prominent public libraries in the USA including: Boston Public Library, The New York Public Library and Seattle Public Library.

**Key Features of BiblioCommons**

BiblioCommons has provided improved catalogue services for our customers. Key improvements include:

- Easy to use – significant usability testing has been invested into developing the current BiblioCommons interface. BiblioCommons continues to provide enhancement.
- Simple, Google-like searching for vastly improved search results along with faceted searching to easily narrow broader searches.
- Mobile access to our catalogue
- Ability for patrons to create a unique username. This enables customers to access their library account information without typing their 14 digit barcode
- Customers can opt into tracking their reading and viewing history if they choose.
- Customers can improve the catalogue by: rating materials, posting reviews, collecting their own lists of materials and sharing these lists with others
- Our customers benefit from contributions from other public library customers that are on the BiblioCommons system.

BiblioCommons is a Toronto based company. Although our catalogue is branded as our site and shows our own collections, it resides on BiblioCommons servers.

BiblioCommons has been able to offer a catalogue that is both cost effective and feature rich because it has been developed cooperatively with several libraries and all the systems are on the same shared infrastructure.





# Hamilton Public Library

**Date:** September 21<sup>st</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 Greensville Library Branch

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## **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 Greensville 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 Greensville and parts of West Flamborough.

## **DETAILS**

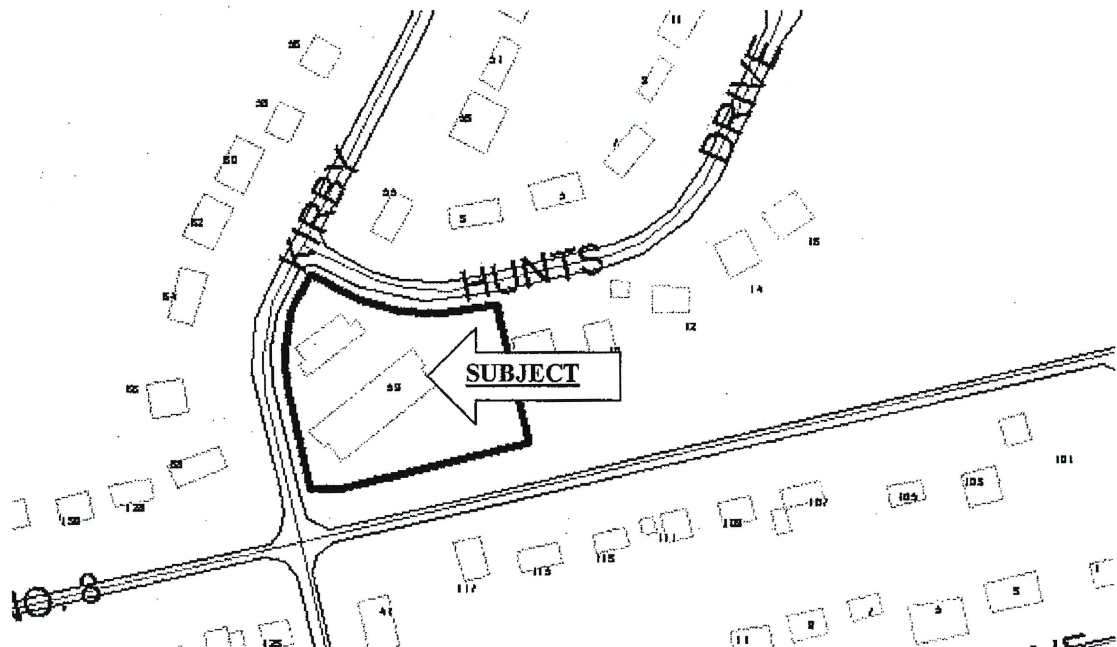
- a) That the Library Board, as the Lessee complete a Lease extension with the Lessor, C.S. Vanderlaan Ltd., for Unit #6-59 Kirby Avenue, Greensville, for use as the Greensville Library Branch, subject to the following terms:



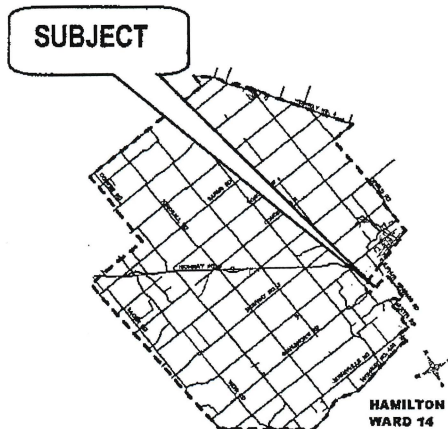
- Term:** Three (3) Year term, with a commencement date of January 1, 2012, and a termination date of December 31, 2014.  
Two (2) additional one(1) year options to renew.
- Property:** Unit #6 – 59 Kirby Avenue, Greenville, comprising an area of 2,500 square feet for the Greenville Public Library Branch.
- 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.



# GREENSVILLE PUBLIC LIBRARY BRANCH



## KEY MAP



## LOCATION PLAN

### GREENSVILLE PUBLIC LIBRARY BRANCH

DEVELOPMENT & REAL ESTATE SECTION  
CITY OF HAMILTON

## LEGEND



**SUBJECT LAND**

SCALE  
**NOT TO SCALE**

DATE  
**2006-11-15**

REFERENCE FILE NO: **2001-228**



# Hamilton Public Library

Attachment #9.5

**DATE:** September 21, 2011

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

**FROM:** Lisa DuPelle, Director of Human Resources

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

**SUBJECT:** Christmas and New Year Service Closures

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**RECOMMENDATION:**

**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**

**BACKGROUND:**

This closure schedule is following a similar schedule set in 2011 and we have had few public complaints in the past related to closures over the holidays. One difference is in the past several years the adjusted hours had branches closing at 5 pm if the branch was normally open late. In 2012 we are extending the time open for these branches until 6 pm.

Normally most locations would be closed on Fridays and with this schedule we are proposing that we open Friday December 28<sup>th</sup>, 2012 to ensure continuity of service. Please note that the Sunday before Christmas will be closed (December 23, 2012) and Sunday December 30, 2012.

**Christmas 2012 Closure Information**

All locations of the Hamilton Public Library will close on the Sunday before Christmas on December 23<sup>rd</sup>, 2012. Operations will resume on Monday December 24<sup>th</sup>, 2012 until 1p.m at which time all



locations will close and will remain closed through to December 26<sup>th</sup>, 2012. The Library closure through to the 26<sup>th</sup> is to recognize Christmas Day and Boxing Day. The Library will reopen on December 27<sup>th</sup> and service hours will be adjusted from December 27<sup>th</sup> through December 31<sup>st</sup>, 2012 as noted below:

➤ December 27<sup>th</sup>, 28<sup>th</sup> and 29<sup>th</sup> :

- Locations will open at the regularly scheduled hour except for locations scheduled to open at 4 p.m (those branches will remain closed). Please note this includes locations normally closed on Fridays – we will be open on Friday, December 28<sup>th</sup>, 2012.
- All locations that open during this period will close at 6 p.m. unless their normal closure hour is on or before 5 p.m.

➤ December 30<sup>th</sup> and 31<sup>st</sup>:

- All locations will be closed on the 30<sup>th</sup>
- All locations will re-open on the 31<sup>st</sup> and then all locations will close at 1p.m.

➤ January 1<sup>st</sup>, 2<sup>nd</sup>

- All locations will remain closed on the 1st
- Regular operations will resume on Wednesday, January 2, 2013.