Mission Statement
Freedom to Belong and Discover

Strategic Priorities
*Connecting to Community   Relevant and Responsive
Learning Organization*

HAMILTON PUBLIC LIBRARY BOARD

Regular Session Meeting
Wednesday, December 11, 2024
Central Library, Board Room, 5th Floor

6:00 PM Meeting

AGENDA

1. **Discussion Period**

    1.1   Land Acknowledgement - NV

    1.2   Introduction, Lisa Hunt, CUPE 932 President and Erin Olmstead, Chief Steward - LD

    1.3   2025 Meeting Dates - PT/NV

2. **Acceptance of the Agenda**

3. **Minutes**

    3.1   Minutes of the November 20, 2024 Hamilton Public Library Board Meeting - PT

    Suggested Action: Recommend

4. **Declaration of Conflict**

5. **Presentations**

    5.1   2025 Budget Presentation DRAFT - PT/PB

6. **Strategic Plan**

7. **Consent Items**

    7.1   Upcoming and Outstanding Items - PT

Suggested Action: Recommend

    7.2   Copyright and Intellectual Property Policy (2nd Review) - CP

Suggested Action: Recommend

    7.3   Health and Safety Policy (3rd Review) - LD

Suggested Action: Recommend

8. Business Arising

    8.1   2025 Operating Budget - Updated - PB/PT

Suggested Action: Approve

9. Correspondence

10. Report

    10.1   Discovery Centre Project Update Report - CP

Suggested Action: Receive

    10.2   Chief Librarian's Report - PT

Suggested Action: Receive

11. New Business

    11.1   Board Nominating Committee - PT

Suggested Action: Recommend

    11.2   Vendor of Record Request - Daly Digital - DQ

Suggested Action: Recommend

12. Policies

    12.1   Access and Privacy by Design Policy Statement (1st Review) - DQ

Suggested Action: Receive

    12.2   Access to Information and Communication Technology Policy Statement (1st Review) - DQ

Suggested Action: Receive

13. Private and Confidential

14. Date of Next Meeting
January 15, 2025

15. Adjournment

DATE: December 11, 2024

TO: Chair and Members of the Board

FROM: Paul Takala, CEO & Chief Librarian

SUBJECT: **Minutes of the November 20, 2024 Hamilton Public Library Board Meeting - PT**

RECOMMENDATION:

That the Hamilton Public Library Board approve the Minutes of the November 20, 2024 meeting.

ATTACHMENTS:

November Minutes.pdf

Mission Statement
Freedom to Belong and Discover

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*Connecting to Community • Relevant and Responsive
Learning Organization*

HAMILTON PUBLIC LIBRARY BOARD

Regular Session
Wednesday, November 20, 2024
Central Library, Board Room, 5th Floor

6:00 PM Meeting

MINUTES

PRESENT: , Lynne Serviss, Nick van Velzen, Councillor Ted McMeekin, Alison Griggs, Carly Whitmore, Dayna Firth, Jennifer Horwath, Kojo Damptey, Councillor Cameron Kroetsch
STAFF: Paul Takala, Cindy Poggiaroni, Dijia Qin, Chad Roglich, Simona Dinu, Lisa DuPelle, Pam Byrne, Meg DeForest, Callie Blackburn, Frank Stinellis
REGRETS: Gagan Batra, Brie Berry

1. **Discussion Period**

   1.1 Land Acknowledgement - NV

   1.2 Introduction - Frank Stinellis, Facilities Coordinator - CR

   1.3 Introduction - Ward 2 Councillor Cameron Kroetsch - PT

2. **Acceptance of the Agenda**

3. **Minutes**

   3.1 Minutes of the October 23, 2024 Hamilton Public Library Board Meeting - PT
   October Board Minutes.pdf

   MOVED by Dayna Firth, seconded by Carly Whitmore

   That the Hamilton Public Library Board approve the Minutes of the October 23,

   2024 Board Meeting.

   MOTION Passed

4. **Declaration of Conflict**

5. Presentations

5.1 Addressing Council Priorities and Community Needs - PT
HPL-2025-BudgetBackground-MeetingNeedsandPriorities.pdf

MOVED by Carly Whitmore, seconded by Jennifer Horwath

That the Hamilton Public Library Board receive the Addressing Council Priorities and Community Needs Presentation.

MOTION Passed

6. Strategic Plan

7. Consent Items

7.1 Upcoming and Outstanding Items - PT
2024-11-20UpcomingOutstandingAgendaItems

MOVED by Councillor Cameron Kroetsch, seconded by Kojo Damptey

MOTION Passed

8. Business Arising

8.1 Meeting Dates for 2025 - PT

MOVED by Carly Whitmore, seconded by Alison Griggs

That the Hamilton Public Library Board approve the Meeting Dates for 2025.

MOTION Passed

8.2 Capital Budget Amendment - PB
2025.11.20 Capital Budget Amendment.pdf

MOVED by Kojo Damptey, seconded by Dayna Firth

That the Hamilton Public Library Board approve the Capital Budget Amendment.

MOTION Passed

9. Correspondence

9.1 Budget Presentation Notice and Mayoral Directive to Staff on Budget- October 28, 2024 - PT
Boards and Agencies - Presenting - Hamilton Public Library.pdf
MDI-2024-03_Mayoral Directive to Staff_2025 Budget.pdf

MOVED by Kojo Damptey, seconded by Dayna Firth

That the Hamilton Public Library Board receive the Budget Presentation Notice and Mayoral Directive to Staff on Budget.

   MOTION Passed

9.2   City of Hamilton Motion - Hamilton Library Board of Directors, Resignation and Appointment - PT
BoardCounicllorResignationandAppointmentEDRMS-#749297.pdf

MOVED by Dayna Firth, seconded by Alison Griggs

That the Hamilton Public Library Board receive the City of Hamilton Motion - Hamilton Library Board of Directors, Resignation and Appointment.

MOTION Passed

10.   **Report**

10.1 2025 Operating Budget - PB/PT
2025OperatingBudget.pdf
All tables Nov 18th - City Change Reflected.pdf

MOVED by Jennifer Horwath, seconded by Carly Whitmore

That the Hamilton Public Library Board approve the 2025 Operating Budget.

MOTION Passed

10.2 Q3 Metrics - PT
2024 - Q3 Metrics Report.pdf
Appendix 1 - 2024 Q3 Metrics.pdf

MOVED by Jennifer Horwath, seconded by Carly Whitmore

That the Hamilton Public Library Board receive the Q3 Metrics Report.

MOTION Passed

10.3 Chief Librarian's Report - PT
24-11-20-ChiefLibrarianReport.pdf

MOVED by Dayna Firth, seconded by Councillor Cameron Kroetsch

That the Hamilton Public Library Board receive the Chief Librarian's Report.

MOTION Passed

11. New Business

12. Policies

12.1 Leave of Absence Policy (2nd Review) - LD
Leaves of Absence Policy.pdf

MOVED by Carly Whitmore, seconded by Jennifer Horwath

That the Hamilton Public Library Board approve the Leave of Absence Policy.

MOTION Passed

12.2 Copyright and Intellectual Policy (1st Review) - CP
Policy_Highlighted Changes_Copyright and Intellectual Property.pdf

MOVED by Dayna Firth, seconded by Carly Whitmore

That the Hamilton Public Library Board receive the Copyright and Intellectual Property Policy for 1st Review.

MOTION

12.3 HPL Fees and Rates - SD
HPL Fees and Rates.pdf

MOVED by Jennifer Horwath, seconded by Kojo Damptey

That the Hamilton Public Library Board receive the HPL Rees and Rates Procedure.

MOTION Passed

12.4 Health and Safety Policy (2nd Review) - LD
HSPolicy_Review1_BdMemo_AppendixB_HSResponsibilitiesPolicy.pdf
HSPolicy Review 2 Appendix A.pdf

MOVED by Carly Whitmore, seconded by Councillor Cameon Kroetsch

That the Hamiton Public Library Board receive the Health and Safety Policy for 2nd Review.

MOTION Passed

13. Private and Confidential

13.1 In-Camera - Cyber Recovery Systems Update - PB

MOVED by Alison Griggs, seconded by Councillor Cameron Kroetsch

That the Hamilton Public Library Board move in-camera for the Cyber Recover Systems Update.

MOTION Passed

14. **Date of Next Meeting**
December 11, 2024

15. **Adjournment**

MOVED by Councillor Councillor Kroetsch seconded by Alison Griggs

That the Hamilton Public Library Board Meeting adjourn at 8:03pm.

MOTION Passed

Hamilton Public Library

DATE:	December 11, 2024
TO:	Chair and Members of the Board
FROM:	Paul Takala, CEO & Chief Librarian
SUBJECT:	**Upcoming and Outstanding Items - PT**

RECOMMENDATION:

That the Hamilton Public Library approve the Upcoming and Outstanding Items.

ATTACHMENTS:

2024-12-11UpcomingOutstandingAgendaItems.pdf

Date: December 11, 2024
To: Chair and Members of the Library Board
From: Paul Takala, Chief Librarian/CEO
Subject: **Upcoming and Outstanding Agenda Items**

2024 LIBRARY BOARD MEETING SCHEDULE

Items Yet to be Scheduled

- Report from the Audit Committee
- Artificial Intelligence (AI) Policy
- Donations, Sponsorship & Fundraising Policy
- Library Board Statement on Service Continuity

  o Items are listed for the month they are scheduled for 1st Review.

Month	Agenda Items
February 21	✓ Election of Officers ✓ Letter from the Board 2024 Direction ✓ Safety and Security Update ✓ 2023 Year-End Metrics Report ✓ Discovery Centre Sub-Committee
March 20	✓ Cyber Incident Update ✓ Initial Report on Last Year's Financials (Pre-Audit) ✓ Capital Variance and Project Update Report ✓ Reserve Update Report ✓ Annual Report on Partnerships • *Audit Committee Report (deferred)*
April 17	✓ Procurement Policy ✓ Disposal of Surplus Goods Policy
May 15	✓ Q1 Metrics Report ✓ Diversity and Inclusion Policy Statement ✓ Advocacy and Political Participation Policy ✓ Library Service Hours Policy ✓ Intellectual Freedom Policy
June 19	✓ Mid-Year Progress Report on 2024 Goals (1st Review)
July and August	No Meetings Scheduled
September 18	✓ Mid-Year Progress Report on 2024 Goals (2nd Review) ✓ 2024 Operating Budget Variance Report

	✓ Holiday Closures 2025 ✓ Q1 & Q2 Metrics Reports ✓ **Collections Policy** ✓ **Service Fees Policy** ✓ **Health & Safety Policy** ✓ **Working With Us Policy** ✓ **Technology Use Policy**
October 23	✓ 2025 Capital Budget Submission ✓ Capital Variance & Project Update Report ✓ Reserve Update Report ✓ Report on HPL Safety and Security Strategy ✓ **Statement on Race and Social Equity**
November 20	✓ 2025 Operating Budget ✓ Meeting Dates for Following Year ✓ **Copyright & Intellectual Property Policy**
December 11	✓ 2025 Budget Presentation ✓ Board Nominating Committee ✓ Multi-Year Business Plan ✓ **Access to Information and Communication Technology Policy Statement** ✓ **Access and Privacy by Design Statement**

2025 LIBRARY BOARD MEETING DRAFT SCHEDULE

o Items are listed for the month they are scheduled for 1st Review.

Month	Agenda Items
January 15	• **Lost Fees Report** • Election of Officers • Letter from the Board 2025 Direction
February 19	• Records Management Policy • Election of Officers • Letter from the Board 2025 Direction • 2024 Year-End Metrics Report • **Donations, Sponsorships and Fundraising Policy** • **Code of Conduct and Conflict of Interest Policy**
March 19	• Safety and Security Update • Initial Report on Last Year's Financials (Pre-Audit) • Capital Variance and Project Update Report • Reserve Update Report • Annual Report on Partnerships • **Access & Security Control Policy**
April 16	• **Rules for Going In-Camera Policy** • **Borrowing Policy** • **Privacy Policy for Library Members**

May 21	• **Rights of Youth in the Library Statement** • Q1 Metrics Report • **Policy Development Framework** • **Naming Opportunities Policy** • **Local History and Archives Policy** • **Disposal of Surplus Goods Policy**
June 18	• Mid-Year Progress Report on 2025 Goals (1st Review) • **Cash Handling Policy**
July and August	• No Meetings Scheduled
September 17	• Mid-Year Progress Report on 2025 Goals (2nd Review) • 2025 Operating Budget Variance Report • Holiday Closures 2026 • Q1 & Q2 Metrics Reports • **Safety of Children in the Library Policy**
October 22	• 2026 Capital Budget Submission • Capital Variance & Project Update Report • Reserve Update Report • Report on HPL Safety and Security Strategy
November 19	• 2026 Operating Budget • **Accessibility for Individuals with a Disability Policy** • Meeting Dates for Following Year • **Artistic Displays and Exhibits Policy** • **Multi-Year Business Plan**
December 10	• **Staff Development and Training Policy** • 2026 Budget Presentation • Board Nominating Committee • Multi-Year Business Plan

Hamilton Public Library

DATE:	December 11, 2024
TO:	Chair and Members of the Board
FROM:	Cindy Poggiaroni, Director Collections and Program Development
SUBJECT:	**Copyright and Intellectual Property Policy (2nd Review) - CP**

RECOMMENDATION:

That the Hamilton Public Library Board approve the Copyright and Intellectual Property Policy.

BACKGROUND:

This policy is brought forward for a 2nd review under our policy review cycle. Changes were noted during the 1st review and are highlighted in yellow in the draft policy.

The following is a list of key updates:
- Updated the language in the definition of Fair Dealing to match the language in the Canadian Copyright Act.
- Added references that Hamilton Public Library works with Access Copyright to pay licenses connected with photocopying that occurs within the Library.
- Updated sections of the Canadian Copyright Act that specify fair dealing guidelines and the Library's role in granting access to copyrighted works.
- Updated references to Creative Commons as it relates to current practices and included the framework in the definitions section
- Removed references to specific platforms (i.e. Flickr) and updated language to refer to more general cultural heritage aggregate platforms.
- Updated language to users from members for consistency and to acknowledge that users of our services are not always library members.

ATTACHMENTS:

Copyright and Intellectual Property2nd Edition.pdf

Copyright and Intellectual Property Policy

Policy Level: Library Board
Author: Director, Collections and Program Development
Review Period: 4 years
Approval Date: December 2024 (Anticipated)

POLICY PURPOSE

To outline the Hamilton Public Library's role and position related to applicable Copyright and Intellectual Property legislation.

KEY POINTS SUMMARY

- The Hamilton Public Library (HPL) is not responsible for infringing copies made by users of the Hamilton Public Library's copying equipment and Makerspaces. It's the user's obligation and responsibility to determine and satisfy copyright or other use restrictions.

- HPL respects the copyright and moral rights of authors and copyright holders and seeks to educate users about these rights with regard to the Library's physical and digital collections.

- HPL staff and users may make copies for specific purposes under the fair dealing provision of the Copyright Act.

DEFINITIONS

- **Copyright** is a legal means of protecting an author/creator's work.

- **Intellectual Property** refers to the ownership of intangible and non-physical goods.

- **Fair Dealing** is a user's right in copyright law permitting the use of a copyright-protected work without permission or payment of copyright royalties for the purpose of research, private study, education, satire, parody, criticism, review or news reporting, provided that what you do with the work is within the permitted uses as outlined in the Copyright Act Section 29.

- **Access Copyright** is a Canadian non-profit organization that represents writers, visual artists, and publishers. It licenses the copying of creative works to educational institutions and businesses, redistributing proceeds to copyright holders to support the ongoing creation of new content.

- **Creative Commons** is a licensing framework allowing creators to freely share their works while retaining certain rights. It offers a variety of licenses that enable others to use, remix, and distribute the works under specified conditions, such as attribution, non-commercial use, or share-alike requirements.

POLICY DETAILS

HPL seeks to advocate for, inform, and support the creator's intellectual property rights as outlined in Canadian legislation while balancing the social benefit and educational value of exceptions to legislation, as outlined in section 29 of the Copyright Act, which outlines "fair dealing."

The majority of the material in the Library's collections is subject to copyright. It is not the role of Library staff to interpret the Copyright Act for users. Responsibility regarding copyright arising from the use and/or copying is the responsibility of the user making the copy, whether they use their own or Library equipment.

The intellectual property laws of Canada govern the making of reproductions and/or use of some materials. Certain copying may be an infringement of copyright law. The Hamilton Public Library is not responsible for infringing copies made by users of the Hamilton Public Library's copying equipment and Makerspaces. It's the user's obligation and responsibility to determine and satisfy copyright or other use restrictions (such as privacy rights, CSA standards, technical protection measures, licensing and trademark, etc.) when using HPL's collections, equipment and software.

Fair dealing is a long-standing feature of Canadian copyright law that permits certain uses of copyright material in ways that do not unduly harm the interests of copyright owners, but which could have significant social benefits. In Canada, fair dealing does not infringe copyright and is limited to the purpose of research, private study, satire, parody, criticism, review or news reporting:

- HPL staff and users may make copies for specific purposes under the fair dealing provision of the Copyright Act, including Controlled Digital Lending. Any concerns about the legitimacy of staff copying for these purposes will be referred to the Library's Chief Librarian or delegate.

- HPL's copying services, whether the copy is made by Library staff or user, are provided without a motive of financial gain. The fee charged is intended to cover a portion of the Library's costs accumulated while providing this service

HPL will make copies of the Copyright Act and Access Copyright available and post signage to make users aware of it.

Hamilton Public Library retains copyright for content created by the Hamilton Public Library including the digitization of Local History and Archives collections. When content is created by the Hamilton Public Library (and HPL is the copyright holder), it is covered under a Creative Commons Attribution - Non-commercial 4.0 International licence.

A credit line, "Courtesy of Local History and Archives, Hamilton Public Library" should be provided in all cases. Commercial use is prohibited without prior written permission from the Hamilton Public Library. Commercial use includes but is not limited to reproductions, redistribution, publication, or transmission, whether by electronic means or otherwise.

Copyright and Intellectual Property Policy

Local History and Archives <mark>contributes to online platforms which aggregate material held in cultural heritage institutions</mark>. All images from Local History and Archives featured on <mark>such platforms</mark> are in the public domain, or the copyright is owned by the Hamilton Public Library.

For more information, please visit the Canadian Intellectual Property Office's website: http://www.ic.gc.ca/eic/site/cipointernet-internetopic.nsf/eng/home

RELATED DOCUMENTS

- Copyright Act
- Local History and Archives Policy

APPROVAL HISTORY

April 2001; April 2010; October 2017; <mark>December 2024 (Anticipated)</mark>

![Hamilton Public Library]

DATE:	December 11, 2024
TO:	Chair and Members of the Board
FROM:	Lisa DuPelle, Director, Human Resources and Information Services
SUBJECT:	**Health and Safety Policy (3rd Review) - LD**

RECOMMENDATION:

That the Hamilton Public Library Board approve the Health and Safety Policy.

BACKGROUND:

This Policy is brought forward for a 3rd review under our policy review cycle with the following changes proposed:

- HPL has always complied with the definition of 'worker' and 'supervisor' under the *Occupational Health and Safety Act.* However, clarifying definitions have been added to differentiate between Employee, Management, Supervisor, and Worker.
- Updated language under the Scope section to include all types of workers at the Hamilton Public Library.

ATTACHMENTS:

Health and Safety Policy.pdf

Health and Safety Policy

Policy Level: Library Board
Author: Director, Human Resources and Information Services
Review Period: 4 years
Approval Date: December 2024 (2nd Review)

POLICY PURPOSE

The Hamilton Public Library (HPL) will provide and maintain safe and healthy working conditions for all employees in keeping with the requirements of the *Occupational Health and Safety Act* and other relevant legislation. To fulfill this commitment, the Library will:

1. Meet or exceed health, safety and ergonomics standards, applying the precautionary principle as needed.
2. Recognize the importance of consulting and cooperating with joint health and safety committees and representatives when developing and implementing programs and procedures.
3. Provide training and education specific to job requirements.

KEY POINTS SUMMARY

- HPL will provide and maintain safe and healthy working conditions for all employees in keeping with the requirements of the *Occupational Health and Safety Act* and other relevant legislation. Protecting the health and safety of all employees is a commitment of the highest priority to HPL.
- All employees have a shared responsibility for reducing workplace injuries and illnesses by ensuring that jobs are performed in a safe and healthy manner.
- Management will promote a safe and healthy work environment and inform employees of any known safety, health and ergonomic hazards that are or may be present in their work.

DEFINITIONS

Employee: A worker that is employed and compensated by the Hamilton Public Library.

Ergonomics: the science of designing the task to fit the employee and the product to the user.

Hazard: any source of potential damage, harm or adverse health effects on something or someone under certain conditions at work.

Management: Management is defined as an employee holding a managerial role with the authority and responsibility for overseeing and directing the operations of a specific department, branch, or division. At HPL, these roles may include, but are not limited to Managers, the Senior Leadership Team, and in some cases Coordinators.

Supervisor: HPL adopts the definition of 'supervisor' as defined in the *Occupational Health and Safety Act*, which includes management.

Worker: HPL adopts the definition of 'worker' as defined in the *Occupational Health and Safety Act*, which includes employees.

SCOPE

This Policy applies to all workers at the Hamilton Public Library, including but not limited to full-time, part-time, permanent, temporary and contract employees, consultants, contractors, volunteers, students and Library Board members.

POLICY DETAILS

The following conditions will guide the development and implementation of all health and safety programs and procedures:

1. Protecting the health and safety of all employees is a commitment of the highest priority.
2. Management will take a leadership role in promoting a safe and healthy work environment.
3. Management, employees and the union share the responsibility for reducing occupational injuries and illness by ensuring that jobs are performed in a safe and healthy manner.
4. Management systems and practices will be developed with employee involvement and cooperation to minimize injuries and illness.
5. Focus on the prevention of occupational injuries and illnesses taking a scientific-based approach to principles and acceptable standards.
6. Information about health and safety programs will be made accessible to all employees.
7. Employees will be informed of any known safety, health and ergonomic hazards that are or may be present in their work.
8. Programs and practices will be reviewed on an as needed basis and at least annually to ensure they are in keeping with legislative and corporate standards.

Implementation

This policy statement is intended to provide direction for the development of all health and safety programs and procedures.

Annually, the Board Chair and Chief Librarian will re-affirm their commitment to Health and Safety in the form of a Commitment Statement. This Commitment Statement is not subject to an annual Board review.

APPROVAL HISTORY

December 1992; January 2002; March 2004; August 2010; March 2014; May 2016; April 2017; April 2019; June 2021

DATE:	December 11, 2024
TO:	Chair and Members of the Board
FROM:	Pam Byrne, Director of Finance
SUBJECT:	**2025 Operating Budget - Updated - PB/PT**

RECOMMENDATION:

That the Hamilton Public Library Board approve the modified 2025 Operating Budget as amended.

BACKGROUND:

At the November 20, 2024 meeting the Hamilton Public Library Board approved a 2025 Operating Budget submission that reflected a 6.8% increase. Since the board meeting we have received revised numbers from the City that are impacting the final numbers. The changes are not huge, however, they do impact the submission. As of December 6, the revised figures reflect a budget increase of 7.0%. With the compressed budget timelines this year, due to the cyber disruption, we advised that we might need to update the submission.

We want to ensure the Board approves the final version of budget submission that will be considered by Council. Prior to the meeting, we will be circulating the final version that highlights any changes that have been made since the Library Board approved it.

ATTACHMENTS:

N/A

![Hamilton Public Library logo]

DATE: December 11, 2024

TO: Chair and Members of the Board

FROM: Cindy Poggiaroni, Director Collections and Program Development

SUBJECT: **Discovery Centre Project Update Report - CP**

RECOMMENDATION:

That the Hamilton Public Library Board receive the Discovery Centre Project Update Report for information.

BACKGROUND:

The information report prepared by the Hamilton Public Library team in collaboration with the Indigenous Relations team provides a project update of the Discovery Centre Study from May to November 2024. The report was included as part of the overall West Harbour Re-Development Plan report presented to the City's West Harbour Development Sub-Committee scheduled on November 26, 2024.

ATTACHMENTS:

Discovery Centre Project Update May-Nov 2024.pdf

Discovery Centre Project Update

Project update period (May 2024 to November 2024)

Prepared by the Hamilton Public Library and City's Indigenous Relations Team

Project Summary and Strategic Alignment

The Hamilton Public Library is leading a Work Plan to develop a concept which incorporates: a full-service library branch, Indigenous community gathering space, exhibits and gallery space, café, and visitor amenities.

The Discovery Centre Project envisions a partnership with the urban Indigenous community and the Hamilton Public Library working together to advance reconciliation by creating an Indigenous-led and staffed Indigenous gathering place within the redeveloped space, where stories can be shared about Hamilton's history, including Indigenous stories and those from diverse communities that have shaped Hamilton.

Project is aligned to: Urban Indigenous Strategy, Civic Museum Strategy, Economic Development Action Plan, West Harbour Secondary Plan "Setting Sail", and "Honouring Our Roots – Creating space for Indigenous voices".

Key Project Achievements

- **Collaboration with the urban Indigenous community through on-going outreach and engagement**
  The City's Indigenous Relations Team (IRT) and Hamilton Public Library Staff attended the PAANG Celebration of Growth, and Hamilton Regional Indian Centre (HRIC) Pow Wow this summer. Staff also attended the June Circle of Beads meeting.

- **Selection of members for the Study Governance Steering Committee and Working Group**
  Terms of reference and membership in both groups has been set. Members are drawn from City of Hamilton staff, IRT staff, Hamilton Public Library staff, and the Indigenous community. Regular meetings will be held from October on. The first meeting of the Working Group was held on October 3. The Steering Committee met on November 5.

- **Library's West Harbour Site Vision Board Committee**
  The first meeting of the newly established Board Committee was carried out in May where the terms of reference for the committee were approved and an overview of the Study was provided. The second meeting occurred on September 25, providing project updates with a focus on public engagement for the Study.

Key Planned Actions for Upcoming Period (to Next Scheduled WHDSC Meeting)

- Issuance of the Study Request for Proposal for consulting services

- Community Engagement Strategy and Plan created

- Regular meetings of the Working Group and Steering Committee

Risks / Issues

A cyber-incident has delayed issuance of the Request for Proposal for consulting services and has impacted the timelines for the hiring of the consultant. Additional work was also required to create a procurement process which recognized the input of the Indigenous Community Working Group members. The original timeline called for a Request for Proposal for consulting services to go to market in Q1 2024. This has been delayed until Q4 2024. The delay will likely impact the delivery of the proposed concept.

Resource Update

Financial: The Hamilton Public Library has identified $250,000 using Library funds to advance the project. There is no financial impact to the West Harbour accounts.

Staffing: Staff capacity with the City and Library has been confirmed as part of forming the Project team.

Community and Parties of Interest Engagement and Communications

- Circle of Beads: Hamilton Public Library and the IRT met with the Circle of Beads in June to bring a progress update.
- Indigenous Community Gatherings: The City's Indigenous Relations Team and Hamilton Public Library Staff attended the PAANG Celebration of Growth and HRIC Pow Wow this summer.
- Open Streets: Hamilton Public Library attended Open Streets in May and June.

Work Plan Timelines

The Project work plan consists of the following Items and targets:

1. Hamilton Public Library Program Design and Development Study; Facility and Space Needs Assessment (Q1 2024 – Q4 2025)
2. Hamilton Public Library Staff-led Project Work (Q1 2024 – Q1 2026)
3. Indigenous Partners and Community Collaboration (Q1 2024 – Q2 2026)
4. Public and Stakeholder Consultation (Q1 2024 - Q4 2025)
5. Progress Updates (Q1 2024 - Q4 2025)
6. Hamilton Public Library Delivery of Proposed Concept (Q1 2026)
7. Recommendation Report with Proposed Concept to WHDSC (Q2 2026)

Due to the delay in issuing the RFP, the Recommendation Report with Proposed Concept will likely be delayed as a result. A full evaluation of the Study timeline will be completed once the consultant has been brought onto the project and any changes to estimated completion will be reported through future updates.

Hamilton
Public
Library

DATE:	December 11, 2024
TO:	Chair and Members of the Board
FROM:	Paul Takala, CEO & Chief Librarian
SUBJECT:	**Chief Librarian's Report - PT**

RECOMMENDATION:

That the Hamilton Public Library Board receive the Chief Librarian's Report for information.

ATTACHMENTS:

24-12-11-ChiefLibrarianReport.pdf

CHIEF LIBRARIAN REPORT – NOVEMBER 2024

UPDATE ON CYBER-RECOVERY - PRINTING

The final restoration of services impacted by the cyber event occurred this month with the roll out of an updated, automated printing system. Prior to this system being activated, Staff have been assisting members with printing. Restoration of the software systems will increase convenience and collection of more revenue. Currently, Members are given $1 credit a day (non-cumulative) towards printing. This covers 10 black and white or 4 colour prints. Members that wish to print more than the allotted copies add money to their account to do so. This system has saved a lot of work collecting small amounts of money, is convenient and impactful for members, while at the same time generating healthy revenue. The cost currently for a black and white print is approximately 1 cent. It costs HPL 10 cents, not $1 to support members in this way.

Before the cyber-incident during by "Coffee with Paul" visits, I heard from multiple people how helpful this is to them. I heard from refugees how useful it was to have free access to computers, Wi-Fi and printing. Many use the printing for government forms to obtain documentation. This is the case with many other residents. The program originally began with 2 free prints a day, then increased to 5. The pandemic led HPL to avoid collecting cash for an extended period. We are proposing we do not change the program currently, but review revenue and costs at the end of 2025.

While services to customers have been restored, a lot of work remains in building out our information technology infrastructure separate from the City as we have been mandated to do. HPL anticipates this work will continue over the next two years.

UPDATE ON LIBERIAN LEARNING CENTRE (LLC)

Meg DeForest, the Senior Leadership Support Manager, is in Paynesville, Liberia assisting the LLC and Empowerment Squared (E2) Staff with training as well as attend Grand Opening events. Here are some of Meg's thoughts: "The new LLC staff have started training in library services and have quickly engaged with key ideas around the library reflecting and striving to meet the needs of the community with ideas for programming relating to peer support in parenting, curriculum support for teachers and cybersecurity & internet safety being some of the first to be developed. User experience and how E2 creates the environment

1

they want the LLC to represent has been another early theme of our discussions and the team is very passionate about creating services and a space that are welcoming and inspire learning."

It is great to see our Sister Library prepare to open to the public, the only such service in the country. This project has been many years in the making and has been built through the determination and inspiration of Hamilton resident Leo Johnson and the people he has engaged with his vision. Special thanks to the Rotary Club of Hamilton and the Rotary Club of Monrovia, Liberia for being early funders and supporters of this transformative project.

As a Sister Library, HPL is supporting the LLC with sharing expertise and helping connect them to the broader library community, including service providers and library associations. The building has been funded by money raised by E2, the land has been provided by the Paynesville government and there is a commitment for ongoing local support. I personally believe we are witnessing the birth of a new uniquely African public library movement that will have impacts throughout Liberia and other parts of West Africa in the decades to come.

COMMUNITY PARTNER DESK

One of the ways HPL has responded to challenges Hamiltonians are facing is trying to bring reliable partners that can offer supports or learning to residents that are outside our mandate as a public library. Recently staff at the Central Library opened a new Community Partner Desk on the 1st floor. Feedback has been very positive so far. For example, the Hamilton Family Health Team, has been able to connect 62 people to primary care in the last few weeks. Recently, a young adult Member inquired about locating support resources on the public computers. Staff encouraged the Member to utilize the Community Desk, which was occupied by Youth Navigators from Xperience Annex that day, an organization that supports youth ages 18-29 in the areas of employment, housing, education, training, mental health, addictions, leadership, and community engagement. The Member was initially reluctant, but later returned and stated that the assistance was a life-changing experience and Xperience

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Annex was now assisting this Member with housing and education resources. We need to bring more of this kind of activity into our space.

KOOSHKOPAYIW: AWAKING - MÉTIS ART EXHIBITION

Kooshkopayiw: Awakening is an exhibition of artworks by members of the Kooshkopayiw Métis Artist Collective. The exhibit opened on November 2nd with several artists, members of the Métis Nation of Ontario, and friends and family present. Exhibiting artists include Patti Belanger, Kristy Cameron, Graham Paradis, Roxanne Shank, and George Simard. The exhibition is in the York Boulevard Gallery at Central Branch and will be on display until January 31st, 2025.

Kooshkopayiw means the "awakening" in Michif and is the name of the newly formed Métis Artist Collective co-founded by Jason Baerg, George Simard, and Doris Lanigan. The name was given to the Collective by Doris Lanigan during a ceremony where, "I just put tobacco down on the east side of a cedar tree which grows beside sage, and I prayed in gratitude for our artists and the collective." Supported by the Métis Nation of Ontario Cultural Commission, the Collective promotes established and emerging Métis artists through exhibitions and "Métis Art Crawls" held throughout Ontario.

CITYLAB TOUR AND ENGAGEMENT AT DISCOVERY CENTRE

Students from the CityLAB Hamilton Semester in Residence program visited the Discovery Centre in early November to learn about the Waterfront Development project. The students met HPL Staff and members from the City of Hamilton Indigenous Relations Team. At the Discovery Centre, students learned about the project. They took part in an engagement session, followed by a tour of the building, as well as the significance behind the public Indigenous art piece "All our Relations" from Beth Dockstator. The feedback from the engagement session was enlightening and demonstrated the

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students' investment in bettering their City.

As HPL explores the redevelopment of the former Discovery Centre, the governance structure of the study formally launched this Fall with the first meeting for both the Working and Steering Groups Committees. The Steering Committee sets the strategic direction and makes final decisions on the Discovery Centre Study process and work packages. They provide project updates to principal interested parties and the City on the study's progress. The Working Group supports the work needed to complete the Study and provides strategic guidance. The Working Group recently contributed to the Study's Public Engagement Strategy & Plan document while the Steering Committee reviewed the overall project direction and timelines. Both groups will meet again in early 2025.

EXPERIENCECOMMONS.CA: LAUNCH OF BURLINGTON HEIGHTS AT MILITARY MUSEUM

Tied to Dundurn Castle's First Day of Christmas, Hamilton Public Library and COH Civic Museums and Indigenous Relations Team launched the latest

augmented reality project featuring the life and times of 1812, showcasing the past using new technology. At the launch, HPL and Museum Staff directly connected with 300 Hamiltonians, exploring the Burlington Heights grounds. CHCH and The Spectator covered the event. Museum Staff are very appreciative of the partnership, "Thank you for sharing the (Augmented reality) Experience with our visitors… The feedback was fabulous, with the most common comment was "Wow, that was so cool!".

BOOKMOBILE

In November, the Mobile Library and Courier Services Department took part in the Hamilton Santa Claus Parade on Central Mountain's new route. Prior to the parade, HPL Staff donated 3 bags of food to Mission Services. Crowds enjoyed seeing the Bookmobile decorated for the holidays, while Staff enjoyed sharing hot chocolate and cheers of appreciation for HPL.

Bookmobile visited Living Hope Christian School last month where junior and senior kindergarten classes registered for Library cards after a transportation

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themed story time.

Prior to the November 15 postal strike, our Home Library Service proactively packaged 4 weeks of HLS deliveries and sent them a week early. Currently, our HLS members have materials that will cover their needs until mid-December. Staff are also reaching out to HLS members to provide alternate arrangements, such as picking up items at a nearby branch. We know homebound Members rely on this important service, so our Courier Drivers are making these packages a priority with one-day turnaround to the branches.

ZINEPOSIUM

A much-loved and anticipated event at HPL was hosted on November 2, celebrating the art of self-publishing and DIY zine culture. With nearly 500 attendees, the event was a resounding success, drawing in zine enthusiasts of all ages from across the community. The day featured two collaborative zine-making workshops—one for adults and one for youth—where participants learned the basics of zine-making, from concept to creation. Both workshops reached full capacity.

A particularly memorable moment occurred when an elderly woman wandered past the event, curious about what a "zine" was. After explanation, the Member indicated how important it was to learn new things at her age—ninety-two! She spent some time browsing the various vendors and even purchased a few items from an eight-year-old vendor, the youngest zinester in attendance. As she left, she proudly displayed her purchases, saying, "My great-grandchildren are going to love these!" This heartwarming interaction exemplifies the spirit of Zineposium, where people of all generations and experience levels can come together, learn, and celebrate the power of DIY creation.

OUTREACH AND PROGRAMMING

On November 21st, in partnership with the Iroquois Bruce Trail Club, author and hiker Nicola Ross delivered a talk about her newest book, *40 Days and 40 Hikes*, to a standing-room-only crowd of 80 people at the Waterdown Branch. There was so much interest that we are working with the Iroquois Bruce Trail Club to

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host another event in 2025. This marks a new and responsive partnership for the Waterdown Branch.

Valley Park branch hosted the Hamilton Amateur Astronomers' Telescope Clinic (HAA). The popular event was attended by 187 members and featured HAA members showcasing their telescopes and sharing their technical knowledge with the public. HAA has already expressed interest in partnering with HPL on next year's Telescope Clinic.

HPL Staff attended the outreach event Mino Biimadziwin / Wakya'ta'shatse Social on Sat Nov 16th in celebration of Louis Reil Day at the Cotton Factory. Our partners in the Indigenous Relations Office coordinated this event, and staff connected with 75 people and made many community connections.

WHAT'S HAPPENING WINTER EDITION ON CABLE 14

HPL was featured on Cable 14's Hamilton Life program, which highlighted the power of your Library card—in Branch, online, and out in the community—holiday concerts, winter break programming, and finding new materials to read/watch/listen to. This program airs mid-November and re-airs multiple times during December.

CENTRAL LIBRARY'S BIG SCREEN

Through the fall months, we screened interactive experiences and live streaming on the Big Screen at Central Library. For interactive experiences, the team developed and launched a seasonal matching game and a new, interactive map of the city. We also livestreamed cultural events and sports including the CHCH Remembrance Day ceremony and the Hamilton Santa Claus Parade. In December we will again broadcast the popular Men's and Women's World Juniors.

OLBA COUNCILLOR – NICK VAN VELZEN

Congratulations and a thank-you are in order to the Board Chair, Nick van Velzen, for volunteering and being acclaimed to a new 3-year term as the Ontario Library Boards' Association (OLBA) - Central West Region Council member. OLBA is a division of the Ontario Library Association (OLA) that represents public library board members on issues relating to their areas of responsibility. The work of the OLBA is primarily to build a professional development (training) program that is responsive to common issues of common concern. It provides information materials and training forums for advancing board development.

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(https://accessola.com/divisions/about-olba/)

RESEARCH UPDATE FROM DR. BRIAN DETLOR

The results of a national survey of public library-led digital literacy training in Canada are now available in the journal of **Evidence Based Library and Information Practice**: [A Survey of Public Library-Led Digital Literacy Training in Canada: Perceptions of Administrators and Instructors | Evidence Based Library and Information Practice (ualberta.ca)](#)   Hamilton Public Library, Canadian Urban Libraries Council, Canadian Federation of Libraries Association, and McMaster University's Office of Community Engagement were partner organizations on the SSHRC Partnership Development Grant that funded this survey. HPL thanks these partner organizations, as well as the administrators and instructors from libraries across Canada who participated in the survey.

HPL has maintained several successful research partnerships with Dr. Detlor. Dr. Brian Detlor is Professor and Area Chair (Information Systems) at the DeGroote School of Business and Vice-Chair of the McMaster Research Ethics Board. His current research investigates the efficacy of digital literacy training programs offered by community organizations, such as public libraries and social service agencies. His research seeks to explore ways to enhance the digital literacy skills and online mobility of older adults.
(https://degroote.mcmaster.ca/profiles/detlorb/)

Paul Takala, CEO & Chief Librarian
December 2024

NOVEMBER MEDIA

[Building slump has resulted in delays in Hamilton's waterfront development](#)
by John Best, *The Bay Observer*, November 28, 2024

[Women's Canadian Club of Hamilton dissolves after 112 years, but other service clubs forge ahead](#)
The Hamilton Spectator, November 26, 2024

[Newsletter Edition - City Hall News Briefs](#)
by Joey Coleman, *The Public Record*, November 25, 2024

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CHCH News - November 24 2024
Clip featuring HPL Staff at launch of new Augmented Reality Experience

[Things to do this weekend in Hamilton: Nov. 1 to Nov. 3](#)
by Suzanna Dutt, *InTheHammer.com*
November 1, 2024

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Hamilton
Public
Library

DATE:	December 11, 2024
TO:	Chair and Members of the Board
FROM:	Paul Takala, CEO & Chief Librarian
SUBJECT:	**Board Nominating Committee - PT**

RECOMMENDATION:

That the Hamilton Public Library Board Nominations Committee be approved.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

There are no financial implications. The Library Board by-laws specify the rules for how officers are elected and the composition of the Nominating Committee.

BACKGROUND:

A Nominating Committee needs to be established in order to meet and review the completed forms submitted by Library Board Members. The Nominating Committee recommends a slate of officers for 2025 who will be elected at the first meeting of 2025. We need to appoint three Board members to the Nominations Committee. The Board Secretary (CEO/Chief Librarian) serves as an ex-officio member (does not have a vote).

Two sections of the Board Bylaws are most relevant to the Election of Officers and the formation of the Nominations Committee (5.2, 6.21). The Bylaws were last updated in June 2020.

5.2 *__Elections__*

I*n the first year of a new Board's term the Officers shall be elected at the inaugural meeting of the Board and serve until the following January, when there will be the election of the Officers for that year. In each subsequent year of a Board's term, the election of the Officers shall take place in January.*

The Secretary of the Board shall take the chair and shall call for the Nominating Committee Report with the full slate of nominations for the Chair, Vice-Chair and members of the standing committees. The Chief Executive Officer shall introduce the nominee for each position individually and then ask if there are any nominations from the floor for the same position.

Any member of the Board has the right to make nominations from the floor. These can either be self-nominations for any position - Chair, Vice-Chair, or member of a standing committee— or the nominations of someone else.

1. Nominations shall be made with no seconder required.

2. Nominations shall be closed by a motion made and seconded.

3. Voting shall be by secret ballot.

4. The nominee receiving a clear majority of the votes cast shall be declared elected by the Chief Executive Officer.

5. Should no member receive a clear majority, balloting shall proceed with the nominee's name receiving the smallest number of votes being dropped.

6.12.1 ***Nominating Committee***

*The **Nominating Committee** will be composed of four (4) members - the Secretary of the Board plus three (3) elected Board Members. It shall be established annually during the election of Officers.*

In a municipal election year, the outgoing Chair of the Board shall appoint the Nominating Committee from among the new Board members immediately following the appointment of the new Board by City Council.

In each year, the Nominating Committee shall meet before and report to the January Meeting following its appointment.

Duties of the Nominating Committee:

1. To select the most appropriate candidate from the nominations received for each position or standing committees., . In selecting across the whole slate, the Committee will endeavour to balance

candidates with expertise and new Board Members with a view to succession planning over the term of the Board

2. To recruit candidates for those positions where no nominations have been received.

3. If any member of the Nominating Committee intends to stand for election as Chair or Vice Chair, they shall inform the Nominating Committee and withdraw from it.

4. To ensure that their report indicating the full slate of candidates is ready to be included with the January Board meeting package.

5. To ensure that the right of any member to either self-nominate or nominate someone else for any of the positions from the floor during elections in January is clearly outlined in their report.

Please complete the attached Declaration of Interest form and submit it to Paul Takala by **December 23, 2024**. Those Library Board Members not wishing to stand for any positions are still asked to complete the form with their name on it.

ATTACHMENTS:

2024-12-11_Board Declaration Form.pdf

Hamilton Public Library

Date: Decembre 11, 2024
To: Chair and Members of the Hamilton Public Library Board
From: Paul Takala, CEO & Chief Librarian
Subject: **Declaration of Interest Form – 2025 Board Officers**

- Please complete and submit this form by December 23, 2024. Email to: ptakala@hpl.ca
- The Nominations Committee works to ensure there are individuals standing for each position. It will 'endeavour to balance candidates with expertise and new Board Members with a view to succession planning over the term of the Board.'
- The process ensures all Board Members have the proposed slate as part of the Board package for the meeting where the election is happening.
- All Board Members are reminded that regardless of the proposed slate of officers, any Board Member is free to either self-nominate or nominate someone else for any of the positions from the floor during elections.

NAME OF BOARD MEMBER	
POSITION	CHECK IF INTERESTED IN THE POSITION
Chair	
Vice-Chair	
Audit Committee	
Ontario Library Service (OLS) Representative	
I do not wish to stand for a position.	

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![Hamilton Public Library logo]

DATE:	December 11, 2024
TO:	Chair and Members of the Board
FROM:	Dijia Qin, Director, Digital Technology and Creation
SUBJECT:	**Vendor of Record Request - Daly Digital - DQ**

RECOMMENDATION:

That the Hamilton Public Library Board approve Daly Digital as a Vendor of Record to provide vinyl materials and maintenance for our vinyl cutting machine .

BACKGROUND:

Daly Digital has proven to be a reliable provider . They have a history of supporting our vinyl projects, including procuring special vinyl for a Local History and Archives exhibit . With over 30 years experience in the wide format digital printing industry, we have relied upon their expertise to provide materials, maintenance and parts including vinyl and ink . Additionally, their close geographical proximity makes them ideal for servicing our vinyl cutter. As we look towards expanding our Makerspaces, Daly Digital has been a reliable vendor to support this.

ATTACHMENTS:

N/A

Hamilton
Public
Library

DATE:	December 11, 2024
TO:	Chair and Members of the Board
FROM:	Dijia Qin, Director, Digital Technology and Creation
SUBJECT:	**Access and Privacy by Design Policy Statement (1st Review) - DQ**

RECOMMENDATION:

That the Hamilton Public Library Board receive the Access and Privacy by Design Policy Statement for review.

BACKGROUND:

The Ontario Privacy Commission developed **Privacy by Design (PbD)** and **Access by Design (AbD)** as frameworks for ways to approach embedding privacy and access into the development of systems and process. The Library Board has endorsed these frameworks and added them to our Core Position statements. The position statements, along with laws, regulations, the Library's mission, values and strategic priorities guide the development of library policy and services.

ATTACHMENTS:

24-12-AccessbyDesignPrivacybyDesign.pdf

Policy Name	**Privacy by Design and Access by Design**

Policy Level: Library Board
Author: Director Digital Technology
Review Period: 4 Years
Approval Date: November 2021, December 2024 (1st Review)

POLICY PURPOSE

The Hamilton Public Library endorses the principles of Access by Design (AbD) and Privacy by Design (PbD) as developed by the Ontario Privacy Commissioner.

As library systems, programs and policies are reviewed or developed, the principles outlined in AbD and PbD will be incorporated into the planning process.

DEFINITIONS

Access: the right or opportunity to use or look at something.

Privacy: a person's right to keep personal matters and relationships secret.

Proactive: taking action by causing change and not only reacting to change when it happens.

Reactive: taking action after a request is made or after a change happens.

Security: the method, tools, and personnel used to protect computer and information systems from harm.

POLICY DETAILSs

Privacy by Design (PbD) is a methodology for proactively embedding privacy into information technology, business practices, and networked infrastructures. The Privacy by Design measures are designed to anticipate and prevent privacy invasive events before they occur.

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Access by Design (AbD) advances the view that government-held information should be made available to the public, and that any exceptions should be limited and specific.

PRIVACY BY DESIGN - SEVEN FOUNDATIONAL PRINCIPLES

The Privacy by Design framework is based on seven foundational principles:

1. **Proactive not Reactive; Preventative not Remedial**
   Anticipate, identify and prevent privacy invasive events before they occur.

2. **Privacy as the Default Setting**
   Build in the maximum degree of privacy into the default settings for any system or business practice. Doing so will keep a user's privacy intact, even if they choose to do nothing.

3. **Privacy Embedded into Design**
   Embed privacy settings into the design and architecture of information technology systems and business practices instead of implementing them after the fact as an add-on.

4. **Full Functionality — Positive-Sum, not Zero-Sum**
   Accommodate all legitimate interests and objectives in a positive-sum manner to create a balance between privacy and security because it is possible to have both.

5. **End-to-End Security — Full Lifecycle Protection**
   Embed strong security measures to the complete lifecycle of data to ensure secure management of the information from beginning to end.

6. **Visibility and Transparency — Keep it Open**
   Assure stakeholders that privacy standards are open, transparent and subject to independent verification.

7. **Respect for User Privacy — Keep it User-Centric**
   Protect the interests of users by offering strong privacy defaults, appropriate notice, and empowering user-friendly options.

ACCESS BY DESIGN - THE SEVEN FUNDAMENTAL PRINCIPLES

1. **Proactive,** not Reactive
   Many public institutions are still reactive and wait until a request for information is received before deciding to release it; this can be a slow, cumbersome process,

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easily used to deny access to information. With Access by Design, government institutions can take a proactive approach to promoting full transparency while achieving cost savings by eliminating a costly and cumbersome disclosure process.

2. Access **Embedded** into Design
When access is embedded into the design of public programs from the outset, it delivers the maximum degree of access to government-held information by making proactive disclosure the default. The benefits are twofold: the public can access information more directly, and government institutions can save significant resources by making their information available on a routine basis – by default.

3. Openness and Transparency = **Accountability**
A transparent and open government is vital for a free and democratic society. The essential purpose of access to information legislation is to support the democratic process by ensuring that citizens have the information required to hold their governments accountable, which is not possible if government activities and documents are hidden from public view. When the government proactively provides routine access to government-held information, it creates a "culture of accountability."

4. Fosters **Collaboration**
The Internet has given impetus to a new phenomenon where more and more community groups are coming together online with the power to engage government policymakers directly. Government institutions need to embrace this new culture by making data readily available to these groups as part of the social contract to serve their citizens. Further, there are new opportunities for the private sector to work collaboratively with government in utilizing public data, with many potential benefits for the economy as a whole.

5. Enhances **Efficient Government**
The demand for government services continually increases, while governments constantly face the need for cost reduction measures. By embracing Access by Design, public institutions can improve their information management practices by eliminating the inefficient process of "reactive" disclosure and yet provide more streamlined access to public information. Further, citizen groups can also utilize public data to spot inefficiencies in, and improvements for, government services – increasing efficiency by reducing demand on government resources.

6. Makes Access Truly **Accessible**
Simply releasing more data is not enough. Access by Design also requires that public information be easily found, indexed and presented in user-friendly formats. There is little value in proactively disclosing public information if it is quietly placed

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online in obscure locations, using uncommon software which cannot be widely utilized. In addition, public institutions need to ensure that their IT systems are up-to-date and can meet increased public demand by extracting information quickly, in a cost-effective manner.

7. **Increases Quality of Information**
   Information has been called the lifeblood of the 21st century economy. This is no less true when it comes to meaningful citizen participation in public life. Not only is it essential for government institutions to place public data on public databases, they must also ensure that the information is accurate, reliable and up to date. Quality control and assurance protocols are vital to ensure that public participation in the democratic process remains relevant and meaningful.

REFERENCES

Privacy by Design – Published: January 2018, Information and Privacy Commissioner of Ontario
https://www.ipc.on.ca/sites/default/files/legacy/2018/01/pbd-1.pdf

Access by Design - Published: April 2010, Information and Privacy Commissioner of Ontario
https://www.ipc.on.ca/sites/default/files/legacy/2010/05/accessbydesign_7fundamentalprinciples.pdf

APPROVAL HISTORY

June 2013, November 2021, (January 2025)

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DATE: December 11, 2024

TO: Chair and Members of the Board

FROM: Dijia Qin, Director, Digital Technology and Creation

SUBJECT: **Access to Information and Communication Technology Policy Statement (1st Review) - DQ**

RECOMMENDATION:

That the Hamilton Public Library Board receive the Access to Information and Communication Technology Policy Statement for review.

BACKGROUND:

The Canadian Federation of Library Associations (CFLA) position statement on **Access to Information and Communication Technology** (ICT) has been endorsed as a core position statement by the Hamilton Public Library Board. With the dawn of mass access to personal computers and networks like the Internet, in the 1980s and 1990s, public libraries recognized that individuals lacking access to ICT would be excluded from many of the opportunities of a modern society and economy. To address this, libraries like HPL, have spent decades expanding access to technology in our spaces. This should not be understood as an optional activity, but rather a necessary adaption of the work of a public library to our current age. Libraries also advocate for policies and programs that make ICT available to all.

ATTACHMENTS:

24-12AccesstoICT-1stReview.pdf

Access to Information and Communication Technology Statement

Policy Level: Library Board
Author: Director, Digital Technology and Creation
Review Period: 4 years
Approval Date: January 2021, (1st Review December 2024)

POSITION STATEMENT

The Hamilton Public Library Board adopts and endorses the Canadian Federation of Library Associations (CFLA/FCAB) Position Statement on Access to Information and Communication Technology (ICT).

STATEMENT DETAILS

Preamble

CFLA/FCAB views the Internet and other publicly available ICT networks as public goods essential to participation in a democratic and information-driven society. Therefore, CFLA/FCAB recognizes that access to ICT is essential to the universal access to information that Canadian libraries provide and support.

CFLA/FCAB and its members will cooperate with governments, agencies, industry, and other organizations to ensure that these fundamental rights are represented in all policies and laws governing access to and dissemination of information via ICT.

The Hamilton Public Library Board endorses **that all Canadians have the right to**:

1. Universal, Equitable, and Affordable Access to Robust ICT networks

- Access to high-speed ICT networks should be available and affordable to all regardless of age, religion, ability, gender, sexual orientation, social and political views, national origin, economic status, location, and level of information literacy.
- Special efforts should be made to ensure equity of access in rural and remote areas and access to inclusive technologies for people with disabilities.
- A public policy framework should support the development of ICT infrastructure that meets high speed, reliability and universality standards.

2. Access to Information Literacy

- Everyone should have the opportunity to acquire the necessary skills to find and use information using ICT.

3. Open Access to Information

- Open access to information should be encouraged at all levels of government and in all publicly funded institutions. This information should be free of charge with as little restriction on re-use and modification as possible.
- Government and public institutions should be responsible for archiving information to preserve collective memory.

4. Freedom of Expression

- Individuals have the right to create, share, exchange, access and receive the widest range of ideas, information and images.

- Public policy should encourage neutral traffic flow on ICT networks, neither privileging nor restricting information based on content or type. Libraries and other knowledge organizations should also encourage the development and use of neutral search and retrieval mechanisms.

5. Privacy

- Privacy of personal information on ICT networks should be carefully protected by legislation.

- In all situations, a written statement should outline the purpose for which personal data is collected. The collection of personal information should be limited to what is necessary for the purposes identified by the organization. Consent should be required for the collection of personal information and the subsequent use or disclosure of this information.
- This data should not be traded or sold without the express written permission of the individual affected. Information about privacy policies and mechanisms should be easily accessible and all changes to these should be made on an "opt-in" basis.

- Individuals should have the right to examine their personal information collected by government, public bodies and corporations and to have mistakes corrected, both without charge.

Source: http://cfla-fcab.ca/en/programs/guidelines-and-position-papers/access-to-information-and-communication-technology-ict/ Adopted August 26, 2016

APPROVAL HISTORY

Last Approved on May 2017, January 2021, (January 2025)