

2011 Operating Budget Approved

The Board approved a balanced budget for 2011. Under the *BC Library Act*, public libraries are required to adopt a budget for the following year prior to December 31st.

The operating portion of the budget is \$17,240,827 — up from \$16,476,129 in 2010.

The budget includes provincial government funding of \$1,179,056 (down 6.12% from last year's \$1,237,509). The provincial per capita grant has been frozen at 2008 levels.

Municipal and rural levies contribute \$15,521,540 to the budget — and includes a 3.53% general levy increase. The *Consolidated Facility Master Plan* showed that a 1.25% annual increase is required for future new or expanded facilities, and 1% annually is required for maintenance, fixtures, furniture and equipment to begin dealing with the more than \$2.4 million in deferred maintenance issues identified in that plan. It will take approximately 10 years to correct the issues identified in the *Consolidated Facility Master Plan*. In 2010, member levies contributed \$14,674,009 to VIRL's operating budget.

The remainder of budgeted revenue comes from overdue and other fees, investment income, and internal reserves.

New expenditures in 2011 include a Customer Services Librarian position for the Qualicum Beach branch, expanded service for Books by Mail customers, increased bandwidth for wireless service and computer hardware replacement, repairs and maintenance, furniture and equipment, increases in the employer portion of pension contributions, and a 2% increase in the materials budget.

New Policies Approved

As part of the systematic review of all Board policies, Trustees approved two revised policies:

1. **Donations** – replacing policy 10 Fundraising (10.1 through 10.13).
2. **Discrimination & Harassment** – replacing policy 4.2. and 9.2 Harassment and Discrimination.

The two revised policies are attached.

Two Trustees Recognized for Service

Two Trustees were recognized for eight years of service: Dario Corlazzoli, of Ucluelet, and Stan McLennan, of Port Hardy.

Report on Daily Visits

The Board was presented with a report of daily visits of the public to urban branches. In early 2010, VIRL installed electronic counters in its 13 urban branches to track daily visits and to gain a more complete picture of how much library branches are being used by the public. Results show that urban libraries are much busier than previously realized, and the top five branches recorded average daily visits as follows:

Courtenay: 977

Nanaimo Harbourfront: 946

Cowichan: 859

Campbell River: 746

Nanaimo Wellington: 663

By comparison, the arena at the Cowichan Island Savings Centre seats 1,400 people ('standing seats' not included in this count). The Nanaimo Ice Centre (2 ice sheets) has seating for 630 people, the Beban Park Ice Rink seats about 1,500. The Vancouver Island Conference Centre can accommodate meetings, conferences and events for up to 1,000 people.

2011 Board Meeting Dates

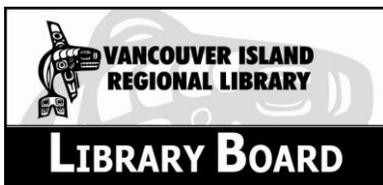
February 5 - Annual General Meeting

April 2

June 11

September 24

November 26



Board Policy

Policy Number:	4.2
Title:	Discrimination and Harassment
Issued:	October 2007
Revised:	November 2010

The Vancouver Island Regional Library, in its efforts to provide a positive, comfortable and professional environment, will not tolerate any form of harassment or abuse directed by, or at, any library employee, by another employee, Board member, or member of the public. The Board believes in a positive environment for customers and employees, and is committed to preventing acts of abuse, harassment or discrimination.

The British Columbia Human Rights Code protects individuals from discrimination or harassment because of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age, or because the person has been convicted of a criminal or summary conviction offense that is unrelated to the employment or intended employment. The Code protects people against acts of discrimination and harassment which occur at or away from the workplace, during or outside normal working hours, provided such acts are committed within the course of employment.

Harassment includes:

- Unwelcome sexual advances or requests;
- Unwelcome touching or physical contact;
- Staring at or making unwelcome comments about someone's physical appearance.

Reporting

If anyone believes that he or she has been subjected to discrimination or harassment in the workplace, or in connection with work related activities outside the workplace, that person should report the details of the incident in writing to their supervisor or the Executive Director, depending upon whomever they feel most comfortable.

All complaints will be handled in a confidential and timely manner. Investigation of a complaint will normally include conferring with the parties involved, and any named or apparent witnesses. All persons involved shall be protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or assisting in an investigation.

Investigation Process

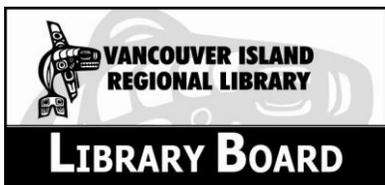
This policy is designed to ensure that complaints of discrimination and harassment are dealt with quickly and will comply with current collective agreement language.

1. A written statement with a specific and clear description of the words or actions, and signed by the complainant, will initiate the process.
2. Investigation team members may include, but not be restricted to, the Executive Director, immediate supervisor, Director of Human Resources, a union representative, and others as deemed appropriate.
3. Interviews will be conducted with the complainant and the alleged offender, and any other employees who may be able to provide additional information.
4. If the investigation reveals evidence to support the complaint of harassment, abuse, or discrimination, appropriate disciplinary action will be taken.
5. If the investigation reveals no evidence to support the complaint no documentation shall be placed in the accused employee's personnel file.
6. The Employee Assistance Program shall be made available to the complainant or accused, where appropriate.

Violation

If the investigation reveals that the complaint is valid, prompt attention and disciplinary action designed to stop the harassment immediately, and to prevent its reoccurrence, will be taken.

Violation of this policy is a form of misconduct, and is grounds for disciplinary action appropriate to the level of proven misconduct, up to and including termination of employment.



Board Policy

Policy Number:	10.0
Title:	Donations
Issued:	November 2010
Revised:	

The Vancouver Island Regional Library Board recognizes that donations can improve the library by:

- Supporting the mission and vision of the Vancouver Island Regional Library
- Providing additional financial support or materials.

This Policy defines the conditions for the acceptance of donations. Gifts of books, materials, or money for the purchase of books, materials, equipment or facility enhancements are welcomed by the library.

Conditions for Accepting Donations

All gifts become the property of the Vancouver Island Regional Library.

Donors may make financial contributions to specific types of materials or collections; however the library cannot guarantee to purchase specific items.

Donated materials which are not needed for the collection may be sold for the benefit of the Library.

For undesignated donations, funds will be attributed to the local branch of the donor, or if no branch is specified will be attributed to the VIRL general fundraising account.

All gifts for which the donor does not request anonymity will be acknowledged by a letter from the Executive Director and also in the annual report.

Specific Conditions for Handling Donations

Current Canada Revenue Agency policy and guidelines will be referred to for the valuation of any donation for tax receipt purposes.

Recognition is given for all donations that are not anonymous. Donor recognition is based on the amount of the donation.

VIRL reserves the right to refuse any donation which is deemed to be not in the best interests of the library.

VIRL will issue an income tax receipt for amounts above \$10.00 or, for materials or objects, only if the donor provides a valuation by a recognized expert.

Donor Protection and Confidentiality

VIRL considers and protect the donor's rights and interests. VIRL will practice full disclosure, guard against undue influence and maintain its fiduciary responsibility in all dealings with donors.

Donor and donor gift information is confidential and can only be released with the express written permission of the donor or the donor's legal representative.

Planned Gifts

Acceptable planned gifts may include:

- Bequests
- Life insurance
- Property
- Cash
- Securities
- Annuities
- Memorial gifts.

VIRL may accept planned gifts which support the mission, vision and strategic objectives of the library.

VIRL reserves the right to refuse any planned gift which is deemed to be not in the best interests of the library.

Where no direction is given in a Will, VIRL will determine the appropriate use of the funds or assets received.