



# from the Board Table

## Call for Nominations

Each January at the Annual General Meeting (AGM), the Board of Trustees elects their Chair, Vice-Chair, and Executive Committee membership. As per Vancouver Island Regional Library (VIRL) Bylaw, the guidelines for nominations are as follows (Bylaw 7 - Nominating Committee):

**Appointments:** A nominating committee is appointed by the Chair for the purpose of providing a slate of nominees for presentation at the AGM for the election of officers and the Executive Committee.

**Membership:** Members will consist of the Chair, Vice-Chair and one member-at-large, to be named by the Chair.

**Timing:** The committee will meet by year's end, prior to the AGM. All Trustees wishing to stand for office should be prepared to provide a brief biography for inclusion in the report. In addition to the report of the committee, nominations from the floor of the AGM are encouraged.

The Executive Committee consists of 11 members: Chair, Vice-Chair, Past Chair, and eight members-at-large. In the case where there is no Past Chair, a ninth member will be elected.

## 2018 Schedule

Saturday, January 20	Annual General Meeting
Friday, February 16	Executive Committee – Regular Meeting
Saturday, March 17	Board of Trustees – Regular Meeting
Friday, April 27	Executive Committee – Regular Meeting
Saturday, May 26	Board of Trustees – Regular Meeting
Friday, July 6	Executive Committee – Budget Meeting
Friday, August 17	Executive Committee – Budget & Regular Meeting
Saturday, September 22	Board of Trustees – Budget & Regular Meeting



*Nanaimo Wellington Branch - Official Opening*



# Program Recap

## Summer Reading Club

Kids, teens, and adults “Walked on the Wild Side” in droves during Summer Reading Club (SRC) 2017. The children’s program saw its highest turnout in nine years with an impressive 6,262 participants (a 15.2% increase over last year). System-wide, 499 programs had a total attendance of 21,938 children. During SRC, VIRL conducted an impact survey which yielded positive results:

- 91% of parents felt their child maintained or increased reading skills
- 77% felt their child had become a more confident reader
- 81% reported that their child reads more as a result of SRC
- 83% said their child now uses the library more often

The teen program invited teens to download a booklet of tasks that combines reading, creativity, fun, and curiosity to encourage teens to be crafty, wacky, and try new things. 2017 saw a 5% increase in registrants and a 33% increase in task completion.

For the adults, a number of book-related challenges were created in connection with Canada 150. The Adult SRC had more than 1,000 registrants.

**21,938**  
**CHILDREN**

**6,262**  
**REGISTRANTS**

**15.2%**  
**INCREASE**

# Business Arising

## Workplace Violence

The Board received a staff report in response to two separate workplace violence incidents in September at the Nanaimo Harbourfront branch. The report indicated that a Workplace Violence Prevention Consultant was hired who completed a facility risk assessment, participated in an all-staff briefing session and provided recommendations on how VIRL could deal with the abatement of the safety hazards identified.

## Privacy Policy

To clarify the wording around how VIRL collects and discloses personal information, the Board adopted revisions to some definitions and language in the Privacy Policy.

## Internet Access Policy

As part of regular business practice at VIRL, the Board received and adopted revisions to the Internet Access Policy. The revisions address the terms under which internet access is offered, and the responsibilities and acceptable use parameters for customers who use the service.

## Anonymous Communications

The Board received and adopted an Anonymous Communications Policy which stipulates that such communications will not be investigated, unless deemed necessary by the Executive Director and Board Chair.





Nanaimo Wellington - Open House

# Facilities Update

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See what a  
VIRL library  
can do for your  
community  
[here!](#)

**Chemainus:** VIRL is reviewing preliminary plans prepared by the architect and will work with the architect to finalize the design. A second public consultation will then be held to introduce the design to the community.

**Sooke:** Construction is anticipated to start in mid-2018, with the branch opening approximately a year later.

**Campbell River:** On November 7, VIRL staff had a productive discussion at the Campbell River Committee of the Whole meeting about a potential new branch. The meeting included a [video presentation](#) made by VIRL.

**Ladysmith:** Ladysmith is looking to initiate a mixed-use project on property owned by the town, which could include space for a new library. Discussions with Ladysmith staff indicate that the next update will be in 2018.

**Masset:** Discussion continues on land for a new prefabricated branch. Currently, VIRL is awaiting preliminary information from our architect, which will be used to move forward with planning.

**Sandspit:** VIRL is working with School District 50 to finalize a lease for land on which to house a new prefabricated branch.

**Queen Charlotte:** VIRL had discussions with School District 50 and local officials regarding potential sites for a new library. Information to date indicates that we will reengage discussions with Queen Charlotte in 2018.

# Facilities Update cont.



Teen Area - Nanaimo North

**Parksville:** Preliminary designs have been provided by the architect for this refurbishment project. VIRL is reviewing the plans and will provide further direction.

**Port Alberni:** Preliminary designs have been provided by the architect for this refurbishment project. VIRL is reviewing the plans and will provide further direction.

**Sayward:** VIRL is moving forward with plans to build a new prefabricated branch in Sayward at the corner of H'Ksuam Way and MacMillan Drive. A public consultation has been set for Monday, December 4 in Sayward. More information is available at [virl.bc.ca/sayward-story](http://virl.bc.ca/sayward-story).

**Sidney:** The building envelope assessment has been prepared. Based on the assessment, VIRL's architect is preparing an updated project plan and branch layout. VIRL anticipates receiving preliminary designs in the near future, with the renovation to begin in early 2018.

**North Saanich:** North Saanich is working with a surveyor to prepare a subdivision plan, which will determine the final site for the new branch. Preliminary site preparation and design work can commence after the plan is completed. Discussions with North Saanich staff indicate they will be ready to proceed with next steps by the end of 2017 at the earliest.

**Tofino:** There are no updates since the meeting on July 27 with representatives from Tofino, the Clayoquot Biosphere Trust, and Tofino Housing Corporation to discuss a potential mixed-use building on one of the proposed sites.

**Tahsis:** VIRL is waiting for information from Tahsis and the School District related to a potential site for a prefabricated construction building.



Nanaimo North - Checkout Desk

# Finance Report



*Virtual Reality at the VIRL Mobile Library*

## Balance Sheet

The balance sheet of \$32.8 million shows a healthy balance of cash and investments of \$6.9 million at the end of September.

## Revenue & Expenditures

The operating deficit as at the end of September is \$661,933. The deficit at this point in the year is expected as both the 3rd quarter reserve transfers and the final 2017 debt repayments are recorded in September. The deficit also reflects annual expenditures which are recognized at the beginning of the year.

## Reserves Report

The Board of Trustees is provided with updated reserves information at each meeting. At the end of September, the reserves totaled \$5.5 million. Appropriations to reserves are recorded on a quarterly basis, so 75% have been recognized at the end of September. Included in the results to date is \$1.5 million in reserve funded expenditures, of which \$1.4 million has been recognized in revenue. Transfers from reserves are recorded when projects have been substantially completed.

“The current position is sustainable and VIRL’s operations are in line with expectations to date.”



## Program Recap

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### Read Down Your Fines

This initiative offers SRC participants the opportunity to reduce their fines based on how much they read during SRC. This year, 674 customers had fines waived from their cards that averaged \$7.08 per card. Of these, 86 were customers that were blocked from borrowing at the beginning of the summer reading program, who regained their borrowing privileges as a result of Read Down Your Fines. Some parents noted that they were not able to participate because they borrow all materials, including for their kids, on their adult card, and suggested that we expand the program to include children's materials signed out on adult cards.