



from the Board Table

VIRL Board tells our story with 2020 Budget

The Vancouver Island Regional Library (VIRL) Board of Trustees is telling our story with its adopted 2020 – 2024 Financial Plan.

At the September 21 meeting, the Board adopted a balanced budget of \$38,142,775 for 2020. Municipal and rural levies will contribute \$24,050,684 to the library budget, an average increase of 3.94% and a per capita decrease of \$0.68 over 2019.

Priorities for next year's Budget include:

- Developing and promoting programming that draws library customers in, regardless of age or other factors.
- Promoting our catalogue, resources and services.
- Telling our story through public information and promotional materials.
- Focusing on our facilities.
- Continuing investment in technology in an increasingly electronic world.
- Investing in staff through professional development and other opportunities, recognizing that staff deliver our story directly to customers.

The following Business Cases were approved as part of the 2020 Budget:

- Strategic Planning 2021 – 2025
- Review and Optimization of VIRL's Distribution System
- Safety Management System

By adopting this budget, the Board supports VIRL's ongoing transition to a library of the 21st century and to our evolving role in today's rapidly shifting world.



Exploring the children's literacy station at the Nanaimo Harbourfront branch.

2020 Business Cases

Strategic Planning 2021 – 2025: Strategic planning charts VIRL's course for the next five years, focusing the Library's efforts and creating a strong foundation for future achievements. The Strategic Plan is a foundational tool for Vancouver Island Regional Library, and guides the work of staff in all 39 physical branches as well as the continued development of our e-Library.

Review and Optimization of VIRL's Distribution System: This Business Case aims to achieve refinements to VIRL's distribution system through the review of a supply chain management specialist. The anticipated outcomes of this review include:

- A decrease in the number of days it takes an item to travel from its point of origin to where it is needed.
- An increase in customer access to information, since reducing the travel time will allow each item to be circulated a greater number of times in a year.
- A reduction in shipping and handling costs.

Safety Management System: A Safety Management System (SMS) is a modern business tool used by organizations to ensure compliance to applicable legislation. Once implemented, VIRL's SMS will bring us in-line modern safety management practices.



Finance Report



Balance Sheet: The balance sheet of \$33.9 million shows a healthy balance of cash and investments of \$6.2 million at the end of July and a year to date operating surplus of \$338,310.

Revenue and Expenditures: The net operating surplus as at the end of July reflects that revenues were in line with expectations and expenditures were within budget.

Reserves: The Board of Trustees is provided with updated reserves information at each meeting. At the end of July the reserves stood at a balance of \$6.5 million. Appropriations to reserves are recorded on a monthly basis and at the end of July represented 58% of the budgeted contributions to reserves for the year.

Year to date withdrawals consist of amounts for projects at various facilities, as well as purchases of furniture and equipment, IT software and hardware, and improvements to the Integrated Library System.

In summary: VIRL's current position is sustainable and VIRL's operations are in line with expectations for this point in the year.



Facilities Updates



Public computing: One of VIRL's most popular in-branch services.

Campbell River

VIRL staff met with City of Campbell River staff on August 23 to discuss a new branch. Project planning is underway.

Chemainus

Construction began during the week of March 4 and is slated to be complete in late 2019.

Courtenay

VIRL has initiated planning this project.

Ladysmith

Ladysmith is looking to initiate a mixed-use project on property owned by the Town, which could include space for a new branch. No recent discussions have taken place.

Masset

Based on the success of the Sayward tender, VIRL will move forward with developing plans for the Masset branch. VIRL's consultants are preparing the documents for tender.

North Saanich

The proposed site at the Panorama Centre is part of the Agricultural Land Reserve. VIRL awaits further direction from North Saanich.

Port Alberni

Planning is underway and VIRL is looking to engage consultants to advance planning in the near future.

Queen Charlotte

VIRL had discussions with School District 50 and local officials regarding potential sites for a new library. No additional information to report.



The Creativty Commons boasts an Espresso Book Machine, virtual reality, and more!

Facilities Updates (cont.)

Sandspit

VIRL is working with School District 50 to finalize a lease for land to house a new prototype branch. Survey, geotechnical and environmental work are complete. Discussions are on hold while the parties work to resolve an issue surrounding use of the space.

Sayward

Construction is well underway with the new branch slated to open in the fall of 2019.

Sooke

VIRL awaits approval of the Development Permit and further direction from Council.

Tahsis

VIRL continues discussion around potential sites or other options for service delivery.

Tofino

VIRL has attended various meetings related to the concept of a shared building with the Clayoquot Biosphere Trust, which would be built on a site currently owned by Tofino. Discussions are in the early stages for this potential project.

Woss

The Village of Woss has identified the site for the new branch. VIRL staff have commenced with the necessary planning work in preparation of a prototype branch, including work to produce a bid package.