



from the Board Table

Recovery Plan

This report informed the Board about the current state of branch operations as per VIRL's Recovery Plan. At the time of the meeting, all but four branches were open for Phase 3, meaning they are allowing customers inside the branch for browsing and more. The Board also learned about the ongoing expansion into Virtual Services and the five pillars these services are built around:

1. Online Information Services
2. Digital Video Creation
3. Digital Literacy
4. eSports
5. Online Clubs

2021 Board Schedule

January 30, 2021	Annual General Meeting
February 26, 2021	Executive Committee
March 27, 2021	Board of Trustees
April 30, 2021	Executive Committee
May 29, 2021	Board of Trustees
June 25, 2021	Executive Committee (Budget Meeting)
August 27, 2021	Executive Committee (Budget & Regular Meeting)
September 25, 2021	Board of Trustees (Budget & Regular Meeting)
October 29, 2021	Executive Committee
November 27, 2021	Board of Trustees





Board Procedural By-law

From time to time, amendments to the Board By-law are required as a result of previously unplanned events, such as the COVID-19 pandemic. In this case, the Board gave three readings of an amendment to the By-law that would allow the Executive Director to request a Special Executive Committee meeting to inform of the impacts of a temporary closure exceeding 30 days or an event that would result in more than 50% of the workforce being laid off.

Consideration to adopt the By-law ammendment will be on the January 30 Annual General Meeting agenda.

TAKEOUT IS HERE!



Q2 Performance Update

The Q2 report indicated why VIRL's recently adopted Scorecard performance measurement would not provide the correct context, given the impacts of COVID-19. In lieu of the Scorecard, the report revealed:

- 61% increase in the use of VIRL's eLibrary during May, June, and July
- Over 13,500 physical items were borrowed in June as VIRL's Takeout Service rolled out — anticipated growth in Q3 with Takeout available in all branches
- The shift to virtual programming caused a large spike in average attendance, from 15 people in Q1 to 196 in Q2
- VIRL's online book club for Michael Christie's *Greenwood* had more than 400 registrants

This report also highlighted VIRL's Indigenous Voices programming winning the 2020 ALA Presidential Citation Award for Innovative Library Projects, the \$3 million one-time funding from the Ministry of Education (VIRL received \$43,000 which we used to purchase the online crafting database, Creative Bug).

Q3 Performance Update

The Q3 report saw continued growth over Q2. Highlights included:

- With all branches open for Takeout, there were more than 259,000 physical items borrowed in July, August, and September
- While physical borrowing was down over last year at this time, we expect to see continued growth in Q4 with most branches in Phase 3, which includes browsable collections
- 53 Virtual programs were offered with an average of 30 participants each
- The most popular event between July and September was the Live Author Interview with popular Young Adult authors Gilly Segal and Kimberly Jones, with 518 attendees
- The Summer Reading Club (SRC) was held entirely online this summer and saw 955 registrations. In 2019, the Summer Reading Club had 950 registrations
- There were a number of popular YouTube events with live guests in July and August. Each week a special guest participated in an interview, workshop, or performance. Over the span of 8 weeks, these virtual shows reached over 4,000 viewers. These included a high-energy SRC kick-off event with the Kerplunks; a Q&A with astronomer Rachel Wang; howling along with Gary Allan's wolves and much more!
- 400 children joined the SRC Facebook Group with participation spanning the entire VIRC service area



Sooke Site Servicing Report

To provide hydro service for the new Sooke library, a new line needs to be run underground along Wadams Way to the branch property line. This report provided the Board with the path forward to fund this needed infrastructure and identified a plan where savings can be achieved to offset the additional costs.



Facilities Update

Prototype Libraries

Woss: Construction is nearing completion and we anticipate the branch opening to the public before year's end.

Masset: Our consultants are working on the design, floorplan, and other planning and tender documents.

Sandspit: The project is on hold until an issue regarding the intended use of the space can be resolved.

Tahsis: Potential branch sites are currently under assessment.

Tofino: Potential sites are under review by Tofino Council.

Facilities Update

Urban Libraries



Campbell River: Demolition of the existing branch to build the two-storey, 20,000 sq. ft. new library is set to begin in 2021. More information is available at [this link](#).

Courtenay: VIRL is preparing to move forward with project planning.

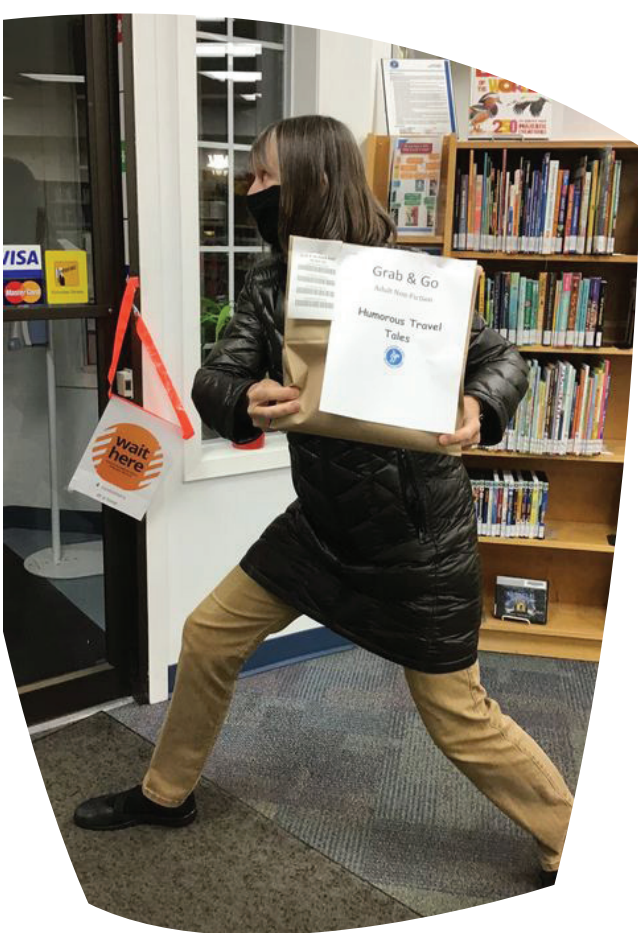
Port Alberni: Preliminary floor plans have been developed and are being refined in light of identified structural requirements.

North Saanich: North Saanich previously identified a potential site at the Panorama Recreation Centre for a new branch. This site is part of the Agricultural Land Reserve (ALR). North Saanich continues to seek approval from the Agricultural Land Commission, who oversee the ALR.

Sooke/Juan de Fuca: Construction began the week of October 19. Site preparation and clearing are now underway on this exciting new project. The lease at the current location has been extended to avoid disruptions to library service.

The 2020 Capital Plan also includes funding allocated for Gold River, Port Alice, and South Cowichan. This funding is identified for furniture replacement, new equipment, upgrades to work areas, or other required interior improvements. Staff are developing plans for how best to use these funds at each location.

Finance Report



Balance Sheet

The balance sheet of \$37.8 million shows a healthy balance of cash and investments of \$6.2 million at the end of September and a year to date operating deficit of \$0.1 million.

Revenue & Expenditures

The small operating deficit as at the end of September reflects that revenues were in line with expectations and expenditures were within budget.

Reserves Report

The Board of Trustees is provided with updated reserves information at each meeting. At the end of September, the reserves stood at a balance of \$6.7 million. Appropriations to reserves are recorded on a monthly basis and at the end of September represented 75% of the budgeted contributions to reserves for the year.

Year to date withdrawals consist of amounts for capital projects at various facilities, as well as purchases of furniture and equipment, and IT software and hardware.

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



2021 Nominating Committee

Each January at the Annual General Meeting, the Chair, Vice Chair, and Executive Committee are elected by the Board of Trustees. The COVID-19 pandemic has called for a temporary modification to the nomination process, including an electronic voting process, the removal of nominations from the floor, and a deadline for all nominations to be submitted to the Nominating Committee by January 8, 2021.

