AGENDA
GREATER VICTORIA PUBLIC LIBRARY BOARD MEETING
Central Library, 735 Broughton Street, Community Meeting Room
Tuesday, November 22, 2016 at 12:00 p.m.

1. APPROVAL OF AGENDA
   Motion to Approve

2. CHAIR’S REMARKS
   For Information

3. APPROVAL OF MINUTES
   3.1 Minutes of the Board Meeting of October 25, 2016 –Attachment #3.1
   Motion to Approve

4. BUSINESS ARISING FROM PREVIOUS MEETING
   4.1 Library Operating Agreement 2017-2021 Attachment #4.1
   Motion to Approve
   4.2 Board Governance Policies New Framework and Schedule Attachment #4.2
   Motion to Approve

5. CEO REPORT TO THE BOARD – Attachment #5
   For Information

6. COMMITTEE REPORTS
   Planning and Policy Committee Meeting November 8, 2016 Report
   For Information

7. Financial Statement
   7.1 Statement of Financial Activity ending October 31, 2016 Attachment #7.1
   Motion to Approve

8. NEW BUSINESS
   2017 Board Meeting dates Attachment 8.1
   Motion to Approve

9. REPORTS / PRESENTATIONS (COMMUNITY & STAFF)
   9.1 BCLTA Update
   For Information
   9.2 Friends of the Library Update
   For Information
   9.3 IslandLink Federation Update
   For Information
   9.4 Family Day Pop-up Library
   For Information

10. BOARD CORRESPONDENCE
    Letter City of Langford: GVPL Library Operating Agreement (LOA) Renewal
    Addendum Attachment #10.1
    Motion to Receive
    Letter City of Langford: GVPL 2017 Budget and 5 Year (2017 — 2021) Financial Plan
    Provisional Attachment #10.2
    Motion to Receive
    Email Select Standing Committee on Finance and Government Services Report Release
    Attachment #10.3
    Motion to Receive

11. IN CAMERA BUSINESS
    Motion to Approve

12. NEXT MEETING
    December 13, 2016 at 12:00 p.m.
    For Information

13. ADJOURNMENT
    Motion to Adjourn

Mission Statement
We build community and support literacy and lifelong learning by providing free access to information, space, tools and expertise
A meeting of the Greater Victoria Public Library Board was held on the above date at the above location. The following individuals were in attendance:

**Board Members:**
- Trustee K. Murdoch (Chair)
- Trustee R. Martin
- Trustee D. Alexander
- Trustee D. Begoray
- Trustee M. Boyd
- Trustee R. Burris
- Trustee D. Curtis
- Trustee G. Goudy
- Trustee Z. King
- Trustee P. Madoff
- Trustee M. Milne
- Trustee D. Murdock
- Trustee K. Potts
- Trustee K. Roessingh
- Trustee K. Santini
- Trustee L. Seaton

**Staff:**
- Ms. M. Sawa, CEO/Secretary
- Ms. L. Jordon, Deputy CEO, Director of Strategic Development
- Ms. D.J. Phillips, Director of Finance and Facilities/ Treasurer
- Ms. D. Main, Director of Human Resources
- Mr. D. Phillips, Director of Technology and Risk Management
- Ms. J. Windecker, Director of Public Services
- Ms. D. Wood, Director of Communications and Development
- Ms. K. Marshall, Recording Secretary

**Regrets:**
- Trustee B. Burton-Krahn
- Trustee G. Bunyan
- Trustee J. Rogers

**CALL TO ORDER & WELCOME**

Trustee Murdoch called the meeting to order at 12:01 p.m.

1. **APPROVAL OF AGENDA**

Moved by Trustee Roessingh Seconded by Trustee Begoray

THAT the October 25, 2016 agenda be approved

MOTION CARRIED
2. **CHAIR’S REMARKS**

The Victoria Foundation’s 2016 Vital Signs Report to the Community has been released and GVPL was mentioned positively.

The Vancouver Public Library (VPL) will be starting an Emerging Local Authors Collection like GVPL’s.

Trustee Murdoch attended the City of Victoria Butler Book Prize event. Trustee Murdoch expressed his appreciation for the GVPL staff who assisted with the event. It was a wonderful gala that recognized local authors.

3. **APPROVAL OF MINUTES**

Moved by Trustee King, Seconded by Trustee Santini

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<th>THAT the minutes of the September 20, 2016 Regular Board Meeting be approved.</th>
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4. **BUSINESS ARISING FROM PREVIOUS MEETING**

None

5. **CEO REPORT TO THE BOARD**

Ms. Sawa CEO reminded Trustees who are interested in the November 14th University Librarian’s Lecture, An Evening with David Mao to request tickets.

Trustee Murdock arrived at 12:05 p.m.

Items highlighted included:

- The Victoria Read Society and Literacy Victoria have merged to form one organization.

- The Victoria Foundation’s Mosaic 150 art installation will soon be unveiled. Details will be forthcoming.

- GVPL staff are moving forward on improvements to the use of public space at the Central Library which will improve customer service.

- The Greater Victoria Community Literacy Initiative Strategy, a culmination of work done by various community organizations, is moving forward. Former GVPL Board trustee, Mr. Irwin Henderson is the Systems Facilitator for the working committee

6. **COMMITTEE REPORTS**

6.1 **Finance Committee Minutes**

Moved by Trustee Milne, Seconded by Trustee Murdock

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Trustee Potts arrived at 12:10 p.m.

6.2 Finance Committee Meeting Update

Trustee Milne thanked Ms. Phillips, Director of Finance for her work on the 2017 Budget and 5-Year Financial Plan.

Trustee Goudy arrived at 12:10 p.m.

Trustee Milne noted that a new format has been used for the 2017 Budget and 5-Year Financial Plan which better aligns with the format municipalities use. This will make it easier for councils to review and understand the budget.

Trustee King asked for clarification on the population figure for Central Saanich.

6.2a) 2017 Provisional Budget and 2017 – 2020 Five-Year Financial Plan

Moved by Trustee Milne, Seconded by Trustee Begoray

THAT the 2017 Provisional Budget and 2017 – 2020 Five-Year Financial Plan be approved. 

MOTION CARRIED

6.3 Planning and Policy Minutes

Moved by Trustee Seaton, Seconded by Trustee Roessingh

THAT the minutes of the June 21, 2016 Planning and Policy Committee Meeting be received. 

MOTION CARRIED

6.4 Planning and Policy Meeting Update

Trustee Madoff thanked Trustee Burton-Krahn for chairing the Planning and Policy Committee meetings in her absence. Trustee Madoff thanked the working groups for their work.

6.4a) Policy 3.5 Investments

Moved by Trustee Madoff, Seconded by Trustee Roessingh

THAT Policy 3.5 Investments be approved. 

MOTION CARRIED

6.4b) Committee Terms of Reference

The Planning and Policy Committee Terms of Reference have been revised and updated.

Moved by Trustee Madoff, Seconded by Trustee Roessingh

THAT the Committee Terms of Reference be approved. 

MOTION CARRIED
6.4c) Policy Framework

Trustee Potts explained the policy framework and its use in categorizing policies.

Moved by Trustee Madoff, Seconded by Trustee Roessingh

THAT the Policy Framework be approved.  
MOTION CARRIED

6.4d) Policy Templates

Trustee Potts presented the policy template. The Board policy template will allow for standardization. The Committee Terms of Reference template provides a standard format for all Committees.

Moved by Trustee Madoff, Seconded by Trustee Roessingh

THAT the Policy Templates be approved.  
MOTION CARRIED

6.4e) Trustee Position Description

Trustee Madoff explained that the Trustee Position Description was created to reflect the work of a trustee and gives councils information to use in new trustee selection.

Moved by Trustee Madoff, Seconded by Trustee Roessingh

THAT the Trustee Position Description be approved.  
MOTION CARRIED

6.4f) Trustee Orientation Process

Trustee Burris introduced the GVPL Board Trustee Orientation Process that has been created by the Board Orientation Working Group. It is a formalized, orientation process that has been designed to be welcoming, thorough and robust.

Trustee Curtis explained the new orientation process will include a Board Buddy system to enable new trustees to be connected, capable and contribute. Trustee Curtis called for volunteers and all Board Trustees indicated their willingness to be a Board Buddy.

A TOP (Trustee Orientation Program) training session will be available in January to all new Board Trustees or Trustees who have not previously had the training. There will also be a GVPL Board Welcome Event scheduled to engage new Trustees with current and outgoing members of the Board. Details to come.

Moved by Trustee Madoff, Seconded by Trustee Roessingh

THAT the Trustee Orientation Process be approved.  
MOTION CARRIED
7. Financial Statement
   7.1 Statement of Financial Activity ending September 30, 2016

Moved by Trustee Milne, Seconded by Trustee Santini

THAT the Statement of Financial Activity ending September 30, 2016 be approved. MOTION CARRIED

Trustee Milne, Finance Committee Chair, noted her appreciation to GVPL staff, Ms. Phillips and Ms. Sawa for their work. Trustee Milne encouraged Trustees to consider sitting on the Finance Committee for the upcoming year. She expressed her appreciation to her fellow trustees on the Finance Committee for their work and support.

8. NEW BUSINESS
   None

9. REPORTS / PRESENTATIONS (COMMUNITY & STAFF)
   9.1 BCLTA Update

Trustee Burris provided an update on BCLTA. BCLTA is shifting focus from advocacy to influence and is working closely with partners to create a strategy which reflects this change.

Trustee Curtis is a member of the Spring Conference Planning Committee. Trustee Burris requested that ideas for the conference be sent to Trustee Curtis.

   9.2 Friends of the Library Update

The Friends of the Library book sale takes place on Saturday, November 26 and Sunday, November 27 at Pearkes Recreation Centre. Trustee Goudy asked fellow trustees to post information about the book sale on their council website.

   9.3 IslandLink Federation Update

Trustee King reported that the recruitment of a new manager is in progress.

10. BOARD CORRESPONDENCE
    10.1 Letter from K. Murdoch Board Chair to the Provincial Select Standing Committee

Moved by Trustee Santini, Seconded by Trustee Burris

THAT the Letter from K. Murdoch Board Chair to the Provincial Select Standing Committee be received. MOTION CARRIED

11. IN CAMERA BUSINESS

Moved by Trustee Milne, Seconded by Trustee Begoray

THAT the Board move In-Camera. MOTION CARRIED
12. RISE AND REPORT FROM IN-CAMERA

Moved by Trustee Boyd, Seconded by Trustee Alexander

THAT the Board Rise and Report on the 747 Fort Street lease.  

MOTION CARRIED

The 747 Fort Street lease will not be renewed and 17 staff will be relocated to the Central Branch.

13. NEXT MEETING

November 22, 2016 at 12:00 p.m.

14. ADJOURNMENT

Moved by Trustee Curtis, Seconded by Trustee Alexander

THAT the October 25, 2016 Board Meeting adjourn.  

MOTION CARRIED

Meeting adjourned at 1:24 p.m.

__________________________  ____________________________
Board Chair  Board Secretary
On behalf of the LOA working committee, I am pleased to present the latest renewal agreement which will be presented for Board approval at the November 22nd Board meeting.

In addition to a clean copy of the final version, a working copy showing all changes to the agreement is also attached. This copy reflects further minor revisions to the document that resulted from the consultation and review that has taken place since the earlier version was distributed to Board trustees in October. These further revisions have been highlighted in yellow. The first page provides a summary of all substantive changes, including the most recent revisions, for your convenience.

Upon Board approval, the agreement will be forwarded to Councils for approval immediately following the November 22nd Board meeting.

While it is our intention that final sign off will occur before the end of December (and we shall be seeking your assistance in placing the LOA renewal on council meeting agendas) we recognize that there is limited time between November 22 and December 31st in which to receive all ten Council approvals.

The Addendum to the current LOA that was circulated to all 10 councils on November 2nd will allow its terms and conditions to continue to be in force and binding upon the parties until such time as a new agreement is executed.
LIBRARY OPERATING AGREEMENT

January 2017 – December 2020

TABLE OF CONTENTS

1. INTERPRETATION .................................................................................................................. 3
2. TERM .................................................................................................................................. 4
3. SERVICE AREA .................................................................................................................... 4
4. THE BOARD ....................................................................................................................... 5
5. BOARD ANNUAL OPERATING BUDGETS ........................................................................ 6
6. MUNICIPAL CONTRIBUTIONS TO NET OPERATING COST – CALCULATION ................... 9
7. MUNICIPAL CONTRIBUTIONS TO NET OPERATING COST – PAYMENT ............................. 10
8. BRANCHES ....................................................................................................................... 11
9. NEW PARTIES TO AGREEMENT ....................................................................................... 16
10. TERMINATION AND WITHDRAWAL ................................................................................. 17
11. MISCELLANEOUS ............................................................................................................ 18
12. COUNTERPART CLAUSE ............................................................................................... 18
13. DISPUTE RESOLUTION .................................................................................................... 19

Appendix A - History of Greater Victoria Public Library ............................................................... 20
LIBRARY OPERATING AGREEMENT

Dated: January 1, 2017

PARTIES TO THIS AGREEMENT:

GREATER VICTORIA PUBLIC LIBRARY BOARD (the “BOARD”)

CORPORATION OF THE DISTRICT OF CENTRAL SAANICH (“CENTRAL SAANICH”)

CITY OF COLWOOD (“COLWOOD”)

CORPORATION OF THE TOWNSHIP OF ESQUIMALT (“ESQUIMALT”)

DISTRICT OF HIGHLANDS (“HIGHLANDS”)

CITY OF LANGFORD (“LANGFORD”)

DISTRICT OF METCHOSIN (“METCHOSIN”)

CORPORATION OF THE DISTRICT OF OAK BAY (“OAK BAY”)

CORPORATION OF THE DISTRICT OF SAANICH (“SAANICH”)

CORPORATION OF THE CITY OF VICTORIA (“VICTORIA”)

TOWN OF VIEW ROYAL (“VIEW ROYAL”)

1
INTRODUCTION

This Agreement is authorized by the *Library Act* Section 48, (RSBC, 1996, Chapter 264).

The Greater Victoria Public Library is a municipal library under the Act. It was formed by agreement and with the approval of the City of Victoria which established the Victoria Public Library in 1889. The Greater Victoria Public Library’s principal activity is the operation of the public libraries serving the Municipalities that are party to this agreement, including the Cities of Victoria, Colwood and Langford, the Town of View Royal, the Township of Esquimalt and the Districts of Central Saanich, Highlands, Metchosin, Oak Bay and Saanich.

This agreement governs the Board and commits Municipalities to cooperate in the provision of library services. See Appendix A for History of Greater Victoria Public Library.

The Municipalities agree to provide representatives as Board Trustees as outlined in this agreement and the Board will provide strategic direction, hire a Chief Executive Officer, establish appropriate policies, perform fiduciary duties, monitor operations, and govern the organization through regular board meetings.
1. INTERPRETATION

1.1 The following appendices form part of this Agreement:

Appendix A – History of Greater Victoria Public Library

1.2 Unless stated otherwise, any reference to a statute is the relevant statute enacted by the province of British Columbia, and to the regulations made pursuant to such statute, as such statute and regulations may at any time be amended or modified and in effect, and to any statute or regulations that may be passed that have the effect of supplementing or superseding such statute or regulations.

1.3 Terms defined in the plural have corresponding meaning when used in the singular, and vice versa.

1.4 Definitions:

“Agreement” means this agreement, including all amendments from time to time.

“Annual Operating Budget” has the same meaning as “annual budget” and “budget” used in section 10 of the Library Act, RSBC 1996, c 264.

“BC Building Code” means the British Columbia Building Code, as amended from time to time.

“Board” means the Greater Victoria Public Library Board.

“Board Trustee” means a trustee and member of the Board.

“Class of Property” has the meaning defined in the Prescribed Classes of Property Regulation, B.C. Reg. No. 438/81 or similar enactment as it exists from time to time.


“Converted Assessment Value” for a Municipality means, in accordance with the Assessment Act, the total assessment value in the previous calendar year of land and improvements taxed by the Municipality for general municipal purposes according to the property tax roll and the value of crown land under Section 6.3 of this Agreement, converted by property class and conversion rates as outlined under Section 6.2 of this Agreement.

“Council” means the council of a Municipality.

“Crown Land” means land and improvement owned by the Crown or an agent of the Crown in a previous calendar year if the municipality received or is due to receive a grant in lieu of taxes, in respect of the calendar year before the current calendar year.
“Five-Year Financial Plan” has the same meaning as “financial plan” used in section 165 of the Community Charter, SBC 2003, c 26.

“Major Asset Maintenance” refers to capital improvements (major maintenance or replacement) of building and major building components to maintain the life of the asset, including, but not limited to structural, mechanical, electrical, architectural, building envelope and roof system, and exterior site features, such as parking lots, sidewalks and grounds.

“Municipal Contributions” means a Municipality’s payment of a share of the Board’s Net Operating Cost of the library.

“Municipality” means a local government (e.g. municipality, district, town) that is a party to this Agreement.

“National Building Code” means the National Building Code of Canada, as amended from time to time.

“Net Operating Cost” means the approved annual budget for the Board expenditures minus all Board budgeted revenues, excluding revenue from Municipalities.

“Population” for a Municipality means the Municipality’s most recent population estimate (or census, if available) published by the Province of British Columbia, BC Stats, under Demography, Population, Estimates, Municipalities, Regional Districts and Development Regions.

“Service Area” has the meaning given to it in subsection 3.1 of this Agreement.

“Term” means the period of time during which this Agreement is in force as set out in subsection 2.1 and 2.2.

2. TERM

2.1 This Agreement will be in force from January 1, 2017, until December 31, 2020, subject to Sections 9 and 10.

2.2 In the event that the Term of this Agreement expires and a new Library Operating Agreement (the “New Agreement”) has not been entered into by the parties by the date of expiry, the terms and conditions of this Agreement (with the necessary changes read in) shall continue to be in force and binding upon the parties until such time as a New Agreement is executed.

3. SERVICE AREA

3.1 The service area (Service Area) of this Agreement is the combined geographical area of each Municipality.
4. THE BOARD

4.1 The Board will continue as a Municipal library board under the *Library Act*.

4.2 The Board will:

(a) exercise the powers granted to and fulfill the duties imposed on it by the *Library Act*;

(b) provide library services to each Municipality;

(c) make recommendations to the Municipalities concerning potential new parties to this Agreement;

(d) maintain commercial general liability, tenant, vehicle, directors and officers, and contents insurance coverage for the replacement value of all furniture, equipment, and the library collection;

(e) submit to each Municipality every year audited financial statements;

(f) subject to the exercise of a right of appeal or similar remedy, pay any judgment or award against the Board by a court or tribunal having jurisdiction over the Board;

(g) develop and report on the strategic plan and submit a copy to the Council of each Municipality by March 1st of each year; and

(h) provide a copy of the annual report required under the *Library Act* to the Council of each Municipality.

4.3 The Board will have exclusive possession, regulation, control, and management of branches.

4.4 The Board has all the powers contemplated by the Library Act and any additional powers permitted by law.

4.5 The Board may provide certain library services on a contractual fee-for-service basis to persons who are neither residents nor electors of any of the Municipalities.
4.6 Each Municipality will appoint one Board Trustee from their municipal Council and, in addition, appoint one Board Trustee per 25,000 people using the most recent population estimate published by the Province of British Columbia, BC Stats as a population base with the exception of Victoria as required by the *Library Act* section 5(2). Changes to this structure would be made related to population numbers reported in each five-year census report. Appropriate representation will be determined if a Municipality changes, using the latest population numbers and adjustments to the ratio to limit the Board from exceeding 19 trustees.

4.7 Based on subsection 4.6, the Board will consist of:

(a) five (5) Board Trustees appointed by Saanich Council;

(b) five (5) Board Trustees appointed by Victoria Council;

(c) two (2) Board Trustees appointed by Langford Council; and

(d) one (1) Board Trustee appointed by each of Central Saanich, Colwood, Esquimalt, Highlands, Metchosin, Oak Bay, and View Royal.

4.8 Upon admission of a new Municipality, the Board composition is to be changed in accordance with subsection 4.6 in order to provide appropriate representation for all.

4.9 The appointment, terms of office and qualifications of Board Trustees, requirements as to meetings, and other matters will be as provided in the *Library Act*, Part 2.

5. BOARD ANNUAL OPERATING BUDGETS

5.1 The Board will submit an Annual Operating Budget in accordance with section 10(1) of the *Library Act*, and a Five-Year Financial Plan in accordance with the *Community Charter Act*, to the Council of each Municipality by December 15th of each year for the following year for approval according to subsection 5.3.

5.2 Each Municipality may request a budget presentation by one or more representatives of the Board, to be determined by the Board, from January to April of the budget year.
5.3 An Annual Operating Budget submitted by the Board must be approved by Council resolution of Municipalities which together were required to pay in the previous calendar year more than half the Net Operating Cost of the Board.

5.4 An Annual Operating Budget must be approved by May 1 of each year in accordance with subsection 5.3. If an Annual Operating Budget has not been approved by May 1 in any year, the approved Annual Operating Budget will be the same as the most recent approved Annual Operating Budget.

5.5 The Board will include the following costs of the Library in the Annual Operating Budget:

(a) salaries, wages, and employee benefit costs of persons appointed by the Board under sections 9(c) and (d) of the Library Act;

(b) the cost of buying new books, and other library materials;

(c) replacement costs such as replacing interior signs, minor replacement and maintenance of flooring and window coverings, replacing furniture and equipment;

(d) payments for the lease of premises for terms not exceeding fifteen (15) years, or for the lease-to-purchase or financing of equipment for terms not exceeding six (6) years;

(e) commercial general liability and contents insurance for library collection, furniture and equipment, including tenant insurance, but not including building insurance; Net Operating Cost will also include directors and officers insurance and vehicle insurance;

(f) applicable building maintenance costs from subsections 8.12 for support service areas contained within municipally-provided buildings;

(g) utilities including natural gas, hydro, water, and telecommunication;

(h) the following maintenance and repair costs of the Library:
(i) cost of janitorial services including washing the exterior and interior of windows, cleaning flooring and window coverings, garbage collection, and recycling;

(ii) design, layout, painting and maintenance of fixtures and minor architectural finishes of the interior of buildings;

(iii) minor maintenance and replacement of lighting fixtures;

(iv) maintaining interior signs;

(v) repairing and maintaining furniture and equipment including shelving; automated materials handling systems, book return systems and chutes, and book dispensing equipment;

(vi) maintenance, repair, and replacement of security alarm and monitoring systems, automated door access controls, closed circuit television; and

(i) other costs the Board believes to be necessary from time to time.

5.6 Each Municipality will provide in its annual budget a sum sufficient to finance its share of the Board’s approved Annual Operating Budget.

5.7 The Board will not expend funds which are not contemplated in an approved Annual Operating Budget, except in an emergency. In a perceived emergency, Library staff shall contact the Board chair, or if that person cannot readily be contacted, the vice-chair, or if that person cannot readily be contacted, the chair of the Finance Committee.

5.8 The Board will not:

(a) incur expenditures in a calendar year which in total exceed the approved Annual Operating Budget; or

(b) use funds approved for one purpose in an approved Annual Operating Budget for another purpose unless the funds reallocated comprise less than two percent (2%) of the approved Annual Operating Budget.
6. MUNICIPAL CONTRIBUTIONS TO NET OPERATING COST – CALCULATION

6.1 Each Municipality will pay a share of the Net Operating Cost of the Board each year equal to the Net Operating Cost multiplied by the sum of:

(a) fifty percent (50%) of the ( Converted Assessment Value for the Municipality divided by the total converted assessment values of all of Municipalities); and

(b) fifty percent (50%) of (the Population of the Municipality divided by the total population of the Municipalities).

6.2 For the purpose of this part the assessed value of land and improvements will be converted by adding together the products obtained by multiplying the assessed value for each Class of Property by the percentage set out below for the class:

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<td>2</td>
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6.3 The value of Crown Land will be:

(a) in the case of Crown Land owned by the British Columbia Hydro and Power Authority, the assessed value under the Assessment Act for the calendar year before the previous calendar year; and

(b) in the case of Crown Land owned by the Government of Canada or by an agent of the Government of Canada, the value, in the calendar year before the previous calendar year, of land and improvements that would result in a property tax equal to the grant in lieu of taxes if the land and improvements were not Crown Land; and
in the case of all other Crown Land, the lesser of the assessed value under the
Assessment Act for the previous year and the value which would result in a
property tax equal to the grant in lieu of taxes if the land and improvements were
not Crown Land.

7. MUNICIPAL CONTRIBUTIONS TO NET OPERATING COST – PAYMENT

7.1 In each calendar year, each Municipality will pay to the Board on the first day of each
month from January to December, one-twelfth of the Municipality’s share of the Net
Operating Cost for:
(a) the previous calendar year if the payment is made before the Annual Operating
   Budget has been approved; and
(b) the current calendar year if the payment is made after the Annual Operating Budget
   or amended Annual Operating Budget has been approved under subsection 5.3 or
determined under subsection 5.4.

7.2 In order to adjust the monthly payment required by the preceding paragraph, each
Municipality must pay at the same time as the first payment is made after the Annual
Operating Budget or amended Annual Operating Budget has been approved an amount
calculated by subtracting C from B where:
(a) C equals the total amount of the Municipality’s payments made or to be made
during that calendar year as required by subsection 7.1; and
(b) B equals the Municipality’s share of the Net Operating Cost for the current
calendar year.

7.3 At the end of each calendar year, the Board will reconcile the accounts and will either
return any excess payment to each Municipality or apply any excess payment to the
subsequent calendar year if approved by the Municipal Treasurer, and each Municipality
will pay any deficiency to the Board.
8. BRANCHES

8.1 Each Municipality will either alone or jointly with one or more of the other Municipalities provide premises for each branch or branches in the Municipality free of charge, in accordance with the library service standards and guidelines determined by the Board.

8.2 A Municipality may fulfill its obligations under subsection 8.1 through sole ownership, strata ownership, leasehold, or joint ownership.

8.3 Municipalities that provide branch premises jointly with one or more other municipalities will share any applicable costs as outlined in subsections 8.12 regarding branch maintenance based on whatever method the Municipalities directly involved may agree upon. Municipalities shall record the terms of their cost-sharing arrangements in writing, and provide copies of those arrangements to the Board.

8.4 A Municipality may fulfill its obligations under subsection 8.1 by purchasing a portion of an existing branch if approved by the Board, the owners of the building, and by Council resolution of two-thirds of the other Municipalities; and thereafter by paying its proportionate share of the operating costs of that building. The amount to be paid for purchase of a portion of a building shall take into consideration the original cost to the current owners, depreciation over the expected period of ownership or lifespan of the building, and the fair market value of land, as well as leasehold or other rights or obligations which may be attached to it.

8.5 Each Municipality will provide two years' notice to the Board of the intention to provide a new branch so that the impact on all of the partners and on Net Operating Cost can be determined and approved. Provision for a new branch must be included in the Five-Year Financial Plan.

8.6 Naming (or renaming) of library branches will be jointly determined by the Board and the Municipality or Municipalities responsible for the branch service area.
8.7 For establishment of a new branch and the relocation of an existing branch, each Municipality will either alone or jointly with one or more other municipalities provide a well-appointed library building that meets all standards, National Building Codes and BC Building Codes, including standards or specifications acceptable to the Board. Such library building will include adequate parking, shuttle and delivery truck access, and will be furnished and equipped with the following initial inventory (all to standards current at the relevant time):

(a) a telecommunication system and internet infrastructure equivalent to a fibre-optic connection or a superior modality which is available at the relevant time;
(b) computers and related electronic equipment and peripheries including self-check equipment;
(c) millwork, display units, shelving, tables, chairs, flooring, window coverings, interior and exterior signage;
(d) establishment of an initial library collection or contribution to the library collection in branch relocations;
(e) library material handling systems including chutes, bins, and other equipment required for materials and collection handling;
(f) bicycle racks, outdoor benches, and landscaping; and
(g) security alarm and monitoring systems, automated door access control, and closed circuit television.

8.8 A branch will not be relocated without joint agreement between a Municipality or the majority of those Municipalities that jointly provided the branch, and the Board. If the relocation will result in a change in size of the branch or service levels provided at the branch, then a Municipality will provide two years’ notice to the Board of the intention to relocate the branch. Provision for a relocated branch must be included in the Five-Year Financial Plan.
8.9 In the case of a branch relocation, the Board will assess the contents of the branch to be moved to the new location, taking into account any change in size of the branch or service levels provided at the branch, for the purposes of developing a budget as outlined under subsection 8.7.

8.10 Each Municipality will reimburse the Board for costs that have been jointly approved by the Municipality and the Board for:

a) Branch building maintenance costs for branches which are provided jointly and for which costs have been paid by the Board on behalf of the branch providers; and

b) feasibility studies, consulting reports and project management in connection with the purchase, lease, construction, alteration, or relocation of a branch provided by that Municipality.

8.11 A Municipality providing a new or relocated branch, or Municipalities if the premises are provided jointly, will provide in its annual budget a sum sufficient to finance the budget to equip new and relocated branches, and for any reimbursed costs under subsection 8.10.

8.12 The Municipality (or Municipalities) responsible for a branch will keep or cause to be kept premises in good and substantial repair and condition, compliant with the National Building Code and BC Building Code Accessibility requirements, and in a condition that does not restrict or hinder programming or public access and enjoyment, by providing, in relation to that branch:

(a) removal of snow and ice from parking lots and sidewalks;

(b) maintenance and replacement of exterior site features including asphalt, sidewalks, parking lots, signage;

(c) maintenance of grounds, gardens, lawns, and sprinkler systems;

(d) maintenance and replacement of all exterior installations including arbours, sculptures, bicycle racks and benches;

(e) maintenance and replacement of interior and exterior stairs;
(f) maintenance and replacement of interior and exterior lighting systems and fixtures;
(g) maintenance of exterior surfaces including painting and varnishing, as appropriate;
(h) repair or replacement of building systems including structural, mechanical, electrical and the building envelope including the roof system, exterior doors, windows and other protrusions;
(i) maintenance and repair of architectural finishes and fixtures including interior doors and hardware, handrails, finished ceilings and other integral building features.

8.13 The Municipality (or Municipalities) responsible for a branch may fulfill any of their obligations under subsection 8.12 in the following ways:

(a) Enter into an agreement with a third party such as a lessor, a strata corporation, or a building maintenance service provider to perform such obligations, with costs shared among the relevant Municipalities;

(b) Where there are two or more Municipalities responsible for a branch, establish a Major Asset Maintenance fund for the library branch to be used for maintenance, repair or replacement of major building systems such as structural, mechanical, electrical, architectural and building envelope. Contributions to the fund will be set based on a long-term projection of expenses using the expected life of the relevant building systems. Major Asset Maintenance funds may be received in trust from Municipalities, and invested and administered by the Board;

(c) Municipalities will ensure that their leases for branches that are located in leased premises, satisfy the maintenance requirements in subsection 8.12 by imposing on the landlord an obligation to carry out the maintenance which cannot reasonably be performed by the Municipalities as tenants. Municipalities will provide the Board with a true copy of each lease and all related agreements with landlords, for reference purposes;
(d) Municipalities will ensure that where branches are located in a strata development, the strata bylaws obligate the strata corporation to carry out the maintenance under subsection 8.12 which cannot reasonably be performed by the Municipalities as owners or tenants of the relevant strata lots, or by the landlords of such strata lots. Municipalities will provide the Board with a true copy of the strata bylaws for reference purposes.

8.14 Notwithstanding subsection 8.13, Municipalities remain bound to perform or cause to be performed the obligations set out in subsection 8.12.

8.15 The Board may enter into agreements with Municipalities from time to time to clarify and expand on the responsibilities of parties to this Agreement in relation to arrangements, but such agreements will not contravene this Agreement.

8.16 Each municipality, either alone or jointly with one or more of the other Municipalities, will provide insurance on the building, including permanent fittings, fixtures and extensions, but not the contents referred to in Section 5. If the premises are leased, the Board will ensure that tenant insurance included in the Annual Operating Budget under Section 5 includes provisions to co-insure the municipal branch provider(s).

8.17 The Board will adjust Municipal Contributions to the Net Operating Cost as outlined in Section 6 for a rent adjustment as follows:

(a) Where a building or a part of a building is used by the Board for the benefit of all of its Municipalities, such as a support service area for administration located within a branch, and the building or part of the building was paid for by some but not all of Municipalities, then those Municipalities which did not contribute to the initial acquisition of such building or who have not subsequently purchased a portion of such building will pay reasonable rent to those Municipalities which did contribute to the initial acquisition of the building or who have subsequently purchased a portion of such building.
(b) For the purposes of subsection 8.18 (a), reasonable rent shall be at least the average of $10 per square foot per annum, and a return of eight percent (8%) on the original cost of the building or part of the building.

(c) The rent calculated in terms of subsection 8.18 (b) will be borne by those Municipalities required to pay it in the same proportions as the Annual Operating Budget is shared and distributed to those Municipalities entitled to receive it in the same proportions as the building or part of the building is owned by or was paid for by them.

8.18 Shelving, furniture, equipment, and library collection located in a branch will be the property of the Board.

8.19 The Board will not discontinue the operation of a branch without the consent of the Municipality in which the branch is located or the majority of those Municipalities that jointly provided the branch.

9. NEW PARTIES TO AGREEMENT

9.1 The Board will not recommend a potential new party to this Agreement unless:

(a) the Board is satisfied that there will be no negative impact on the quality and cost of service for the existing parties;

(b) the potential new party together with the Board has developed a service plan which identifies the level of service to be offered in the community of the potential new party, including the branch and collection size; and

(c) the potential new party has agreed to meet obligations under subsection 8.7.

9.2 A service plan under subsection 9.1 (b) may provide for implementation of the plan over a period of time.

9.3 Within two (2) months of receiving the Board’s recommendation to admit a new party to this Agreement, the Council of each Municipality will vote to admit or not to admit the new party on the terms of the service plan.
9.4  A new party will not be admitted unless at least two-thirds of the Municipalities resolve to admit the party.

9.5  A new party will have representation on the Board according to subsection 4.7.

10. TERMINATION AND WITHDRAWAL

10.1 A Municipality may withdraw from this Agreement by notifying the Board and every other Municipality in writing.

10.2 A withdrawal is effective on December 31st in the year following the year in which notice is given.

10.3 A Municipality which has withdrawn:

(a) ceases to have rights or obligations under this Agreement or otherwise with respect to the Library, except as provided in this section;

(b) will pay to the Board any adjustment necessary under subsection 9.3;

(c) will pay to the Board the cost, if any, of removing patron and bibliographic records from the records of the Board;

(d) will buy out its share of any existing lease to purchase;

(e) will continue to be obligated for its share of any uninsured claim or judgment of a court or tribunal having jurisdiction over the Board arising out of circumstances which existed before the date on which the withdrawal of the Municipality is effective;

(f) will pay to the Board all employee-related costs of the Board required and as a result of the withdrawal, pursuant to the Employment Standards Act and Collective Agreement then in force.
10.4 If this Agreement expires and is not renewed or if Victoria adopts a bylaw abolishing the Library under section 13 of the *Library Act*:

(a) the Municipalities and the Board will try to reach an agreement in writing as to the distribution of the assets and liabilities of the Board; and

(b) the terms of this Agreement will remain in force until:

(i) an agreement is reached under subsection 10.5 (a) of this Agreement; or

(ii) a resolution has been reached under Section 13 of this Agreement.

10.5 If the Municipalities do not reach an agreement under subsection 10.5 (a) of this Agreement within six (6) months of the expiry date of this Agreement, the distribution of the assets and liabilities of the Board will be decided under the terms of Section 13 of this Agreement.

10.6 If this Agreement is renewed and the renewed Agreement is approved or executed by some, but not all, of the Municipalities by the time this Agreement expires, then those Municipalities who have not approved or executed the new Agreement will be deemed to have given the notice of withdrawal referred to in subsection 10.1 of this Agreement, and the terms of subsections 10.2, 10.3 and 10.4 of this Agreement will apply to them.

11. MISCELLANEOUS

11.1 This Agreement replaces the Agreement of January 1, 2014.

12. COUNTERPART CLAUSE

12.1 This Agreement may be signed in counterparts that:

(a) have the same effect as if the parties had all signed the same document;

(b) will be construed together to be an original document; and

(c) will constitute one and the same Agreement.
13. DISPUTE RESOLUTION

13.1 In the event of a dispute concerning the terms, interpretation, or application of this Agreement between a Municipality or Municipalities and the Board or between Municipalities the dispute will be resolved as follows:

(a) the parties to the dispute will appoint an independent mediator with experience in the resolution of commercial disputes who will assist the parties to reach a mutually acceptable resolution of the dispute within ninety (90) days. Each party will bear their own costs in relation to the mediation process and the other fees and expenses associated with the mediation process will be shared equally between the parties; and

(b) if the dispute is not settled by mediation in accordance with subsection 13.1(a) within ninety (90) days, the dispute will be determined by arbitration pursuant to the provisions of the BC International Commercial Arbitration Centre (bcicac.com). The result of arbitration will be final and binding. The arbitrator has the power to determine responsibility for all costs relating to the arbitration.
Appendix A - History of Greater Victoria Public Library

The Public Library By-Law, 1902 was enacted by the Council of the Corporation of the City of Victoria upon acceptance of a donation of $50,000 from Mr. Andrew Carnegie where it was also approved to erect a Free Public Library upon municipal land located at the corner of Blanshard and Yates Streets.

In 1966, it was agreed in principle to enter into a new inter-municipal library agreement to replace, what was up to that point, an arrangement whereby the Victoria Public Library contracted out services to other municipalities in the Greater Victoria region.

In 1974, the library became a registered charity under the legal name of Greater Victoria Public Library Board. The charity’s board of trustees currently consists of 21 individuals consisting of 19 Board Trustees appointed by Municipal Councils, in accordance with subsection 4.9 of this Agreement and 2 ex officio members: 1) The library’s CEO (who acts as secretary to the Board) and 2) The library’s Director, Finance and Facilities (who acts as treasurer to the Board).

A Greater Victoria Public Library Board (“Board”) was established in accordance with provincial legislation, the Public Library Act (1994) and the intermunicipal agreement, signed in 1993 and an Addendum, signed in 1995 to cover the bridging period for the West Shore Communities.

Up until this time, GVPL consisted of four municipalities: the City of Victoria, the Districts of Saanich and Oak Bay, and the Township of Esquimalt. With the addition of the West Shore Communities (Cities of Langford and Colwood, Districts of Metchosin and Highlands) in 1996, the library then consisted of 8 municipal partners.

The District of Central Saanich and the Town of View Royal joined in 2002, resulting in the 10 municipal partners that are still parties to the Agreement today.

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Year Joined (By Signing LOA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victoria, City of</td>
<td>1966</td>
</tr>
<tr>
<td>Saanich, District of</td>
<td>1966</td>
</tr>
<tr>
<td>Oak Bay, District of</td>
<td>1966</td>
</tr>
<tr>
<td>Esquimalt, Township of</td>
<td>1966</td>
</tr>
<tr>
<td>Langford, City of</td>
<td>1996</td>
</tr>
<tr>
<td>Colwood, City of</td>
<td>1996</td>
</tr>
<tr>
<td>Highlands, District of</td>
<td>1996</td>
</tr>
<tr>
<td>Metchosin, District of</td>
<td>1996</td>
</tr>
<tr>
<td>Central Saanich, District of</td>
<td>2002</td>
</tr>
<tr>
<td>View Royal, Town of</td>
<td>2002</td>
</tr>
</tbody>
</table>

The Board also provides services to the communities of Willis Point, Durrance, and Malahat, under separate agreement, and members of the Esquimalt, Songhees, Tsawout, Tsartlip and Beecher Bay Bands, all of which are not included in the service area as per the Library Operating Agreement.
Appendix A - History of Greater Victoria Public Library - Continued

According to the Library Operating Agreement, branch buildings are provided by the municipalities.

In 1998, the four municipalities that comprised GVPL, Victoria, Saanich, Oak Bay and Esquimalt, purchased a strata lot which became the Central Branch from a provincial crown corporation, the British Columbia Building Corporation (“BCBC”). BCBC transferred title of the property on the condition that the buyers granted it an option to purchase the property and a right of first refusal to purchase the property. BCBC no longer exists, but the rights it held are now controlled by the province. If the owners sell the property, or it ceases to be used for library purposes, the province may acquire the property for a price (determined by a formula) that is well below market value. The disparity between market value and the formula grows every year.

The 1999 Library Operating Agreement outlined that Victoria would be the sole contributor to the Central Branch strata and maintenance costs in order to fulfill its obligations to provide branch premises. Saanich, Esquimalt and Oak Bay fulfilled their obligations to provide premises through branches located within their own municipalities. On December 14, 2007, the Town of View Royal fulfilled its obligation to provide a branch premises by acquiring an interest in the Central Branch strata lot, and contributing to the Central Branch strata and maintenance costs along with Victoria.

The current owners on title to the Central Branch are the original four owners and View Royal. Current contributors to branch strata and maintenance costs are Victoria and View Royal.

<table>
<thead>
<tr>
<th>Locations</th>
<th>Total Square Footage</th>
<th>Ownership Model</th>
<th>Support Service Area included</th>
<th>Branch Provider (obligations under Section 8 of LOA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Central Branch (Core District Branch)</td>
<td>48,653</td>
<td>Strata</td>
<td>28%</td>
<td>Victoria, View Royal</td>
</tr>
<tr>
<td>2 Nellie McClung Branch (Saanich/Peninsula District Branch)</td>
<td>13,713</td>
<td>Sole Owner</td>
<td></td>
<td>Saanich</td>
</tr>
<tr>
<td>3 Juan de Fuca (West Shore District Branch)</td>
<td>19,289</td>
<td>Joint Owners</td>
<td>20%</td>
<td>Langford, Colwood, Metchosin, Highlands</td>
</tr>
<tr>
<td>4 Oak Bay Branch</td>
<td>11,367</td>
<td>Sole Owner</td>
<td></td>
<td>Oak Bay</td>
</tr>
<tr>
<td>5 Esquimalt Branch</td>
<td>8,633</td>
<td>Sole Owner</td>
<td></td>
<td>Esquimalt</td>
</tr>
<tr>
<td>6 Goudy Branch</td>
<td>2,045</td>
<td>Sole Owner</td>
<td></td>
<td>Langford</td>
</tr>
<tr>
<td>7 Central Saanich Branch</td>
<td>4,704</td>
<td>Sole Owner</td>
<td></td>
<td>Central Saanich</td>
</tr>
<tr>
<td>8 Bruce Hutchison Branch</td>
<td>9,709</td>
<td>Sole Owner</td>
<td></td>
<td>Saanich</td>
</tr>
<tr>
<td>9 Emily Carr Branch</td>
<td>5,511</td>
<td>Leased</td>
<td></td>
<td>Saanich</td>
</tr>
<tr>
<td>10 Saanich Centennial Branch</td>
<td>12,518</td>
<td>Sole Owner</td>
<td></td>
<td>Saanich</td>
</tr>
<tr>
<td>11 Langford Heritage Branch</td>
<td>3,969</td>
<td>Leased</td>
<td></td>
<td>Langford</td>
</tr>
<tr>
<td>12 747 Fort Street</td>
<td>3,332</td>
<td>Leased (Board)</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>13 James Bay branch (Planned opening January 1, 2018)</td>
<td>TBC</td>
<td>Leased</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Total Branch Square Footage | 122,630 |
| Total Support Service Square Footage | 20,813 |
| Total Square Footage | 143,443 |
GVPL Library Operating Agreement – Renewal 2017-2020

Summary of substantive changes

- Establishing a four year term in step with the four year local government election cycle;
- A single budget submission proposed to change from the current Provisional and Final Budget submissions (Section 5);
- Spreading municipal payments over 12 months; proposed to change from the 11 month provision in the current agreement (Section 7);
- Provisions added to address the evolution of branch ownership models within the system including premises that are co-located, leased, jointly owned or part of a strata (Section 8);
- Provision added to allow for separate license agreements to be drafted with individual municipalities to outline cost sharing and other arrangements unique and specific to each branch, as required (8.15);
- Housekeeping: Updating to current library equipment and technology; introducing more generic, industry-standard wording (e.g. real property and maintenance); removal of footnotes; adding a definitions section; updating insurance coverages; making the source for population data consistent within Agreement;
- Expanding Appendix A, History of GVPL;
- Removing Appendix B, Ownership/shared property – to be addressed in separate license agreements and to reflect actual administration spaces contained within branches.

Further revisions as a result of consultation and review with all Municipal staff (Sept-Nov 2016):

- Introduction:
  - Move paragraph referring to services provided under separate agreement (Willis Point, Durrance, Malahat, Esquimalt, Songhees, Tsawout, Tsartlip, Beecher Bay) to Appendix A, History
  - Remove sentence referring to Board being a registered charity (already included in Appendix A).
- Definitions:
  - Modify definition of “Municipality” to reflect agreement at UBCM to use term “local government” instead of “municipality”. “Municipality” in the LOA means a local government (e.g. municipality, district, town) that is a party to the Agreement. Recommend not changing throughout document as it is embedded not only in the LOA, but within other agreements, budgets, reports and documents; will need to be changed over time.
- Section 4-The Board:
  - 4.2(b) – Put back previously deleted line from last draft: “provide library services to each Municipality;”
- Section 8-Branches:
  - 8.1 – Branches are provided by municipalities in accordance with the “library facility service standards and guidelines determined by the Board.” Replace “facility” with “service” to reflect Boards’ role in providing services in facilities provided by Municipalities.
  - 8.6 – Section regarding naming or renaming of library branches to be determined jointly by the Board and Municipality responsible for branch: remove “pursuant to Board policy”.
  - 8.7 – Move wording from end of this subsection to beginning of subsection: “For establishment of a new branch and the relocation of an existing branch” to clarify that the subsection is not intended to apply to existing branches.
  - 8.12(i) – Add “maintenance and repair of” in front of “architectural finishes and fixtures to clarify municipal role after a new branch is constructed.
  - 8.17(b) – Put back the phrase “at least” in front of the calculation of rent paid between municipalities for administrative space located at branches to allow future rent increases.
LIBRARY OPERATING AGREEMENT

January 2017 – December 2020

TABLE OF CONTENTS

1. INTERPRETATION .................................................................................................................................................. 3
2. TERM ........................................................................................................................................................................ 4
3. SERVICE AREA........................................................................................................................................................ 4
4. THE BOARD ............................................................................................................................................................ 5
5. BOARD ANNUAL OPERATING BUDGETS .............................................................................................................. 7
6. MUNICIPAL CONTRIBUTIONS TO NET OPERATING COST – CALCULATION ..................................................... 10
7. MUNICIPAL CONTRIBUTIONS TO NET OPERATING COST – PAYMENT .............................................................. 11
8. BRANCHES ............................................................................................................................................................ 12
9. NEW MEMBERS PARTIES TO AGREEMENT .......................................................................................................... 18
10. TERMINATION AND WITHDRAWAL ....................................................................................................................... 19
11. MISCELLANEOUS ..................................................................................................................................................... 21
12. COUNTERPART CLAUSE ...................................................................................................................................... 21
13. DISPUTE RESOLUTION .......................................................................................................................................... 21
Appendix A - History of Greater Victoria Public Library .......................................................................................... 23
LIBRARY OPERATING AGREEMENT

Dated: January 1, 2017

PARTIES TO THIS AGREEMENT:

GREATER VICTORIA PUBLIC LIBRARY BOARD (the “BOARD”)

CORPORATION OF THE DISTRICT OF CENTRAL SAANICH (“CENTRAL SAANICH”)

CITY OF COLWOOD (“COLWOOD”)

CORPORATION OF THE TOWNSHIP OF ESQUIMALT (“ESQUIMALT”)

DISTRICT OF HIGHLANDS (“HIGHLANDS”)

CITY OF LANGFORD (“LANGFORD”)

DISTRICT OF METCHOSIN (“METCHOSIN”)

CORPORATION OF THE DISTRICT OF OAK BAY (“OAK BAY”)

CORPORATION OF THE DISTRICT OF SAANICH (“SAANICH”)

CORPORATION OF THE CITY OF VICTORIA (“VICTORIA”)

TOWN OF VIEW ROYAL (“VIEW ROYAL”)
INTRODUCTION

This Agreement is authorized by the Library Act Section 48, (RSBC, 1996, Chapter 264).

The Greater Victoria Public Library is a municipal library under the Act. It was formed by agreement and with the approval of the City of Victoria which established the Victoria Public Library in 1889. The Greater Victoria Public Library's principal activity is the operation of the public libraries serving the Municipalities that are party to this agreement, including the Cities of Victoria, Colwood and Langford, the Town of View Royal, the Township of Esquimalt and the Districts of Central Saanich, Highlands, Metchosin, Oak Bay and Saanich. The Greater Victoria Public Library Board ("Board") also provides services to the communities of Willis Point, Durrance, and Malahat, under separate agreement, and members of the Esquimalt, Songhees, Tsawout, Tsartlip and Beecher Bay Bands, all of which are not included in the service area as per this agreement. The Board is a registered charity and is exempt from income tax. <moved to Appendix>

This written agreement governs the Board and commits member Municipalities to cooperate in the provision of library services. See Appendix A for History of Greater Victoria Public Library.

The parties to this Agreement agree to cooperate in the delivery of library services in the Municipalities of Central Saanich, Colwood, Esquimalt, Highlands, Langford, Metchosin, Oak Bay, Saanich, Victoria, and View Royal. Each Municipality has authorized this agreement.

The Municipalities agree to provide for the joint management, maintenance, improvement, operation, control, and use of Greater Victoria public libraries.

The Municipalities agree to provide representatives as Members of the Board Board Trustees as outlined in this agreement and the Board will provide strategic direction, hire a Chief Executive Officer, establish appropriate policies, perform fiduciary duties, monitor operations, and govern the organization through regular board meetings.
1. INTERPRETATION

1.1 The following appendices form part of this Agreement:

Appendix A – History of Greater Victoria Public Library System

Appendix B – Ownership/Shared Property

1.2 Unless stated otherwise, any reference to a statute is the relevant statute enacted by the province of British Columbia, and to the regulations made pursuant to such statute, as such statute and regulations may at any time be amended or modified and in effect, and to any statute or regulations that may be passed that have the effect of supplementing or superseding such statute or regulations.

1.3 Terms defined in the plural have corresponding meaning when used in the singular, and vice versa.

1.4 Definitions:

“Agreement” means this agreement, including all amendments from time to time.

“Annual Operating Budget” has the same meaning as “annual budget” and “budget” used in section 10 of the Library Act, RSBC 1996, c 264.

“BC Building Code” means the British Columbia Building Code, as amended from time to time.

“Board” means the Greater Victoria Public Library Board.

“Board Trustee” means a trustee and member of the Board.

“Class of Property” has the meaning defined in the Prescribed Classes of Property Regulation, B.C. Reg. No. 438/81 or similar enactment as it exists from time to time.


“Converted Assessment Value” for a Municipality means, in accordance with the Assessment Act, the total assessment value in the previous calendar year of land and improvements taxed by the Municipality for general municipal purposes according to the property tax roll and the value of crown land under Section 6.3 of this Agreement, converted by property class and conversion rates as outlined under Section 6.2 of this Agreement.

“Council” means the council of a Municipality.

“Crown Land” means land and improvement owned by the Crown or an agent of the Crown in a previous calendar year if the municipality received or is due to receive a grant in lieu of taxes, in respect of the calendar year before the current calendar year.
“Five-Year Financial Plan” has the same meaning as “financial plan” used in section 165 of the Community Charter, SBC 2003, c 26.

“Major Asset Maintenance” refers to capital improvements (major maintenance or replacement) of building and major building components to maintain the life of the asset, including, but not limited to structural, mechanical, electrical, architectural, building envelope and roof system, and exterior site features, such as parking lots, sidewalks and grounds.

“Municipal Contributions” means a Municipality’s payment of a share of the Board’s Net Operating Cost of the library.

“Municipality” means a municipality local government (e.g. municipality, district, town) that is a party to this Agreement.

“National Building Code” means the National Building Code of Canada, as amended from time to time.

“Net Operating Cost” means the approved annual budget for the Board expenditures minus all Board budgeted revenues, excluding revenue from Municipalities.

“Population” for a Municipality means the Municipality’s most recent population estimate (or census, if available) published by the Province of British Columbia, BC Stats, under Demography, Population, Estimates, Municipalities, Regional Districts and Development Regions.

“Service Area” has the meaning given to it in subsection 3.1 of this Agreement.

“Term” means the period of time during which this Agreement is in force as set out in subsection 2.1 and 2.2.

2. TERM

2.1 This Agreement will be in force from January 1, 2017, until December 31, 2020, subject to Sections 9 and 10.

2.2 In the event that the Term of this Agreement expires and a new Library Operating Agreement (the “New Agreement”) has not been entered into by the parties by the date of expiry, the terms and conditions of this Agreement (with the necessary changes read in) shall continue to be in force and binding upon the parties until such time as a New Agreement is executed.

3. SERVICE AREA

3.1 The service area (Service Area) of this Agreement is the combined geographical area of each member Municipality.
4. THE BOARD

4.1 The Board will continue as a Municipal library board under the *Library Act*.

4.2 The Board will:

(a) exercise the powers granted to and fulfill the duties imposed on it by the *Library Act*;

(b) **provide library services to each Municipality;** <previously deleted>

(c) make recommendations to the Municipalities concerning potential new parties to this Agreement;

(d) maintain **commercial general liability, tenant, vehicle, directors and officers, and contents insurance coverage for the replacement value of all furniture, equipment, and the library materials collection and public liability insurance coverage**;

(e) submit to each Municipality every year audited financial statements **for the Board**;

(f) subject to the exercise of a right of appeal or similar remedy, pay any judgment or award against the Board by a court or tribunal having jurisdiction over the Board;

(g) develop and report on the strategic plan and submit a copy to the Council of each Municipality by March 1st of each year; and

(h) provide a copy of the annual report required under the *Library Act* to the Council of each Municipality.

4.3 The Board will provide library services to the residents and electors of the Service Area.

4.4 The Board will not adopt rules that differentiate among residents and electors of the Service Area for delivery of library service.

4.3 The Board will have exclusive possession, regulation, control, and management of branches.

4.4 The Board has all the powers contemplated by the *Library Act* and any additional powers permitted by law.
4.5 The Board may provide certain library services on a contractual fee-for-service basis to persons who are neither residents nor electors of any of the Municipalities.

4.6 Each Municipality will appoint one member Board Trustee from their municipal Council and, in addition, appoint one member Board Trustee per 25,000 people using the most recent Census of Canada population estimate published by the Province of British Columbia, BC Stats as a population base with the exception of Victoria as required by the Library Act section 5(2). Changes to this structure would be made related to population numbers reported in each five-year census report. In the event of amalgamation of Municipalities who are part of this Agreement, appropriate representation will be determined if a Municipality changes, using the latest population numbers and adjustments to the ratio to limit the Board from exceeding 19 members trustees.

4.7 Based on subsection 4.6, the Board will consist of:

(a) five (5) members Board Trustees appointed by Saanich Council;
(b) five (5) members Board Trustees appointed by Victoria Council;
(c) two (2) members Board Trustees appointed by Langford Council; and
(d) one (1) member Board Trustee appointed by each of Central Saanich, Colwood, Esquimalt, Highlands, Metchosin, Oak Bay, and View Royal.

4.8 Upon admission of a new municipal member or members Municipality, the Board composition is to be changed in accordance with subsection 4.6 in order to provide appropriate representation for all.

4.9 The appointment, terms of office and qualifications of Board Members Trustees, requirements as to meetings, and other matters will be as provided in the Library Act, Part 2.
5. BOARD ANNUAL OPERATING BUDGETS

5.1 The Board will submit a Provisional Five-Year Financial Plan an Annual Operating Budget in accordance with section 10(1) of the Library Act, and a Five-Year Financial Plan in accordance with the Community Charter Act, to the Council of each Municipality before October 31st by December 15th of each year for the following year for approval according to subsection 5.3. Each municipality shall use reasonable efforts to respond to the Provisional Five-Year Financial Plan before December 31 of the relevant year, so the Board has time to respond appropriately to input from each municipality.

5.2 The Board will submit an Annual Operating Budget and a Five-Year Financial Plan before March 1 of each year to the Council of each member Municipality for its approval.

5.2 Each Municipality may request a budget presentation by one or more representatives of the Board, to be determined by the Board, from January to April of the budget year.

5.3 An Annual Operating Budget submitted by the Board must be approved by Council resolution of Municipalities which together were required to pay in the previous calendar year more than half the Net Operating Cost of the Board.

5.4 An Annual Operating Budget must be approved by May 1 of each year in accordance with subsection 5.3. If an Annual Operating Budget has not been approved by May 1 in any year, the approved Annual Operating Budget will be the same as the most recent approved Annual Operating Budget.

5.5 The Board will include the following costs of the Library in the Annual Operating Budget:

(a) salaries, wages, and employee benefit costs of persons appointed by the Board under sections 9(c) and (d) of the Library Act;

(b) the cost of buying new books, and other library materials;
replacement costs such as replacing interior signs inside and out, replacing minor replacement and maintenance of flooring and window coverings as necessary, replacing furniture and equipment;

payments for the lease of premises for terms not exceeding fifteen (15) years, or for the lease-to-purchase or financing of equipment for terms not exceeding six (6) years;

commercial general liability and contents insurance for library collection, furniture and equipment, including tenant insurance, but not including building insurance;

Net Operating Cost will also include directors and officers insurance and vehicle insurance;

applicable building maintenance costs from subsections 8.12 for support service areas contained within municipally-provided buildings; applicable costs from Section 8.1 associated with the Administration portion of the Central branch building, which is not a branch. Such costs are determined by deducting Victoria’s share of the costs as determined under Section 8.8 from total costs for the Central Branch as determined under Section 8.1;

applicable costs from Section 8.1 associated with the Collection and Technical Services section of the Juan de Fuca Branch, which is not a branch. Such costs are determined by deducting Langford, Colwood, Metchosin and Highlands’ share of the costs as determined under Section 8.10 from total costs for the Juan de Fuca Branch as determined under Section 8.1;

utilities including heat, natural gas, light, hydro, water, and telecommunication, garbage collection, and recycling;

the following maintenance and repair costs of the Library:

(i) cost of janitorial services including washing the exterior and interior of windows inside and out, cleaning flooring and window coverings, garbage collection, and recycling;
(ii) painting and decorating the interior of buildings; design, layout, painting and
maintenance of fixtures and minor architectural finishes of the interior of
buildings;

(iii) minor maintenance and replacement of lighting fixtures;

(iv) maintaining signs inside and out;

(v) repairing and maintaining furniture and equipment including shelving;
automated materials handling systems, book return systems and chutes,
and book dispensing equipment;

(vi) maintenance, repair, and replacement of security alarm and monitoring
systems, automated door access controls, closed circuit television; and

(i) other costs the Board believes to be necessary from time to time.

5.6 Each Municipality will provide in its annual budget a sum sufficient to finance its share of
the Board’s approved Annual Operating Budget.

5.7 The Board will not expend funds which are not contemplated in an approved Annual
Operating Budget, except in an emergency. In a perceived emergency, Library staff shall
contact the Board chair, or if that person cannot readily be contacted, the vice-chair, or if
that person cannot readily be contacted, the chair of the Finance Committee.

5.8 The Board will not:

(a) incur expenditures in a calendar year which in total exceed the approved Annual
Operating Budget; or

(b) use funds approved for one purpose in an approved Annual Operating Budget for
another purpose unless the funds reallocated comprise less than two percent (2%) of
the approved Annual Operating Budget.
6. MUNICIPAL CONTRIBUTIONS TO NET OPERATING COST – CALCULATION

6.1 Each Municipality will pay a share of the Net Operating Cost of the Board each year equal to the Net Operating Cost multiplied by the sum of:

(a) fifty percent (50%) of the (Converted Assessment Value for the Municipality divided by the total converted assessment values of all of the member Municipalities); and

(b) fifty percent (50%) of (the Population of the Municipality divided by the total population of the member Municipalities).

6.2 For the purpose of this part the assessed value of land and improvements will be converted by adding together the products obtained by multiplying the assessed value for each Class of Property by the percentage set out below for the class:

<table>
<thead>
<tr>
<th>Class of Property</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10%</td>
</tr>
<tr>
<td>2</td>
<td>35%</td>
</tr>
<tr>
<td>3</td>
<td>40%</td>
</tr>
<tr>
<td>4</td>
<td>34%</td>
</tr>
<tr>
<td>5</td>
<td>34%</td>
</tr>
<tr>
<td>6</td>
<td>24.5%</td>
</tr>
<tr>
<td>7</td>
<td>30%</td>
</tr>
<tr>
<td>8</td>
<td>10%</td>
</tr>
<tr>
<td>9</td>
<td>10%</td>
</tr>
</tbody>
</table>

6.3 The value of Crown Land will be:

(a) in the case of Crown Land owned by the British Columbia Hydro and Power Authority, the assessed value under the Assessment Act for the calendar year before the previous calendar year; and

(b) in the case of Crown Land owned by the Government of Canada or by an agent of the Government of Canada, the value, in the calendar year before the previous calendar year, of land and improvements that would result in a property tax equal to the grant in lieu of taxes if the land and improvements were not Crown Land; and
(c) in the case of all other Crown Land, the lesser of the assessed value under the Assessment Act for the previous year and the value which would result in a property tax equal to the grant in lieu of taxes if the land and improvements were not Crown Land.

7. MUNICIPAL CONTRIBUTIONS TO NET OPERATING COST – PAYMENT

7.1 In each calendar year, each Municipality will pay to the Board on January 1 two-twelfths of A and on the first day of each month from February to November inclusive one-twelfth of A where A equals the Municipality’s share of the operating cost for the first day of each month from January to December, one-twelfth of the Municipality’s share of the Net Operating Cost for:

(a) the previous calendar year if the payment is made before the Annual Operating Budget has been approved; and
(b) the current calendar year if the payment is made after the Annual Operating Budget or amended Annual Operating Budget has been approved under subsection 5.3 or determined under subsection 5.4.

7.2 In order to adjust the monthly payment required by the preceding paragraph, each Municipality must pay at the same time as the first payment is made after the Annual Operating Budget or amended Annual Operating Budget has been approved an amount calculated by subtracting C from B where:

(a) C equals the total amount of the Municipality’s payments made or to be made during that calendar year as required by subsection 7.1; and
(b) B equals the Municipality’s share of the Net Operating Cost for the current calendar year.

7.3 At the end of each calendar year, the Board will reconcile the accounts and will either return any excess payment to each Municipality or apply any excess payment to the
subsequent calendar year if approved by the Municipal Treasurer, and each Municipality will pay any deficiency to the Board.

8. BRANCHES

8.1 Each Municipality will either alone or jointly with one or more of the other Municipalities provide premises for each branch or branches in the Municipality free of charge, in accordance with the Library facility plan, the Library facility service standards and guidelines determined by the Board.

8.2 A Municipality may fulfill its obligations under subsection 8.1 through sole ownership, strata ownership, leasehold, or joint ownership.

8.3 Municipalities that provide branch premises jointly with one or more other municipalities will share any applicable costs as outlined in subsections 8.12 regarding branch maintenance based on whatever method the Municipalities directly involved may agree upon. Municipalities shall record the terms of their cost-sharing arrangements in writing, and provide copies of those arrangements to the Board. <replaces former subsections 8.6, 8.7, 8.8, 8.9 and 8.10>

8.4 A Municipality may fulfill its obligations under subsection 8.1 by purchasing a portion of an existing branch if approved by the Board, the owners of the building, and by Council resolution of two-thirds of the other Municipalities; and thereafter by paying its proportionate share of the operating costs of that building. The amount to be paid for purchase of a portion of a building shall take into consideration the original cost to the current owners, depreciation over the expected period of ownership or lifespan of the building, and the fair market value of land, as well as leasehold or other rights or obligations which may be attached to it. <formerly subsection 8.11>

8.5 Each Municipality will provide two years' notice to all Municipalities regarding the impact of a new branch on all partners to the Board of the intention to provide a new branch so that the impact on all of the partners and on Net Operating Cost can be determined and
approved. Provision for a new branch must be included in the Five-Year Financial Plan.

unless otherwise authorized by a resolution of the Councils of each municipality.

<formerly subsection 8.1 (b)>

8.6 Naming (or renaming) of library branches will be jointly determined by the Board and the Municipality or Municipalities responsible for the branch service area, pursuant to Board policy.

8.7 Start-up: For establishment of a new branch and the relocation of an existing branch, each Municipality will either alone or jointly with one or more other municipalities provide a well-appointed library building that meets all standards, National Building Codes and building codes BC Building Codes, including standards or specifications acceptable to the Board. Such library building will include adequate parking, shuttle and delivery truck access, and will be furnished and equipped the premises with the following initial inventory (all to standards current at the relevant time):

(a) a telecommunication system and internet infrastructure equivalent to a fibre-optic connection or a superior modality which is available at the relevant time;

(b) computers and other-related electronic equipment and peripheries including self-check equipment;

(c) millwork, display units, shelving, tables, chairs, flooring, window coverings, interior and exterior signage;

(d) library collection establishment of an initial library collection or contribution to the library collection in branch relocations;

(e) book return systems including chutes and bins, library material handling systems including chutes, bins, and other equipment required for materials and collection handling;

(f) bicycle racks, outdoor benches, and landscaping; and
(g) security alarm and monitoring systems including gates, automated door access control, and closed circuit television. all of which are to a standard or to specifications acceptable to the Board.

For clarity, obligations under this subsection apply both to the establishment of a new branch and the relocation of an existing branch. <formerly subsection 8.1(c)>

8.8 A branch will not be relocated without joint agreement between either a Municipality or the majority of those Municipalities that jointly provided the branch, and the Board. If the relocation will result in a change in size of the branch or service levels provided at the branch, then a Municipality will provide two years’ notice to the Board of the intention to relocate the branch. Provision for a relocated branch must be included in the Five-Year Financial Plan. <formerly subsection 8.4>

8.9 In the case of a branch relocation, the Board will assess the contents of the branch to be moved to the new location, taking into account any change in size of the branch or service levels provided at the branch, for the purposes of developing a budget as outlined under subsection 8.7.

8.10 Each Municipality will reimburse the Board for costs that have been jointly approved by the Municipality and the Board for:

a) Branch building maintenance costs for branches which are provided jointly and for which costs have been paid by the Board on behalf of the branch providers; and <new>

b) feasibility studies, consulting reports and project management in connection with the purchase, lease, construction, alteration, or relocation of a branch provided by that Municipality. <formerly subsection 8.1 (e)>

8.11 A Municipality providing a new or relocated branch, or Municipalities if the premises are provided jointly, will provide in its annual budget a sum sufficient to finance the budget to equip new and relocated branches, and for any reimbursed costs under subsection 8.10.
8.12 The Municipality (or Municipalities) responsible for a branch will keep or cause to be kept premises in good and substantial repair and condition, compliant with the National Building Code and BC Building Code Accessibility requirements, and in a condition that does not restrict or hinder programming or public access and enjoyment, by providing, in relation to that branch:

(a) removal of snow and ice from parking lots and sidewalks;
(b) regular major asset maintenance and replacement of exterior site features including asphalt, sidewalks, parking lots, signage;
(c) maintenance of grounds, gardens, lawns, and sprinkler systems;
(d) provision and maintenance and replacement of all exterior installations including arbours, sculptures, bicycle racks and benches;
(e) maintenance and replacement of interior and exterior stairs;
(f) inside and outside lighting; maintenance and replacement of interior and exterior lighting systems and fixtures;
(g) outside painting or varnishing; maintenance of exterior surfaces including painting and varnishing, as appropriate;
(h) repair or replacement of the heating and cooling plant; plumbing and plumbing fixtures; external structures including roof, windows, and doors; building systems including structural, mechanical, electrical and the building envelope including the roof system, exterior doors, windows and other protrusions;
(i) structural interior fixtures including doors, handrails, ceilings, and other integral building features; maintenance and repair of architectural finishes and fixtures including interior doors and hardware, handrails, finished ceilings and other integral building features.
(j) maintenance, repair, and replacement of security alarm systems
(k) repair and maintenance of book-return systems and chutes

<formerly subsections 8.1 (d) (i) through (v) >
8.13  Each Municipality may either alone or jointly with one or more of the other Municipalities

The Municipality (or Municipalities) responsible for a branch may fulfill any of their
obligations under subsection 8.12 in the following ways:

(a) Enter into an agreement with a third party such as a lessor, a strata corporation, or a
building maintenance service provider to maintain library facilities perform such
obligations, in accordance with subsection 8.1 (d), with costs shared among the relevant
Municipalities municipal branch providers; <formerly 8.5 (a) >

(b) Where there are two or more Municipalities responsible for a branch, establish a
Major Asset Maintenance fund for the library branch to be used for maintenance, repair
or replacement of major building systems such as structural, mechanical, electrical,
architectural and building envelope. Contributions to the fund will be set based on a long-
term projection of expenses using the expected life of the relevant building systems.

Major Asset Maintenance funds may be received in trust from Municipalities, and
invested held and administered by the Board; if jointly owned or may be held by the
municipality where there is not joint ownership of the branch; <formerly 8.5 (b) >

(c) Municipalities will ensure that their leases for branches that are located in leased
premises, satisfy the maintenance requirements in subsection 8.12 by imposing on the
landlord an obligation to carry out the maintenance which cannot reasonably be
performed by the Municipalities as tenants. Municipalities will provide the Board with a
true copy of each lease and all related agreements with landlords, for reference purposes;

(d) Municipalities will ensure that where branches are located in a strata development,
the strata bylaws obligate the strata corporation to carry out the maintenance under
subsection 8.12 which cannot reasonably be performed by the Municipalities as owners
or tenants of the relevant strata lots, or by the landlords of such strata lots.
Municipalities will provide the Board with a true copy of the strata bylaws for reference purposes.

8.14 Notwithstanding subsection 8.13, Municipalities remain bound to perform or cause to be performed the obligations set out in subsection 8.12.

8.15 The Board may enter into agreements with Municipalities from time to time to clarify and expand on the responsibilities of parties to this Agreement in relation to arrangements, but such agreements will not contravene this Agreement.

8.16 Each municipality, either alone or jointly with one or more of the other Municipalities, will provide insurance on the building, including permanent fittings, fixtures and extensions, but not the contents referred to in Section 5. If the premises are leased, the Board will ensure that tenant insurance included in the Annual Operating Budget under Section 5 includes provisions to co-insure the municipal branch provider(s). <formerly subsection 8.1(d)(vi)>

8.17 The Board will adjust Municipal Contributions to the Net Operating Cost as outlined in Section 6 for a rent adjustment as follows:

(a) Where a building or a part of a building (other than a branch in terms of Section 8.1) is used by the Board for the benefit of all of its member Municipalities, such as a support service area for administration located within a branch, and the building or part of the building was paid for by some but not all of Municipalities (such as the Administration portion of the Central Branch building which is not a branch, and the Collection and Technical Services section of the Juan de Fuca Branch building which is not a branch), then those Municipalities which did not contribute to the initial acquisition of such building or who have not subsequently purchased a portion of such building will pay reasonable rent to those Municipalities which did contribute to the initial acquisition of the building or who have subsequently purchased a portion of such building. <formerly 8.12(a)>
(b) For the purposes of subsection 8.18 (a), reasonable rent shall be at least the average of $10 per square foot per annum, provide and a return of eight percent (8%) on the original cost of the building or part of the building, or such other rent as is agreed by Municipalities which together were required to pay in the previous calendar year more than half the net operating cost of the Board. <formerly 8.12(b)>

c) The rent calculated in terms of subsection 8.18 (b) will be borne by those Municipalities required to pay it in the same proportions as the Annual Operating Budget is shared and distributed to those Municipalities entitled to receive it in the same proportions as the building or part of the building is owned by or was paid for by them. <formerly 8.12(c)>

8.18 Shelving, furniture, and equipment, and library collection located in a branch will be the property of the Board.<formerly subsection 8.2>

8.19 The Board will not discontinue the operation of a branch without the consent of the Municipality in which the branch is located or the majority of those Municipalities that jointly provided the branch. <formerly subsection 8.3>

9. **NEW MEMBERS PARTIES TO AGREEMENT**

9.1 The Board will not recommend a potential new party to this Agreement unless:

(a) the Board is satisfied that there will be no negative impact on the quality and cost of service for the existing parties;

(b) the potential new party together with the Board has developed a service plan which identifies the level of service to be offered in the community of the potential new party, including the branch and collection size; and

(c) the potential new party has agreed to meet obligations under subsection 8.7, pay for or provide a minimum start-up collection which is acceptable to the Board.

9.2 A service plan under subsection 9.1 (b) may provide for implementation of the plan over a period of time.
9.3 The Board will be responsible for long-term growth and development of the collection.

Within two (2) months of receiving the Board's recommendation to admit a new party to this Agreement, the Council of each Municipality will vote to admit or not to admit the new party on the terms of the service plan.

9.4 A new party will not be admitted without the consent of unless at least two-thirds of the Municipalities members resolve to admit the party.

9.5 A new party will have representation on the Board according to subsection 4.7.

10. TERMINATION AND WITHDRAWAL

10.1 A Municipality may withdraw from this Agreement by notifying the Board and every other Municipality in writing.

10.2 A withdrawal is effective on December 31st in the year following the year in which notice is given.

10.3 A Municipality which has withdrawn:

(a) ceases to have rights or obligations under this Agreement or otherwise with respect to the Library, except as provided in this section;

(b) will pay to the Board any adjustment necessary under subsection 9.3;

(c) will pay to the Board the cost, if any, of removing patron and bibliographic records from the records of the Board;

(d) will buy out its share of any existing lease to purchase;

(e) will continue to be obligated for its share of any uninsured claim or judgment of a court or tribunal having jurisdiction over the Board arising out of circumstances which existed before the date on which the withdrawal of the Municipality is effective;
(f) will pay to the Board all employee-related costs of the Board required and as a result of the withdrawal, pursuant to the Employment Standards Act and Collective Agreement then in force.

10.4 The Board will return to, or at the Board’s option compensate, the withdrawing Municipality or Municipalities for the depreciated value using the Board’s amortization rates of any books or other library materials, shelving, furniture, vehicles or equipment normally located in a branch or its share of such items in the case of a Municipality which jointly provided the branch. Any dispute will be decided under the terms of Section 13 of this Agreement.

10.4 If this Agreement expires and is not renewed or if Victoria adopts a bylaw abolishing the Library under section 13 of the Library Act:
(a) the Municipalities and the Board will try to reach an agreement in writing as to the distribution of the assets and liabilities of the Board; and
(b) the terms of this Agreement will remain in force until:
   (i) an agreement is reached under subsection 10.5 (a) of this Agreement; or
   (ii) a resolution has been reached under Section 13 of this Agreement.

10.5 If the Municipalities do not reach an agreement under subsection 10.5 (a) of this Agreement within six (6) months of the expiry date of this Agreement, the distribution of the assets and liabilities of the Board will be decided under the terms of Section 13 of this Agreement.

10.6 If this Agreement is renewed and the renewed Agreement is approved or executed by some, but not all, of the Municipalities by the time this Agreement expires, then those Municipalities who have not approved or executed the new Agreement will be deemed to have given the notice of withdrawal referred to in subsection 10.1 of this Agreement, and the terms of subsections 10.2, 10.3 and 10.4 of this Agreement will apply to them.
11. MISCELLANEOUS

11.1 This Agreement replaces the Agreement of January 1, 2014.

12. COUNTERPART CLAUSE

12.1 This Agreement may be signed in counterparts that:

(a) have the same effect as if the parties had all signed the same document;

(b) will be construed together to be an original document; and

(c) will constitute one and the same Agreement.

13. DISPUTE RESOLUTION

13.1 In the event of a dispute concerning the terms, interpretation, or application of this Agreement between a member Municipality or Municipalities and the Board or between Municipalities the dispute will be resolved as follows:

(a) the parties to the dispute will appoint an independent mediator with experience in the resolution of commercial disputes who will assist the parties to reach a mutually acceptable resolution of the dispute within ninety (90) days. Each party will bear their own costs in relation to the mediation process and the other fees and expenses associated with the mediation process will be shared equally between the parties; and

(b) if the dispute is not settled by mediation in accordance with subsection 13.1(a) within ninety (90) days, the dispute will be determined by arbitration pursuant to the provisions of the BC International Commercial Arbitration Centre (bcicac.com). The result of arbitration will be final and binding. Each party will bear their own costs in relation to the arbitration process and the other fees and expenses associated with the arbitration process will be shared equally between the parties. The arbitrator has the power to determine responsibility for all costs relating to the arbitration.
The Greater Victoria Public Library System started as the Victoria Public Library in 1889.

<table>
<thead>
<tr>
<th>MUNICIPALITY</th>
<th>YEAR JOINED</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Victoria</td>
<td>1966</td>
</tr>
<tr>
<td>District of Saanich</td>
<td>1966</td>
</tr>
<tr>
<td>District of Oak Bay</td>
<td>1966</td>
</tr>
<tr>
<td>Township of Esquimalt</td>
<td>1966</td>
</tr>
<tr>
<td>District of Highlands</td>
<td>1996</td>
</tr>
<tr>
<td>City of Colwood</td>
<td>1996</td>
</tr>
<tr>
<td>City of Langford</td>
<td>1996</td>
</tr>
<tr>
<td>District of Metchosin</td>
<td>1996</td>
</tr>
<tr>
<td>District of Central Saanich</td>
<td>2002</td>
</tr>
<tr>
<td>Town of View Royal</td>
<td>2002</td>
</tr>
</tbody>
</table>
Appendix A - History of Greater Victoria Public Library

The Public Library By-Law, 1902 was enacted by the Council of the Corporation of the City of Victoria upon acceptance of a donation of $50,000 from Mr. Andrew Carnegie where it was also approved to erect a Free Public Library upon municipal land located at the corner of Blanshard and Yates Streets.

In 1966, it was agreed in principle to enter into a new inter-municipal library agreement to replace, what was up to that point, an arrangement whereby the Victoria Public Library contracted out services to other municipalities in the Greater Victoria region.

In 1974, the library became a registered charity under the legal name of Greater Victoria Public Library Board. The charity’s board of trustees currently consists of 21 individuals consisting of 19 Board Trustees appointed by Municipal Councils, in accordance with subsection 4.9 of this Agreement and 2 ex officio members: 1) The library’s CEO (who acts as secretary to the Board) and 2) The library’s Director, Finance and Facilities (who acts as treasurer to the Board).

A Greater Victoria Public Library Board ("Board") was established in accordance with provincial legislation, the Public Library Act (1994) and the intermunicipal agreement, signed in 1993 and an Addendum, signed in 1995 to cover the bridging period for the West Shore Communities.

Up until this time, GVPL consisted of four municipalities: the City of Victoria, the Districts of Saanich and Oak Bay, and the Township of Esquimalt. With the addition of the West Shore Communities (Cities of Langford and Colwood, Districts of Metchosin and Highlands) in 1996, the library then consisted of 8 municipal partners.

The District of Central Saanich and the Town of View Royal joined in 2002, resulting in the 10 municipal partners that are still parties to the Agreement today.

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Year Joined (By Signing LOA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victoria, City of</td>
<td>1966</td>
</tr>
<tr>
<td>Saanich, District of</td>
<td>1966</td>
</tr>
<tr>
<td>Oak Bay, District of</td>
<td>1966</td>
</tr>
<tr>
<td>Esquimalt, Township of</td>
<td>1966</td>
</tr>
<tr>
<td>Langford, City of</td>
<td>1996</td>
</tr>
<tr>
<td>Colwood, City of</td>
<td>1996</td>
</tr>
<tr>
<td>Highlands, District of</td>
<td>1996</td>
</tr>
<tr>
<td>Metchosin, District of</td>
<td>1996</td>
</tr>
<tr>
<td>Central Saanich, District of</td>
<td>2002</td>
</tr>
<tr>
<td>View Royal, Town of</td>
<td>2002</td>
</tr>
</tbody>
</table>

The Board also provides services to the communities of Willis Point, Durrance, and Malahat, under separate agreement, and members of the Esquimalt, Songhees, Tsawout, Tsartlip and Beecher Bay Bands, all of which are not included in the service area as per the Library Operating Agreement.
Appendix A - History of Greater Victoria Public Library - Continued

According to the Library Operating Agreement, branch buildings are provided by the municipalities.

In 1998, the four municipalities that comprised GVPL, Victoria, Saanich, Oak Bay and Esquimalt, purchased a strata lot which became the Central Branch from a provincial crown corporation, the British Columbia Building Corporation (“BCBC”). BCBC transferred title of the property on the condition that the buyers granted it an option to purchase the property and a right of first refusal to purchase the property. BCBC no longer exists, but the rights it held are now controlled by the province. If the owners sell the property, or it ceases to be used for library purposes, the province may acquire the property for a price (determined by a formula) that is well below market value. The disparity between market value and the formula grows every year.

The 1999 Library Operating Agreement outlined that Victoria would be the sole contributor to the Central Branch strata and maintenance costs in order to fulfill its obligations to provide branch premises. Saanich, Esquimalt and Oak Bay fulfilled their obligations to provide premises through branches located within their own municipalities. On December 14, 2007, the Town of View Royal fulfilled its obligation to provide a branch premises by acquiring an interest in the Central Branch strata lot, and contributing to the Central Branch strata and maintenance costs along with Victoria.

The current owners on title to the Central Branch are the original four owners and View Royal. Current contributors to branch strata and maintenance costs are Victoria and View Royal.

<table>
<thead>
<tr>
<th>Locations</th>
<th>Total Square Footage</th>
<th>Ownership Model</th>
<th>Support Service Area included</th>
<th>Branch Provider (obligations under Section 8 of LOA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Central Branch (Core District Branch)</td>
<td>48,653</td>
<td>Strata</td>
<td>28%</td>
<td>Victoria, View Royal</td>
</tr>
<tr>
<td>2 Nellie McClung Branch (Saanich/Peninsula District Branch)</td>
<td>13,713</td>
<td>Sole Owner</td>
<td></td>
<td>Saanich</td>
</tr>
<tr>
<td>3 Juan de Fuca (West Shore District Branch)</td>
<td>19,289</td>
<td>Joint Owners</td>
<td>20%</td>
<td>Langford, Colwood, Metchosin, Highlands</td>
</tr>
<tr>
<td>4 Oak Bay Branch</td>
<td>11,367</td>
<td>Sole Owner</td>
<td></td>
<td>Oak Bay</td>
</tr>
<tr>
<td>5 Esquimalt Branch</td>
<td>8,633</td>
<td>Sole Owner</td>
<td></td>
<td>Esquimalt</td>
</tr>
<tr>
<td>6 Goudy Branch</td>
<td>2,045</td>
<td>Sole Owner</td>
<td></td>
<td>Langford</td>
</tr>
<tr>
<td>7 Central Saanich Branch</td>
<td>4,704</td>
<td>Sole Owner</td>
<td></td>
<td>Central Saanich</td>
</tr>
<tr>
<td>8 Bruce Hutchison Branch</td>
<td>9,709</td>
<td>Sole Owner</td>
<td></td>
<td>Saanich</td>
</tr>
<tr>
<td>9 Emily Carr Branch</td>
<td>5,511</td>
<td>Leased</td>
<td></td>
<td>Saanich</td>
</tr>
<tr>
<td>10 Saanich Centennial Branch</td>
<td>12,518</td>
<td>Sole Owner</td>
<td></td>
<td>Saanich</td>
</tr>
<tr>
<td>11 Langford Heritage Branch</td>
<td>3,969</td>
<td>Leased</td>
<td></td>
<td>Langford</td>
</tr>
<tr>
<td>12 747 Fort Street</td>
<td>3,332</td>
<td>Leased (Board)</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>13 James Bay branch (Planned opening January 1, 2018)</td>
<td>TBC</td>
<td>Leased</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Branch Square Footage</td>
<td>122,630</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Support Service Square Footage</td>
<td>20,813</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Square Footage</td>
<td>143,443</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## APPENDIX B—OWNERSHIP/SHARED PROPERTY

### Central Branch

<table>
<thead>
<tr>
<th></th>
<th>% share</th>
<th>Square feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victoria</td>
<td>67.19%</td>
<td>32,400</td>
</tr>
<tr>
<td>View Royal</td>
<td>4.83%</td>
<td>2,330</td>
</tr>
<tr>
<td>Total Branch</td>
<td>72.02%</td>
<td>34,730</td>
</tr>
<tr>
<td>Administration</td>
<td>27.98%</td>
<td>13,492</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>48,222</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Juan de Fuca Branch

<table>
<thead>
<tr>
<th></th>
<th>% share</th>
<th>Square feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Langford, Colwood, Metchosin, Highlands</td>
<td>80%</td>
<td>15,375</td>
</tr>
<tr>
<td>Total Branch</td>
<td>80%</td>
<td>15,375</td>
</tr>
<tr>
<td>Technical Services</td>
<td>20%</td>
<td>3,893</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>19,268</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Owner share*</th>
<th>Rent Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victoria</td>
<td>68.31%</td>
<td>1.12%</td>
</tr>
<tr>
<td>Saanich</td>
<td>19.12%</td>
<td>19.12%</td>
</tr>
<tr>
<td>View Royal</td>
<td>4.86%</td>
<td>0.03%</td>
</tr>
<tr>
<td>Oak Bay</td>
<td>4.19%</td>
<td>4.19%</td>
</tr>
<tr>
<td>Esquimalt</td>
<td>3.52%</td>
<td>3.52%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100.00%</strong></td>
<td></td>
</tr>
</tbody>
</table>

Rent paid according to municipal contribution share in relevant year by:
- Langford
- Colwood
- Metchosin
- Highlands
- Central Saanich

Rent paid according to municipal contribution share in relevant year by:
- View Royal
- Central Saanich

* Owner share of entire Strata Lot 1 (48,222 square feet)
~ Owner share of Collection and Technical Services area (3,893 square feet) based on building construction paid ratios
## Board Governance Policies - New Framework and Schedule

<table>
<thead>
<tr>
<th>Board Governance Policies</th>
<th>New Policy Number</th>
<th>Former Policy Number</th>
<th>Last Update</th>
<th>Update Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Board</td>
<td>G – 1.1</td>
<td>1.1</td>
<td>May 12, 2015</td>
<td>Reformat - early 2017</td>
</tr>
<tr>
<td>Rules of Procedure Policy</td>
<td>G – 1.2</td>
<td>5.1</td>
<td>January 9, 2009</td>
<td>Reformat and update content re: electronic voting - mid 2017</td>
</tr>
<tr>
<td>Code of Ethics</td>
<td>G – 1.3</td>
<td>5.10</td>
<td>January 19, 2009</td>
<td>Reformat and update content - mid 2017</td>
</tr>
<tr>
<td>Policy Authority &amp; Maintenance</td>
<td>G – 1.4</td>
<td>1.4</td>
<td>January 26, 2016</td>
<td>Reformat – early 2017</td>
</tr>
<tr>
<td>Timetable for Board Chair</td>
<td>G – 1.5</td>
<td>5.2</td>
<td>January 19, 2009</td>
<td>Reformat and update content – mid 2017</td>
</tr>
<tr>
<td>Distribution of Board Information</td>
<td>G – 1.6</td>
<td>5.7</td>
<td>October 1, 2010</td>
<td>Reformat and update content – mid 2017</td>
</tr>
<tr>
<td>Media Policy</td>
<td>G – 1.7</td>
<td>5.8</td>
<td>August 5, 2009</td>
<td>Reformat and update content – mid 2017</td>
</tr>
<tr>
<td>Board Orientation</td>
<td>G – 1.8</td>
<td>5.15</td>
<td>June 28, 2016</td>
<td>Complete – edit needed to add Board approval date</td>
</tr>
<tr>
<td>Board Evaluation</td>
<td>G – 1.9</td>
<td>5.9</td>
<td>January 19, 2009</td>
<td>Reformat and update content – mid 2017</td>
</tr>
<tr>
<td>Chief Executive Officer/ Chief Librarian</td>
<td>G – 1.10</td>
<td>1.2</td>
<td>May 12, 2015</td>
<td>Reformat – early 2017</td>
</tr>
<tr>
<td>Advisory Committee Terms of Reference</td>
<td>G – 1.11</td>
<td>5.3</td>
<td>February 2, 2009</td>
<td>Reformat and update content – Nov 9 2016</td>
</tr>
<tr>
<td>Finance Committee Terms of Reference</td>
<td>G – 1.12</td>
<td>5.4</td>
<td>March 24, 2015</td>
<td>Reformat and update content – January Finance Committee meeting</td>
</tr>
<tr>
<td>Planning and Policy Terms of Reference</td>
<td>G – 1.13</td>
<td>5.5</td>
<td>October 25, 2016</td>
<td>Complete</td>
</tr>
</tbody>
</table>
CEO Report to the Board
November 2016

Collections
Emerging Local Authors Collection
Staff are processing applications for our third Emerging Local Authors Collection, launching next spring. The application process started on October 1, and 51 titles have been submitted so far—some in print, some in ebook, and some in both formats. This collection is an opportunity for the library to highlight the rich literary talent in our community, and to connect readers with new authors in Greater Victoria.

Programs & Events
Food for Fines
Our Food for Fines campaign generated 74 boxes of donated food for six local social service agencies. In exchange for food donations, we waived $2,800 in library fees, as our way to welcome people back to the library, remove financial barriers, and encourage community-mindedness.

Oak Bay Archives Partnership
A new partnership with Oak Bay Archives inspired a presentation by Glen Mofford at the Oak Bay Branch on November 8: *Aqua Vitae: A History of the Saloons and Hotel Bars of Victoria*. There’s a similar talk scheduled for 2017.

English Language Learners Storytime
In support of newcomer families, GVPL hosted an English Language Learners Storytime series on Wednesday mornings throughout the month at the Saanich Centennial Branch.

Veterans’ Week
GVPL honoured Veterans’ Week with a number of programs including: poetry with local poet Wendy Morton, a documentary film screening with Royal Roads University: *War Memories across Canada*, and a number of programs with Saanich Archives.

UVic Partnership
In partnership with UVic’s Chair in Transgender Studies and The Transgender Archives, GVPL hosted Lynn Conway, recent recipient of a UVic Honorary Doctorate in Engineering for a talk on November 10: *An Invisible Woman: The Inside Story Behind the Microelectronic Computing Revolution in Silicon Valley*.

Then, on November 14, GVPL partnered with UVic Libraries to co-host the 2016 University Librarian’s Annual Lecture event at The Belfry Theatre featuring David Mao, Deputy Librarian of Congress, Washington D.C. and Shelagh Rogers, Chancellor of the University of Victoria, and host and producer of CBC Radio’s “The Next Chapter.” The event was well attended by the community and generated a number of questions from the enthusiastic audience.

410 Tiny Stories Contest
Inspired by Powell River Public Library and in conjunction with IslandLink libraries, GVPL hosted its first 420 Tiny Stories Contest for adults and teens. We received 225 entries and will celebrate the winners at a reception on November 24 at the Central Branch.
Book Launches at GVPL
GVPL was the site of two book launches this month:

- As part of Veterans’ Week, Alan MacLeod launched his book *Remembered in Bronze and Stone* at the Central Branch on November 12.
- Robin Stevenson launched her newest book for children at the Oak Bay Branch on November 26: *Pocket Change: Pitching In for a Better World*.

Upcoming

Parade Participation
GVPL will be participating in two holiday parades this year—the Island Farms Santa's Light Parade on Saturday, November 26, and the IEOA Lighted Truck Parade on Saturday, December 3. OLiVe and a shuttle van will be featured in the parade and decorated with lights.

Friends of the Library Book Sale
The next Friends book sale will be held November 26 and 27 at Pearkes Recreation Centre.

Enhancements to the Central Branch (rotunda)
From mid-November through to the end of December, we are making service enhancements to the rotunda of the Central Branch. Two service points will be consolidated into one to improve public access; an additional self-check machine will be installed for the public’s convenience near the Holds pick-up area; and a general ‘refresh’ of the area including a new Welcome wall (featuring “Welcome” in multiple languages) will be prominently displayed behind the service desk. We look forward to providing an overview of these enhancements at the December 10 Holiday Open House.

Holiday Open House
There will be a Holiday Open House at every branch on Saturday, December 10 with refreshments and holiday crafts for kids. We look forward to welcoming our community to thank them for their ongoing support of the library system.

What people are saying about the library

From Twitter: *I just realized how easy it is to check out e-audiobooks on my phone from my local library (@gvpl); this is a game changer. #librarylove*

A patron’s note to PS Librarian Scot Munro: *I was so impressed with your help and tenacity in helping with my questions and frustrations. You can also pass along that I also really appreciate ILLO and Lucie’s prompt responses to my requests and queries. I do forget that it is equally important in our more tech world to give appreciation and kudos. So thanks for giving me the opportunity, the library is an incredible resource for those of us that are disabled.*

Patron letter to staff at the Central Saanich Branch: *This morning I accompanied my daughter and grandchildren to storytime at your branch. It was a large group of pre-schoolers that sat at the feet of Catherine, totally focused on her, as she taught them various concepts the entire time. She packed so much into the half hour session in a variety of ways that kept their attention—no easy feat. I was so impressed with her manner and obvious love of children, that I felt I simply must write this note to thank her and the library for the service offered to the children and their families.*
## Greater Victoria Public Library

### Statement of Financial Activity

For The 10 Months Ending October 31, 2016

<table>
<thead>
<tr>
<th></th>
<th>Current YTD</th>
<th>Budget YTD</th>
<th>Budget Variance $</th>
<th>Budget Variance %</th>
<th>Budget Annual</th>
<th>Budget Variance Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fines and fees</td>
<td>312,828</td>
<td>316,670</td>
<td>3,842</td>
<td>98.79%</td>
<td>380,000</td>
<td></td>
</tr>
<tr>
<td>Books lost and paid</td>
<td>26,889</td>
<td>29,168</td>
<td>2,279</td>
<td>92.19%</td>
<td>35,000</td>
<td></td>
</tr>
<tr>
<td>Book sales</td>
<td>22,380</td>
<td>23,330</td>
<td>950</td>
<td>95.93%</td>
<td>28,000</td>
<td></td>
</tr>
<tr>
<td>Inter library loans revenue</td>
<td>1,209</td>
<td>1,500</td>
<td>291</td>
<td>80.61%</td>
<td>1,800</td>
<td></td>
</tr>
<tr>
<td>Meeting room rentals</td>
<td>9,279</td>
<td>10,830</td>
<td>1,551</td>
<td>85.68%</td>
<td>13,000</td>
<td></td>
</tr>
<tr>
<td>Printing revenue</td>
<td>55,884</td>
<td>50,000</td>
<td>(5,884)</td>
<td>111.77%</td>
<td>60,000</td>
<td>Slightly better than expected</td>
</tr>
<tr>
<td>Non resident fees</td>
<td>6,380</td>
<td>5,830</td>
<td>(550)</td>
<td>109.43%</td>
<td>7,000</td>
<td></td>
</tr>
<tr>
<td>Municipal contribution Victoria</td>
<td>4,653,424</td>
<td>4,265,638</td>
<td>(387,786)</td>
<td>109.09%</td>
<td>4,653,424</td>
<td>1 month paid in advance</td>
</tr>
<tr>
<td>Municipal contribution Saanich</td>
<td>4,945,498</td>
<td>4,945,498</td>
<td>-</td>
<td>100.00%</td>
<td>5,395,089</td>
<td></td>
</tr>
<tr>
<td>Municipal contribution Oak Bay</td>
<td>943,955</td>
<td>943,955</td>
<td>-</td>
<td>100.00%</td>
<td>1,029,769</td>
<td></td>
</tr>
<tr>
<td>Municipal contribution Esquimalt</td>
<td>800,335</td>
<td>800,335</td>
<td>-</td>
<td>100.00%</td>
<td>873,093</td>
<td></td>
</tr>
<tr>
<td>Municipal contribution Langford</td>
<td>1,649,194</td>
<td>1,511,761</td>
<td>(137,433)</td>
<td>109.09%</td>
<td>1,649,194</td>
<td>1 month paid in advance</td>
</tr>
<tr>
<td>Municipal contribution - Langford Start-up</td>
<td>743,766</td>
<td>747,858</td>
<td>4,092</td>
<td>99.45%</td>
<td>747,858</td>
<td>Project completed under budget</td>
</tr>
<tr>
<td>Municipal contribution Colwood</td>
<td>699,406</td>
<td>699,405</td>
<td>(1)</td>
<td>100.00%</td>
<td>762,987</td>
<td></td>
</tr>
<tr>
<td>Municipal contribution Metchosin</td>
<td>233,123</td>
<td>233,123</td>
<td>-</td>
<td>100.00%</td>
<td>254,316</td>
<td></td>
</tr>
<tr>
<td>Municipal contribution Highlands</td>
<td>100,977</td>
<td>100,977</td>
<td>-</td>
<td>100.00%</td>
<td>110,157</td>
<td></td>
</tr>
<tr>
<td>Municipal contribution Central Saanich</td>
<td>775,713</td>
<td>775,713</td>
<td>-</td>
<td>100.00%</td>
<td>846,232</td>
<td></td>
</tr>
<tr>
<td>Municipal contribution View Royal</td>
<td>450,254</td>
<td>450,254</td>
<td>-</td>
<td>100.00%</td>
<td>491,186</td>
<td></td>
</tr>
<tr>
<td>Provincial operating grants</td>
<td>588,754</td>
<td>588,754</td>
<td>-</td>
<td>100.00%</td>
<td>588,754</td>
<td></td>
</tr>
<tr>
<td>Other provincial grants</td>
<td>53,585</td>
<td>52,773</td>
<td>(812)</td>
<td>101.54%</td>
<td>52,773</td>
<td></td>
</tr>
<tr>
<td>Federal grants Summer Reading Club</td>
<td>5,534</td>
<td>4,151</td>
<td>(1,383)</td>
<td>133.32%</td>
<td>5,534</td>
<td></td>
</tr>
<tr>
<td>Other grants</td>
<td>63,259</td>
<td>53,259</td>
<td>(10,000)</td>
<td>118.78%</td>
<td>53,259</td>
<td>Unbudgeted endowment grant for website project</td>
</tr>
<tr>
<td>Contracts for service</td>
<td>27,450</td>
<td>27,560</td>
<td>110</td>
<td>99.60%</td>
<td>27,560</td>
<td></td>
</tr>
<tr>
<td>Investment income</td>
<td>50,330</td>
<td>70,832</td>
<td>20,502</td>
<td>67.33%</td>
<td>85,000</td>
<td>Lower year-to-date earnings on MFA bond fund</td>
</tr>
<tr>
<td>Donation Revenue</td>
<td>76,574</td>
<td>26,969</td>
<td>(49,605)</td>
<td>283.94%</td>
<td>26,969</td>
<td>Unbudgeted Friends donations $38k, library material donations $9k</td>
</tr>
<tr>
<td>Merchandise Revenue</td>
<td>3,231</td>
<td>4,168</td>
<td>937</td>
<td>77.52%</td>
<td>5,000</td>
<td></td>
</tr>
<tr>
<td>Transfer in Operating Reserve</td>
<td>96,140</td>
<td>96,142</td>
<td>1</td>
<td>100.00%</td>
<td>109,475</td>
<td>Approved for office lease and personnel contingency</td>
</tr>
<tr>
<td>Transfer in Replacement Reserve</td>
<td>19,445</td>
<td>66,666</td>
<td>47,221</td>
<td>29.17%</td>
<td>80,000</td>
<td>Timing of tenant/building improvement projects</td>
</tr>
<tr>
<td>Transfer in</td>
<td>18,175</td>
<td>18,175</td>
<td>-</td>
<td>100.00%</td>
<td>18,175</td>
<td>Approved for Development Assistant (carry forward 2015)</td>
</tr>
<tr>
<td></td>
<td>17,432,973</td>
<td>16,921,294</td>
<td>(511,678)</td>
<td>103.01%</td>
<td>18,390,604</td>
<td></td>
</tr>
</tbody>
</table>

Page 1
### Expenditure: Library Materials:

<table>
<thead>
<tr>
<th></th>
<th>Current YTD</th>
<th>Budget YTD</th>
<th>Budget Variance</th>
<th>Budget Variance Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library materials</td>
<td>1,661,710</td>
<td>1,924,910</td>
<td>263,200</td>
<td>86.33%</td>
</tr>
<tr>
<td></td>
<td>1,661,710</td>
<td>1,924,910</td>
<td>263,200</td>
<td>86.33%</td>
</tr>
</tbody>
</table>

Timing of expenses

### Salaries and Benefits

<table>
<thead>
<tr>
<th>Category</th>
<th>Current YTD</th>
<th>Budget YTD</th>
<th>Budget Variance</th>
<th>Annual Budget Variance</th>
<th>Budget Variance Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries Management/Exempt</td>
<td>817,599</td>
<td>757,880</td>
<td>(59,719)</td>
<td>107.88%</td>
<td>909,453</td>
</tr>
<tr>
<td>Salaries Professional</td>
<td>2,350,194</td>
<td>2,569,683</td>
<td>219,489</td>
<td>91.46%</td>
<td>3,083,611</td>
</tr>
<tr>
<td>Salaries Clerical &amp; technical</td>
<td>3,376,916</td>
<td>3,655,028</td>
<td>278,112</td>
<td>92.39%</td>
<td>4,392,916</td>
</tr>
<tr>
<td>Salaries Senior pages</td>
<td>269,268</td>
<td>290,620</td>
<td>21,352</td>
<td>92.65%</td>
<td>348,777</td>
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<tr>
<td>Wages auxiliary</td>
<td>1,664,314</td>
<td>1,924,910</td>
<td>263,200</td>
<td>86.33%</td>
<td>2,309,887</td>
</tr>
<tr>
<td>Wages aux clerks &amp; pages</td>
<td>1,043,614</td>
<td>754,381</td>
<td>(289,233)</td>
<td>138.34%</td>
<td>908,330</td>
</tr>
<tr>
<td>Wages aux clerks &amp; pages Sundays</td>
<td>76,750</td>
<td>146,805</td>
<td>70,055</td>
<td>52.28%</td>
<td>176,602</td>
</tr>
<tr>
<td>Wages auxiliary pages</td>
<td>166,092</td>
<td>165,990</td>
<td>(102)</td>
<td>100.06%</td>
<td>199,193</td>
</tr>
<tr>
<td>Wages auxiliary pages Sundays</td>
<td>4,752</td>
<td>3,910</td>
<td>(842)</td>
<td>121.53%</td>
<td>4,694</td>
</tr>
<tr>
<td>Employer payroll costs</td>
<td>2,077,507</td>
<td>2,020,315</td>
<td>(7,192)</td>
<td>100.37%</td>
<td>2,426,809</td>
</tr>
</tbody>
</table>

Slightly over budget; includes past service (prior years) pension contributions for a maternity leave $6k

### Supplies & Services

<table>
<thead>
<tr>
<th>Category</th>
<th>Current YTD</th>
<th>Budget YTD</th>
<th>Budget Variance</th>
<th>Annual Budget Variance</th>
<th>Budget Variance Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Services Supplies</td>
<td>48,487</td>
<td>39,170</td>
<td>(9,317)</td>
<td>123.79%</td>
<td>47,000</td>
</tr>
<tr>
<td>Interlibrary loan</td>
<td>3,689</td>
<td>4,170</td>
<td>481</td>
<td>88.47%</td>
<td>5,000</td>
</tr>
<tr>
<td>General supplies</td>
<td>37,943</td>
<td>46,550</td>
<td>8,607</td>
<td>81.51%</td>
<td>54,864</td>
</tr>
<tr>
<td>Health and Safety HR</td>
<td>4,116</td>
<td>5,420</td>
<td>1,304</td>
<td>75.94%</td>
<td>6,500</td>
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<tr>
<td>Library Cards</td>
<td>311</td>
<td>12,250</td>
<td>11,939</td>
<td>2.54%</td>
<td>14,700</td>
</tr>
<tr>
<td>Telephone</td>
<td>15,776</td>
<td>14,700</td>
<td>(1,076)</td>
<td>107.32%</td>
<td>17,640</td>
</tr>
<tr>
<td>Networks</td>
<td>200,604</td>
<td>235,940</td>
<td>35,336</td>
<td>85.02%</td>
<td>283,125</td>
</tr>
<tr>
<td>Cell phones</td>
<td>16,059</td>
<td>20,830</td>
<td>4,771</td>
<td>77.10%</td>
<td>25,000</td>
</tr>
<tr>
<td>Miscellaneous telecom</td>
<td>4,552</td>
<td>14,240</td>
<td>9,688</td>
<td>31.97%</td>
<td>17,075</td>
</tr>
<tr>
<td>Miscellaneous repairs and service</td>
<td>4,552</td>
<td>14,240</td>
<td>9,688</td>
<td>31.97%</td>
<td>17,075</td>
</tr>
<tr>
<td>AMH maintenance contract</td>
<td>12,500</td>
<td>12,500</td>
<td>0.00%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Software maint. and licensing</td>
<td>81,934</td>
<td>99,880</td>
<td>17,946</td>
<td>82.03%</td>
<td>110,000</td>
</tr>
<tr>
<td>Service agreements IT Solutions</td>
<td>19,057</td>
<td>30,000</td>
<td>10,943</td>
<td>63.52%</td>
<td>30,000</td>
</tr>
<tr>
<td>Small Hardware/Disposables</td>
<td>1,650</td>
<td>3,330</td>
<td>1,680</td>
<td>49.53%</td>
<td>4,000</td>
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<td>Subscriptions</td>
<td>4,617</td>
<td>5,108</td>
<td>490.5</td>
<td>90.40%</td>
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<td>Advertising</td>
<td>5,351</td>
<td>7,670</td>
<td>2,319</td>
<td>69.77%</td>
<td>9,200</td>
</tr>
<tr>
<td>Community Outreach</td>
<td>2,527</td>
<td>4,170</td>
<td>1,643</td>
<td>60.60%</td>
<td>5,000</td>
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<tr>
<td>Audit expense</td>
<td>1,090</td>
<td>-</td>
<td>(1,090)</td>
<td>0.00%</td>
<td>26,000</td>
</tr>
<tr>
<td>Legal expense</td>
<td>8,411</td>
<td>13,663</td>
<td>5,252</td>
<td>61.56%</td>
<td>16,400</td>
</tr>
<tr>
<td>Consulting</td>
<td>19,709</td>
<td>40,541</td>
<td>20,832</td>
<td>48.61%</td>
<td>46,221</td>
</tr>
<tr>
<td>Contract Wages CEO Office</td>
<td>5,313</td>
<td>-</td>
<td>(5,313)</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>Bank and eCom service fees</td>
<td>12,373</td>
<td>14,330</td>
<td>1,957</td>
<td>86.34%</td>
<td>17,200</td>
</tr>
</tbody>
</table>

Over-budget for year due to Langford Heritage Branch start-up collection supplies not budgeted; will budget on future projects

Timing of expenses

Timing of expenses (bulk purchases; depending usage)

Timing of expenses and delay in server move to UVic

7 months of expenses for Emily Carr Branch outstanding due to contract finalization (delay due to company merger)

Timing of expenses

Timing of expenses

Timing of expenses

New account to properly track this type of wage; budget available in auxiliary wages

$235k under budget overall due to payroll lag and some vacancies; the process for how we allocate auxiliary hours is under review

Page 2
<table>
<thead>
<tr>
<th>Category</th>
<th>Current YTD</th>
<th>Budget YTD</th>
<th>Budget Variance $</th>
<th>Budget Variance %</th>
<th>Budget Annual</th>
<th>Budget Variance Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection agency fees</td>
<td>23,786</td>
<td>25,670</td>
<td>1,884</td>
<td>92.66%</td>
<td>30,800</td>
<td>Delay in payment for 5 year renewals; budgeted in prior year</td>
</tr>
<tr>
<td>Armoured car service</td>
<td>10,395</td>
<td>11,830</td>
<td>1,435</td>
<td>87.87%</td>
<td>14,190</td>
<td></td>
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<tr>
<td>Criminal Rec. Checks &amp; Medical Certs.</td>
<td>6,926</td>
<td>1,420</td>
<td>(5,506)</td>
<td>487.75%</td>
<td>1,700</td>
<td></td>
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<tr>
<td>Moving</td>
<td>4,010</td>
<td>7,688</td>
<td>3,678</td>
<td>52.16%</td>
<td>8,538</td>
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</tr>
<tr>
<td>Storage</td>
<td>6,913</td>
<td>5,000</td>
<td>(1,913)</td>
<td>38.27%</td>
<td>6,000</td>
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</tr>
<tr>
<td>Printer Paper Supplies</td>
<td>4,861</td>
<td>5,200</td>
<td>339</td>
<td>93.49%</td>
<td>6,220</td>
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<tr>
<td>Postage expense</td>
<td>4,304</td>
<td>12,830</td>
<td>8,526</td>
<td>33.55%</td>
<td>15,400</td>
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</tr>
<tr>
<td>Printing expense</td>
<td>17,381</td>
<td>17,920</td>
<td>539</td>
<td>96.99%</td>
<td>21,500</td>
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<tr>
<td>Volunteer Recognition</td>
<td>839</td>
<td>830</td>
<td>1</td>
<td>35.23%</td>
<td>1,000</td>
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<tr>
<td>Special Events</td>
<td>3,663</td>
<td>5,830</td>
<td>2,167</td>
<td>62.82%</td>
<td>7,000</td>
<td></td>
</tr>
<tr>
<td>Program expenses Adult</td>
<td>12,659</td>
<td>13,080</td>
<td>421</td>
<td>96.78%</td>
<td>15,700</td>
<td></td>
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<tr>
<td>Program expenses Children</td>
<td>21,710</td>
<td>24,710</td>
<td>3,000</td>
<td>87.86%</td>
<td>29,650</td>
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<tr>
<td>Program expenses Teen</td>
<td>4,625</td>
<td>5,280</td>
<td>655</td>
<td>87.60%</td>
<td>6,325</td>
<td></td>
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<tr>
<td>Staff Recognition</td>
<td>4,980</td>
<td>5,000</td>
<td>20</td>
<td>99.59%</td>
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<tr>
<td>Vehicle maintenance</td>
<td>4,085</td>
<td>5,000</td>
<td>915</td>
<td>81.70%</td>
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<td></td>
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<tr>
<td>Vehicle rentals</td>
<td>579</td>
<td>420</td>
<td>(159)</td>
<td>137.89%</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>Vehicle fuel</td>
<td>7,566</td>
<td>20,830</td>
<td>13,264</td>
<td>36.32%</td>
<td>25,000</td>
<td>Better fuel economy than expected, October invoice outstanding; excess budget to be used for vehicle maintenance Funded with unbudgeted grants and donations for website project - $20k</td>
</tr>
<tr>
<td>Website development</td>
<td>13,292</td>
<td>2,500</td>
<td>(10,791)</td>
<td>531.66%</td>
<td>3,000</td>
<td></td>
</tr>
<tr>
<td>Building Occupancy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Janitorial contracts</td>
<td>175,196</td>
<td>190,860</td>
<td>15,664</td>
<td>91.79%</td>
<td>229,035</td>
<td>Contingency funding unspent and under review for use for office relocation project</td>
</tr>
<tr>
<td>Maintenance contracts</td>
<td>4,081</td>
<td>5,200</td>
<td>1,119</td>
<td>78.48%</td>
<td>6,240</td>
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<td>Security contracts</td>
<td>47,612</td>
<td>53,920</td>
<td>6,308</td>
<td>88.30%</td>
<td>64,700</td>
<td></td>
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<tr>
<td>Carpet cleaning</td>
<td>9,140</td>
<td>9,140</td>
<td>0</td>
<td>99.99%</td>
<td>11,000</td>
<td></td>
</tr>
<tr>
<td>Garbage disposal and recycling</td>
<td>7,898</td>
<td>10,380</td>
<td>2,482</td>
<td>76.09%</td>
<td>12,390</td>
<td></td>
</tr>
<tr>
<td>Painting and misc. repair</td>
<td>8,371</td>
<td>7,080</td>
<td>(1,291)</td>
<td>118.23%</td>
<td>8,500</td>
<td></td>
</tr>
<tr>
<td>Plumbing</td>
<td>1,964</td>
<td>2,080</td>
<td>116</td>
<td>94.41%</td>
<td>2,500</td>
<td></td>
</tr>
<tr>
<td>Space Lease</td>
<td>92,500</td>
<td>105,837</td>
<td>13,337</td>
<td>87.40%</td>
<td>128,000</td>
<td>Savings due to delay in moving servers to Uvic</td>
</tr>
<tr>
<td>Facility operating costs</td>
<td>131,834</td>
<td>144,490</td>
<td>12,656</td>
<td>91.24%</td>
<td>213,578</td>
<td>Lower than expected costs at Central Branch</td>
</tr>
<tr>
<td>Facility MAM reserve</td>
<td>82,503</td>
<td>105,880</td>
<td>23,377</td>
<td>77.92%</td>
<td>110,880</td>
<td>Budget savings: Central Branch Waddington Strata AGM decision to fund MAM costs from strata reserve</td>
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<tr>
<td>Facility contingency reserve</td>
<td>14,241</td>
<td>14,470</td>
<td>229</td>
<td>98.41%</td>
<td>17,370</td>
<td>$4k lower than expected costs at Central Branch; balance of variance funded through facility cost recovery for facility master plan consulting costs</td>
</tr>
<tr>
<td>Facility direct costs</td>
<td>24,210</td>
<td>16,670</td>
<td>(7,540)</td>
<td>145.23%</td>
<td>20,000</td>
<td></td>
</tr>
<tr>
<td>Facility cost recovery</td>
<td>(141,092)</td>
<td>(136,260)</td>
<td>4,832</td>
<td>103.55%</td>
<td>(168,410)</td>
<td></td>
</tr>
<tr>
<td>Janitorial supplies</td>
<td>25,395</td>
<td>26,960</td>
<td>1,565</td>
<td>94.20%</td>
<td>32,350</td>
<td>Timing of expenses, outstanding invoices</td>
</tr>
<tr>
<td>Heat</td>
<td>5,188</td>
<td>10,960</td>
<td>5,773</td>
<td>47.33%</td>
<td>13,150</td>
<td>Timing of expenses, outstanding invoices</td>
</tr>
<tr>
<td>Hydro</td>
<td>91,542</td>
<td>123,970</td>
<td>32,428</td>
<td>73.84%</td>
<td>146,000</td>
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<td>Water</td>
<td>2,881</td>
<td>6,800</td>
<td>3,919</td>
<td>42.36%</td>
<td>8,150</td>
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</tr>
<tr>
<td>Other Expenses</td>
<td>574,323</td>
<td>698,437</td>
<td>124,114</td>
<td>82.23%</td>
<td>855,433</td>
<td></td>
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<tr>
<td>Current YTD</td>
<td>Budget YTD</td>
<td>Budget Variance $</td>
<td>Budget Variance %</td>
<td>Budget Variance Explanation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>------------</td>
<td>-------------------</td>
<td>-------------------</td>
<td>-----------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lease Interest</td>
<td>458</td>
<td>990</td>
<td>532</td>
<td>46.24%</td>
<td>$1,196</td>
<td></td>
</tr>
<tr>
<td>Board Exp.: Catering for meetings</td>
<td>2,788</td>
<td>1,250</td>
<td>(1,538)</td>
<td>223.08%</td>
<td>$1,500</td>
<td></td>
</tr>
<tr>
<td>Board Exp.: Conferences and travel</td>
<td>4,127</td>
<td>5,000</td>
<td>874</td>
<td>82.53%</td>
<td>6,000</td>
<td></td>
</tr>
<tr>
<td>Board Exp.: Special Events</td>
<td>1,726</td>
<td>3,330</td>
<td>1,604</td>
<td>51.84%</td>
<td>4,000</td>
<td></td>
</tr>
<tr>
<td>Board Exp.: Misc. board expenses</td>
<td>565</td>
<td>3,330</td>
<td>2,765</td>
<td>16.97%</td>
<td>4,000</td>
<td></td>
</tr>
<tr>
<td>Employee Recruitment</td>
<td>754</td>
<td>3,330</td>
<td>2,576</td>
<td>22.65%</td>
<td>4,000</td>
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<tr>
<td>General Liability Insurance</td>
<td>1,921</td>
<td>8,330</td>
<td>6,409</td>
<td>23.06%</td>
<td>10,000</td>
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<tr>
<td>Directors &amp; Officers Insurance</td>
<td>59,353</td>
<td>64,336</td>
<td>4,983</td>
<td>92.25%</td>
<td>64,336</td>
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<tr>
<td>Vehicle insurance</td>
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<td>3,410</td>
<td>160</td>
<td>95.31%</td>
<td>4,088</td>
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<td>Memberships Institutional</td>
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<td>7,140</td>
<td>298</td>
<td>104.17%</td>
<td>8,563</td>
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</tr>
<tr>
<td>Board Exp.: Catering for meetings</td>
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<td>43,680</td>
<td>2,747</td>
<td>93.71%</td>
<td>52,405</td>
<td></td>
</tr>
<tr>
<td>Board Exp.: Conferences and travel</td>
<td>42,454</td>
<td>40,994</td>
<td>(1,460)</td>
<td>103.56%</td>
<td>49,300</td>
<td></td>
</tr>
<tr>
<td>Board Exp.: Special Events</td>
<td>12,092</td>
<td>17,678</td>
<td>13,333</td>
<td>24.58%</td>
<td>20,178</td>
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<tr>
<td>Board Exp.: Misc. board expenses</td>
<td>4,345</td>
<td>17,678</td>
<td>13,333</td>
<td>24.58%</td>
<td>20,178</td>
<td></td>
</tr>
<tr>
<td>Printer lease</td>
<td>20,696</td>
<td>31,250</td>
<td>10,554</td>
<td>66.23%</td>
<td>37,500</td>
<td></td>
</tr>
<tr>
<td>Printer Copy Costs</td>
<td>4,486</td>
<td>12,500</td>
<td>8,014</td>
<td>35.89%</td>
<td>15,000</td>
<td></td>
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<tr>
<td>Friends of the Library expenses</td>
<td>1,540</td>
<td>2,200</td>
<td>660</td>
<td>70.00%</td>
<td>2,640</td>
<td></td>
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<tr>
<td>Training conferences seminars</td>
<td>39,870</td>
<td>411,074</td>
<td>71,204</td>
<td>82.68%</td>
<td>459,596</td>
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<tr>
<td>IT Technical and ILS Training HR</td>
<td>324,587</td>
<td>350,000</td>
<td>25,413</td>
<td>92.74%</td>
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<td></td>
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<tr>
<td>Library materials Langford Startup</td>
<td>105,748</td>
<td>135,770</td>
<td>30,022</td>
<td>77.89%</td>
<td>153,465</td>
<td></td>
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<tr>
<td>Hardware</td>
<td>225,387</td>
<td>220,013</td>
<td>(5,374)</td>
<td>102.44%</td>
<td>230,013</td>
<td></td>
</tr>
<tr>
<td>Furniture &amp; Equip</td>
<td>146,094</td>
<td>147,999</td>
<td>1,905</td>
<td>98.71%</td>
<td>147,999</td>
<td></td>
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<tr>
<td>Building Improvements</td>
<td>37,484</td>
<td>85,580</td>
<td>48,097</td>
<td>43.80%</td>
<td>98,910</td>
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</tr>
<tr>
<td>Vehicle Purchase</td>
<td>14,841</td>
<td>43,605</td>
<td>1,764</td>
<td>95.95%</td>
<td>43,605</td>
<td></td>
</tr>
<tr>
<td>Leased Capital Assets Microfilm scanner IT Solutions</td>
<td>6,385</td>
<td>5,880</td>
<td>(505)</td>
<td>108.60%</td>
<td>7,060</td>
<td></td>
</tr>
<tr>
<td>Leased Capital Assets</td>
<td>13,042</td>
<td>14,510</td>
<td>1,468</td>
<td>89.88%</td>
<td>17,409</td>
<td></td>
</tr>
<tr>
<td>Total Revenue</td>
<td>17,432,973</td>
<td>16,921,294</td>
<td>(511,678)</td>
<td>103.01%</td>
<td>18,390,604</td>
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</tr>
<tr>
<td>Total Expenditure</td>
<td>14,509,445</td>
<td>15,453,110</td>
<td>943,665</td>
<td>93.89%</td>
<td>18,390,604</td>
<td></td>
</tr>
<tr>
<td>Net Surplus (Deficit)</td>
<td>2,923,527</td>
<td>1,468,183</td>
<td>1,455,343</td>
<td>199.13%</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>
2017 Proposed Board Meeting Dates

Tuesday, January 17
Tuesday, February 14
Tuesday, March 28
Tuesday, April 25
Tuesday, May 23
Tuesday, June 27
Tuesday, September 19
Tuesday, October 24
Tuesday, November 28
Tuesday, December 12

Board meetings are scheduled for the 4th Tuesday of the month with the exception of January, February and September.
Dear Mr. Murdoch:

Re: GVPL Library Operating Agreement (LOA) Renewal - Addendum

At the City of Langford Regular Meeting of Council held on November 7th, 2016, Council considered your letter dated November 1st, 2016 advising that the LOA term ends on December 31st, 2016.

I can now advise you that Council resolved to approve and sign the Addendum to the current year LOA which will allow its terms and conditions to continue to be in force and binding upon the parties until such time as a new agreement is executed.

Sincerely,

Jim Bowden
Corporate Officer

Attachment (signed Addendum)
ADDENDUM to the
LIBRARY OPERATING AGREEMENT (the "Agreement") dated January 1, 2014

WHEREAS:

1. The Term of the Agreement expires December 31, 2016 and a new agreement is in the process of being reviewed and approved.

IT IS THEREFORE AGREED THAT:

A. The Term of the Agreement be extended, without prejudice to the interests of any parties.

B. The terms and conditions of the Agreement shall continue to be in force and binding upon the parties until such time as a new agreement is executed.

C. This Addendum may be signed in counterparts that:
   i) have the same effect as if the parties had all signed the same document;
   ii) will be construed together to be an original document;
   iii) will constitute one and the same Agreement.

IN WITNESS of its terms the parties have executed this Addendum by:

THE CORPORATE SEAL of the CITY OF LANGFORD placed on this Addendum in the presence of:

Signature

Lanny Seaton
Name

Title
Lanny Seaton
Acting Mayor

Signature

Jim Bowden
Name

Title
Jim Bowden
Corporate Officer
2016/11/09

kmarshall@gvpl.ca

Mr. Kevin Murdoch, Chair
Greater Victoria Public Library
735 Broughton Street
Victoria, BC V8W 3H2

Dear Mr. Murdoch:

Re: GVPL 2017 Budget and 5 Year (2017 – 2021) Financial Plan - Provisional

At the City of Langford Regular Meeting of Council held on November 7th, 2016, Council considered your letter dated October 31st 2016 with regard to the 2017 Budget and 2017 – 2021 Five Year Financial Plan – Provisional.

I can now advised you that Council resolved to receive the Provisional Five-Year Financial Plan for 2017-2021.

Sincerely,

Jim Bowden
Corporate Officer
FYI...

From: Finance Committee [mailto:FinanceCommittee@leg.bc.ca]
Sent: Wednesday, November 16, 2016 1:09 PM
To: Maureen Sawa
Subject: Select Standing Committee on Finance and Government Services: Report Release

Kevin Murdoch
Greater Victoria Public Library

On behalf of the Select Standing Committee on Finance and Government Services, I would like to thank you for your interest and participation in the Budget 2017 Consultations. The Committee’s report was released yesterday, Tuesday, November 15, 2016 and is available online at www.leg.bc.ca/cmt/finance.

Thank you for taking the time to assist the Committee in this important process.

Sincerely,

Susan Sourial
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