



GOVERNMENT SERVICES COMMITTEE

MONDAY, DECEMBER 17, 2012

5:00 P.M.

COUNCIL CHAMBERS, CITY HALL

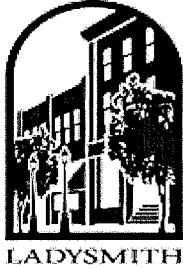
410 ESPLANADE

Mandate – To advise Council on a broad spectrum of issues related to departmental matters

COUNCILLOR GORD HORTH, CHAIR		<u>Page</u>
CALL TO ORDER		
1. AGENDA APPROVAL		
2. MINUTES		
2.1. Minutes of the Government Services Committee Meeting held November 19, 2012		1-3
3. DELEGATIONS		
3.1. Cara Light, Hayes Stewart Little & Company (Auditors) 2012 Audit Plan Report		
3.2. Kate Miller, Environment Manager, Cowichan Valley Regional District Energy Modelling (Note that the presentation is expected to take 30 minutes)		
4. REPORTS		
4.1. City Manager's Report (verbal report)		
4.2. Financial Update to November 30, 2012		4-8
4.3. Building Inspector's Report – November 2012		9
4.4. Trolley Report – November 2012		10
4.5. Fire Chief's Report – November 2012		11
4.6. Coastal Animal Control Services – November Pound Report		12-13
5. MEMBER SUBMISSIONS		
6. CORRESPONDENCE		
6.1. Rosemary Bonanno, Vancouver Island Regional Library Request for Information Regarding Town of Ladysmith Plans or Suggestions about Library Space		15-19

	<u>Page</u>
<u>Staff Recommendation</u> That the Committee consider whether it wishes to recommend to Council any suggestions for improvements to the Ladysmith branch of the Library, as requested in the correspondence from Rosemary Bonanno dated November 23, 2012.	
6.2. Adrian Maas, C.G.A., Vancouver Island Regional Library 2013 Budget and Levy to Members	20-54
<u>Staff Recommendation</u> That the Committee receive the correspondence from the Vancouver Island Regional Library dated November 28, 2012 concerning the proposed 2013 budget and levy to members.	
7. NEW BUSINESS	
8. UNFINISHED BUSINESS	
8.1. Proposed Bar Watch Program in Ladysmith	55-66
Council will recall that at a special meeting held on November 26, 2012, the Ladysmith RCMP made a presentation on a proposed Ladysmith Bar Watch program and reviewed a proposed Good Neighbour Agreement, requesting that Council support the agreement and the program. Council passed the following resolution: <i>That the matter of a Bar Watch Program in Ladysmith be referred to the next meeting of the Government Services Committee, and that staff be requested to discuss the program with owners and/or managers of bars in Ladysmith and report back to Council.</i>	
The Ladysmith RCMP Detachment has been discussing the proposed Bar Watch program with owners and managers and officers report that of the three primary drinking establishments in the detachment's policing area, two are willing to operate under a bar watch program, while the third requires additional information. Note that the policing area includes establishments outside Ladysmith. In addition, of the two charitable organizations operating licensed establishments in Ladysmith, one does not have issues with the program, however the other has not yet been approached.	
<u>Staff Recommendation</u> That Council endorse a Bar Watch program in Ladysmith, and approve the draft Good Neighbours agreement as presented to Council on November 26, subject to approval of the final version of the agreement.	

ADJOURNMENT



TOWN OF LADYSMITH
MINUTES OF A REGULAR SESSION OF
THE GOVERNMENT SERVICES COMMITTEE
MONDAY, NOVEMBER 19, 2012
5:00 P.M.

COUNCIL MEMBERS PRESENT:

Councillor Jill Dashwood
Councillor Bill Drysdale
Councillor Duck Paterson

Mayor Rob Hutchins
Councillor Gord Horth
Councillor Glenda Patterson

COUNCIL MEMBERS ABSENT

Councillor Steve Arnett

STAFF PRESENT:

Ruth Malli
Felicity Adams
John Manson

Sandy Bowden
Erin Anderson
Joanna Winter

CALL TO ORDER

Councillor Dashwood called the Government Services Committee meeting to order at 5:00 p.m.

AGENDA APPROVAL

GS 2012-118

It was moved, seconded and carried that the agenda for the Government Services Committee meeting of November 19, 2012 be adopted as circulated.

Councillor Dashwood introduced and welcomed special guests Mayor John Douglas and City Manager Ken Watson from the City of Port Alberni.

MINUTES

GS 2012-119

It was moved, seconded and carried that the minutes of the Government Services Committee meeting held October 15, 2012 be adopted as circulated.

DELEGATION

Doug Bell and Barrie McDonald provided Council with a summary of Ladysmith Maritime Society activities in 2012 and discussed strategies and plans for 2013.

The discussion included a request from the Ladysmith Maritime

Society for the Town to provide the following:

- Council support to change the way BC Assessment Authority assesses the value of the Ladysmith Maritime Society Community Marina
- Consideration of leasing Unit J at the Town-owned Machine Shop on Oyster Bay Drive to the Ladysmith Maritime Society

Ladysmith Maritime Society representatives responded to questions from Council. Council thanked the representatives of the Ladysmith Maritime Society and agreed to consider their requests.

REPORTS

City Managers Report

The City Manager provided a verbal report to the Committee and responded to questions with respect to staff work plans and priorities, including the Information Technology Strategy, the Zoning Bylaw Update Project, the Sustainability implementation Plan, an Economic Development initiative, the Brownfield Report, the Waste Water Treatment Plant and the Water Supply System Upgrades.

Financial Plan Update to October 31, 2012

GS 2012-120

It was moved, seconded and carried that the Financial Plan Update for the Town of Ladysmith to October 31, 2012 be received.

Film Production Policy

GS 2012-121

It was moved, seconded and carried that the Committee recommend that Council refer the proposed changes to the Film Production Policy as outlined in the staff report dated November 13, 2012 to the Ladysmith Chamber of Commerce and the Ladysmith Downtown Business Association for their consideration and comment.

Building Inspector's Report

GS 2012-122

It was moved, seconded and carried that the Building Inspector's Report for October 2012 be received.

Trolley Report

GS 2012-123

It was moved, seconded and carried that the Trolley Report for October 2012 be received.

Ladysmith Fire/Rescue Report

GS 2012-124

It was moved, seconded and carried that the Ladysmith Fire/Rescue Report for October 2012 be received.

Staff were requested to determine through the Protective Services Committee how many local fire stations still use a siren to give notice for call-outs and practices. Councillor Horth will determine

how many fire rescue stations in the Capital Region use a siren.

GS 2012-125

Coastal Animal Control Services – Pound Report

It was moved, seconded and carried that the Pound Report from Coastal Animal Control Services for October 2012 be received.

MEMBER SUBMISSIONS

Cowichan Valley Regional Hospital District Update

Mayor Hutchins provided Council with a report on the status of the Regional Health Care system, including progress towards a new regional hospital in Duncan, and statistics for use and costs of the Ladysmith Community Health Centre

CORRESPONDENCE

Tara and Mike Pollock

Proposed Network of Hiking and Mountain Biking Trails

2012-126

It was moved, seconded and carried that the committee recommend that Council refer the correspondence from Tara and Mike Pollock proposing an enhanced hiking and mountain biking network to the Parks, Recreation and Culture Commission, and that the Pollocks be invited to attend a Commission meeting to discuss their proposal.

2012-127

Bowl for Kids' Sake

Invitation for Council to enter a team in a Big Brothers Big Sisters 'Bowl for Kids' event on February 24, 2013

It was moved, seconded and carried that the Committee recommend that Council enter the Big Brothers Big Sisters Bowl for Kids event on February 24, 2013, and that a challenge be issued to City of Nanaimo Council.

Councillor Glenda Patterson volunteered to organize the event and the challenge.

ADJOURNMENT

GS 2012-128

It was moved, seconded and carried that this meeting of the Government Services Committee be adjourned at 5:28 p.m.

CERTIFIED CORRECT

Chair (Councillor S. Arnett)

Corporate Officer (S. Bowden)



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Erin Anderson, Director of Financial Services
Date: December 7, 2012
File No:

Re: Financial Update - November 2012

RECOMMENDATION(S):

That the Committee receive this report.

PURPOSE:

To inform the Government Services Committee on the finances for the eleven months ending November 30, 2012.

INTRODUCTION/BACKGROUND:

The purpose of this report is to provide financial information on a regular basis.

SCOPE OF WORK:

Notes & Trends

- Please note that this will be the last report to the Committee for the year 2012. The next report will be the presenting of the audited financial statements in April.
- As of the end of October, there were approximately 4.5% of 2012 property taxes remaining unpaid. This is consistent with this time period in 2011.
- The Committee may recall that Council directed Staff to present a new purchasing policy. This will be coming forward to Council early in 2013.
- Along with the interim audit of the finances conducted by the Town appointed auditor – Hayes Stewart Little and Company, the Town's charitable donation process is also under review by Canada Revenue Agency (CRA). CRA is currently auditing the donation practices of many non-profit agencies, such as the Town.
- The 3rd Quarter Utility bills were due December 5, 2012. The water meters will be read at the end of the month and the 4th Quarter Utility bills will be mailed in January. There have been approximately 150 subscribers to the electronic bill delivery option where the property owner receives an e-mail version of their Utility Bill. Staff are currently working with the Ladysmith & District Credit Union and Central 1 to implement a Utility Bill auto-debit program where property owners who opt for this program can provide the Finance Department with their banking information and their amount due will be automatically deducted from their bank account on the due date. Staff are currently testing this option and hope to "go-live" for the next Utility bill. Information will be included in the envelope with the next Utility bill.

- Revenues: The fees & charges revenue is not anticipated to meet budgeted expectations. This is partly to do with a lower than anticipated Parks & Recreation revenues and some rental revenues not received from vacated tenants. Return on investment continues to exceed budget. This is due to the timing of construction projects. Penalty & Interest revenue is expected to be on target. Interest is charged at the end of the year for all properties that have not paid their prior years' taxes. Grant revenue is on target in relation to the projects that have commenced. Donations revenue is greater than budgeted which can be attributed to the Kinsmen's donation for the Brown Drive Park. Development Fees, which is money used from Development Cost Charge Restricted Reserve (DCC), is lower than budget as not all capital projects that use DCC as a funding source were started in 2012.
- Expenses: General Administration is below budget, as some positions were vacant for part of the year. Protective Services is expected to be on budget by year-end and transportation services is expected to be slightly over budget but will be offset by the reallocation of internal equipment charges which appears net of costs on these monthly reports, but broken out for Financial Statement purposes. Garbage expenses are expected to be slightly below budget expense and Cemetery costs are expected to be at budgeted costs. Development Services is below budget as not all projects, such as the Zoning Bylaw, are fully complete. The projects were fully budgeted in 2012, hence any unspent monies will be carried forward to the following year. Recreation & Cultural Services are expected to be slightly over budget by year end. Parks is expected to be on budget while Water Services will exceed budget due to a higher number of water main breaks than budgeted. Sewer Services is expected to be under budget, though this savings will be rolled into the funding for the next phase of the Waste Water Treatment Plant. Interest Expense is less than budgeted as not all borrowing has been executed at this point.

Real Property Reserve

Past reports have highlighted the need to sell property in order to offset the costs that have been charged to the Real Property Reserve. As the year-end nears, staff is not anticipating that any property will be sold to offset this amount.

For 2012 only, as these reserves are consolidated in the financial statements at the end of the year, funding can be use from one reserve to pay for another. This accounting entry is then reversed at the beginning of 2013.

ALTERNATIVES:

Not applicable.

FINANCIAL IMPLICATIONS:

Keeping Council informed of the financial state of the organization.

LEGAL IMPLICATIONS:

This is a snap-shot of the Town finances for a point in time. No accruals have been made. Payments and deposits continue to be received which will change the financial figures. These statements are not audited.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The public is encouraged to review the report and provide comment.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Coordination among the various departments to ensure all information is coded properly and received by the Finance Department.

RESOURCE IMPLICATIONS:

The majority of this work is done by the Finance Department.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Not applicable

ALIGNMENT WITH STRATEGIC PRIORITIES:

This is within the Town strategy of "Wise Financial Management".

SUMMARY:

This monthly report is provided to the Government Services Committee for information.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

Consolidated Statement of Operations – November 2012

Consolidated Statement of Financial Position – November 2012

Restricted Reserve Balances – November 2012

Town of Ladysmith
Statement of Financial Position
January 1, 2012 to November 30, 2012

	Nov '12	Amended Budget	%
Revenues			
	\$		
Taxes	(8,122,623)	\$ (8,116,230)	100%
Fees & Charges	(2,533,312)	(2,970,581)	85%
Return on Investment	(101,380)	(60,000)	169%
Penalty & Interest	(107,065)	(120,000)	89%
Grants	(1,504,668)	(2,247,349)	67%
Donations & Contributions	(71,142)	(21,000)	339%
Gain on disposal	1,900	0	0%
Development Fees	(159,563)	(363,680)	44%
Local Improvement	(8,922)	(8,920)	100%
Total Revenue	(12,606,774)	(13,907,760)	91%
Expenses			
General Government	1,680,256	2,118,064	79%
Library	286,236	286,234	100%
Protective Services	1,085,402	1,478,705	73%
Transportation Services	960,269	1,146,300	84%
Environmental Health (Garbage Collection)	382,099	446,230	86%
Public Health (Cemetery)	37,398	38,580	97%
Development Services	444,497	714,401	62%
Recreation & Culture	1,827,817	2,038,445	90%
Parks	568,295	615,830	92%
Sewer	460,956	625,300	74%
Water	451,332	482,970	93%
Interest	241,828	451,065	54%
Total Expenses	8,426,385	10,442,124	81%
Surplus (-)/ Deficit	(4,180,389)	(3,465,636)	121%
Capital	2,443,236	9,817,857	25%
Proceeds from New Debt	(1,000,000)	(5,454,309)	18%
Principal Payments	163,672	338,509	48%
Internal Funding	(451,836)	(1,236,421)	37%
BALANCE	(3,025,318)	-	

Town of Ladysmith
Statement of Financial Position
As of November 30, 2012

	<u>Nov '12</u>
Cash & Short Term Deposits	\$ 11,726,958
Accounts Receivable	1,890,309
Accounts Payable	(324,132)
Post Employment Benefits	(186,244)
Deferred Revenue	(65,736)
Restricted Revenue	(2,442,323)
Refundable Deposits	(449,696)
Long Term Debt	(3,928,209)
Tangible Capital Assets	79,485,539
Prepays	31,912
Inventory	94,472
	\$ 85,832,851

Restricted Reserve Balances
November 2012

Non Restricted Reserves	Nov '12	Budgeted Commitment & Funding	Projected Balance
Tax Sale	24,812		24,812
Safety	12,348		12,348
Real Property	(301,623)		(301,623)
Amenity	69,639		69,639
Total Non Restricted	(194,825)	0	(194,825)
Restricted			
Parking	74,054		74,054
Gas Tax	551,557	38,383	589,940
Green St	1,392		1,392
Amphitheatre	13,286		13,286
Agency Capital	374,568	422	374,990
Total Restricted	1,014,856	38,805	1,053,662
DCC's			
Sewer	108,629		108,629
Water	203,909		203,909
Roads	559,676		559,676
Parks	227,108		227,108
Storm	328,144	(167,500)	160,644
Total DCC's	1,427,467	(167,500)	1,259,967



TOWN OF LADYSMITH

Building Permit Summary - November, 2012

Year to Date	Commercial		Industrial		Institutional		Residential (NEW)		Residential Adds, Renos, Other		Dwelling Units	Total Permits	Bldg & Plbg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2012
	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values					
NOV	0	0	0	0	0	0	3	347,463	5	42,248	3	8	2,135	389,711	10,892,682

Year to Date

Year to Date	Commercial		Industrial		Institutional		Residential (NEW)		Residential Adds, Renos, Other		Dwelling Units	Total Permits	Bldg & Plbg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2012
	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values					
JAN	1	\$488,275	0	\$0	0	\$0	2	\$357,315	2	\$48,140	4	5	\$11,573	\$893,730	\$893,730
FEB	0	\$0	0	\$0	1	\$5,000	4	\$1,184,697	4	\$125,975	7	9	\$8,936	\$1,315,672	\$2,209,402
MAR	0	\$0	0	\$0	0	\$0	3	\$530,461	3	\$25,972	3	6	\$4,251	\$556,433	\$2,765,835
APR	1	\$965,520	0	\$0	0	\$0	3	\$706,337	7	\$153,673	3	11	\$11,742	\$1,825,530	\$4,591,365
MAY	0	\$0	0	\$0	0	\$0	2	\$349,444	6	\$64,355	2	8	\$3,237	\$413,799	\$5,005,164
JUN	1	\$42,000	0	\$0	0	\$0	10	\$1,694,395	2	\$10,879	10	13	\$12,957	\$1,747,274	\$6,752,438
JUL	0	\$0	0	\$0	0	\$0	0	\$0	3	\$48,991	0	3	\$482	\$48,991	\$6,801,429
AUG	2	\$680,000	0	\$0	0	\$0	5	\$930,174	2	\$11,620	8	9	\$8,359	\$1,621,794	\$8,423,223
SEP	0	\$0	0	\$0	0	\$0	1	\$200,463	7	\$144,519	2	8	\$1,686	\$344,982	\$8,766,205
OCT	2	\$38,000	1	\$1,100,000	0	\$0	3	\$443,798	6	\$152,968	3	12	\$9,982	\$1,734,766	\$10,502,971
NOV	0	\$0	0	\$0	0	\$0	3	\$347,463	5	\$42,248	3	8	\$2,135	\$389,711	\$10,892,682
DEC															
TOTAL	7	\$2,213,795	1	\$1,100,000	1	\$5,000	36	\$6,744,547	47	\$829,340	45	92	\$75,340	\$10,892,682	

Demos Mth	#DU	Value	#BP	Value
1			1	

Comparison	#DU	Value	#BP	Value
YTD 2012	45	\$6,744,547	92	\$10,892,682
YTD 2011	49	\$6,765,736	123	\$9,111,997
YTD 2010	63	\$9,748,321	120	\$14,563,333

Tom Skarvig
Tom Skarvig, Building Inspector



Town of Ladysmith
Trolley Summary Report
 November 2012

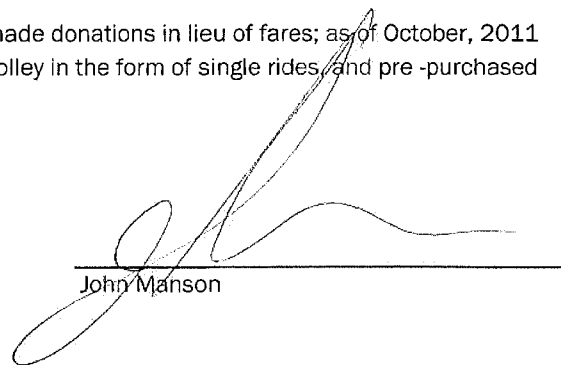
Stats	November			Aug-Sept-Oct (Previous 3 Months)			YTD (Jan-November)		
	2012	2011	2010	2012	2011	2010	2012	2011	2010
Ridership Count	1023	965	1848	3625	5101	6370	13415	20694	24131
Days in Operation	25	25	25	76	76	75	279	277	275
Avg. Daily Ridership	41	39	84	47	67	85	90	75	88
Wheel Chairs	0	3	8	20	24	32	53	80	57
Service Dogs	5	2	11	4	4	40	20	95	87
Bikes	10	16	30	64	135	144	165	400	405

Fares*

Single Fares	\$84	\$806	*	\$604	\$665	*	\$7,410	\$1,471	*
Monthly Passes	\$554	\$317	*	\$145	\$267	*	\$2,266	\$584	*
Rentals**	\$0	**	**	\$100	**	**	\$1,650	**	**
Donations	*	*	\$926	*	\$2,446	\$2,266	*	\$7,302	\$7,609
Total	\$638	\$1,123	\$926	\$849	\$3,378	\$2,266	\$11,326	\$9,357	\$7,609

* From launch to September, 2011 trolley riders made donations in lieu of fares; as of October, 2011 to date, fares have been collected on board the trolley in the form of single rides, and pre-purchased monthly passes.

** There were no rentals in 2010 or 2011

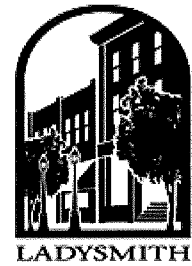


John Manson



Ladysmith Fire /Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5
 Phone: 250-245-6436 • Fax: 250-245-0917



FIRE CHIEF'S REPORT

MONTH: **NOVEMBER 2012**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YEAR'S TOTALS
Alarms Activated: Pulled Station			1			1	1						3
By mistake	1			1	1					1	1		5
Electrical problem		1	2			2	3	1	2	1	1		13
Due to cooking			1		3	1	2	2					9
Assistance		2				1					1		4
Burning Complaint		2	2			2	1		1				8
Fire: Structure		1			1	3		1	1	2	1		10
Chimney	4	3	1							1			9
Interface / Bush					1	2	2	8	7	2			22
Vehicle	1	1	2										4
Other	1	3					3	3		1	2		13
Hazardous Materials			1			1		3		1	1		7
Hydro Lines: Down / Fire				1	1					1	1		4
Medical Aid				1		3	3		4		1		12
MVI	3	1	5	2	3	5	1	1	3	3	2		29
Rescue				1		1							2
Mutual Aid provided by Ladysmith to outside areas	1		1					2		1			5
MONTH TOTALS (not incl. Practises)	11	14	16	6	10	22	16	21	18	14	11		159
Practises (Totals for each Month)	5	4	4	4	5	4	5	4	4	5	4		48
Mutual Aid, requested by Ladysmith from outside areas	1	0	0	0	0	0	0	2	2	0	1		6

ALARMS ACTIVATED (location/owner):

1. Aggie Hall- Working near sensor
2. 910 First Ave. Hospital Auxiliary faulty sensor.

COMPARISONS:

Year to Date / 12 159 (excl. practises)
 Year to Date / 11 169 (excl. practises)
 Year to Date / 10 144 (excl. practises)

APPROVED:

Ray Delwert
 Fire Chief

RECEIVED

DEC - 6 2012

COASTAL ANIMAL CONTROL SERVICES OF BC LTD

2202 Herd Rd. Duncan, BC. V9L 6A6

(250) 748-3395

TOWN OF LADYSMITH POUND REPORT

November 2012

Disposition of Impounded Dogs	Current Month	2012 Totals
Stray dogs impounded	4	25
Stray dogs claimed	4	23
Stray dogs put up for adoption	0	1
Stray dogs euthanized	0	0
Stray livestock / cats	0	0
Other	0	1
Calls Received and Investigated	9	102
Aggressive dogs	0	6
Dogs at large	2	22
Confined dog	3	29
Noise (barking) complaints	3	29
Other non specific dog related calls	1	14
Wildlife / livestock / cats	0	1
After hour call outs	1	9
Monthly Pound and Board Fees Collected	\$405.00	\$2750.00
Impound fees	\$300.00	\$2000.00
Daily board fees	\$105.00	\$750.00
Tickets issued	0	4
Unlicenced dog	\$000.00	\$400.00
Dog at large	\$00.00	\$00.00
Dangerous dog not muzzled (12e)	\$0	\$00.00
Habitually noisy	\$0	\$0
Licencing Statistics		
	Tags	1
	Revenue	\$20.00
		27
		\$725.00

Judi Burnett

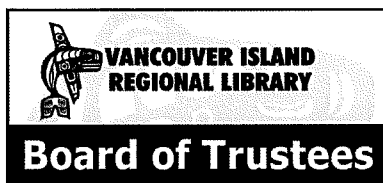
CAS Summary of Service Calls, Ladysmith

9 calls in total

01-Nov-12 to 30-Nov-12

RECEIVED
DEC - 6 2012

Issue	Call #	Received	Type	Completed
At large		2		
	1031	21-Nov-12	Dog	22-Nov-12
	1029	16-Nov-12	Dog	
Confined		3		
	1033	26-Nov-12	Dog	27-Nov-12
	1032	22-Nov-12	Dog	22-Nov-12
	1030	18-Nov-12	Dog	19-Nov-12
Noisy		3		
	1034	28-Nov-12	Dog	
	1028	13-Nov-12	Dog	26-Nov-12
	1027	09-Nov-12	Dog	26-Nov-12
Other		1		
	1035	30-Nov-12	Dog	30-Nov-12



Board Policy

Title:	Facilities
Approved:	June 2011
Revised:	September 2012

The purpose of this policy is to ensure facilities meet the mission of the Vancouver Island Regional Library (VIRL) Board by maintaining and further developing an integrated network of service points, underpinned by designated resource hub libraries offering and supporting the delivery of in-depth information and readers' advisory services system-wide. Together, these approaches are designed to be responsive to the needs and expectations of VIRL customers. Facilities are designed to best meet the community needs. Ideally, library facilities are flexible, functional, attractive and adaptable.

Development of a Permanent Service Delivery Location

It is the responsibility of the associated political jurisdiction to make a request in writing to the Board to consider the development of a permanent service delivery location. A population threshold of 4,600 is expected to be met in 20 years' time in order for a branch to be considered by the Board. If the Board approves the request, it is the associated political jurisdiction's responsibility to conduct a public consultation process.

Service Model

To maximize efficiencies and effectiveness VIRL offers a multi-tiered service delivery model. Requests for contracting library services from VIRL will be between the political jurisdiction and the Board of the Vancouver Island Regional Library. Discussions will be undertaken with individual or local interest groups.

Books-by-Mail

Books-by-Mail is an individualized serviced offered to communities of less than 799 people. All requests are handled at the nearest resource hub. The associated political jurisdiction can make a request in writing to the Board to consider the development of a permanent delivery location. A population threshold of 4,600 is expected to be met in 20 years' time in order for a branch to be considered by the Board.

Core Library

The Core Library is located in a concentrated area of expressed need. The physical size of the Core Library is a target of 2,750 square feet serving a population up to and including 4,600. The service is valued as a focal point of the community identity, a community meeting place and a destination for all. It may be co-located. It provides convenient access to the resources of the entire library system.

Core children's services (including programming) and services to targeted groups such as teens or seniors may be stressed. The collection may contain up to 15,000 popular items. Electronic information resources provide access to a broad range of reference and support materials. Access to the Internet will be provided in relation to the population served.

Community Library

The Community Library is a local community focal point and is a gathering place and an intentional destination. It may be co-located. The Community Library is up to 18,000 square feet. The building should support the growth of the community for 20 years. These libraries focus their services on recreational and informational needs, providing access to a full range of print and non-print items. Their collections, based upon demand, support browsing and general information. The base core collection is further developed to support a broader range and scope of information. The Community Library delivers information and reader's advisory services, programming for all targeted groups, outreach, reading lounge, designated study space and multipurpose meeting space are all part of their mandate. Access to the Internet will be provided in relation to the population served.

Resource (Hub) Library

The Resource (Hub) Library underpins the delivery of information and readers' advisory services throughout the Board's service area. Further to that it provides community needs to the local area. It may be co-located. The Resource Library exceeds 18,000 square feet based on population. The building should support the growth of the community for 20 years. Its extensive collections serve the recreational and informational needs through a mix of circulation and electronic materials. Local or special collections may also be developed and housed in hub libraries. The resource hub library has an important role in supporting the print and nonprint infrastructure of the library system through the development and provision of specialized in-depth collections and staff expertise. It provides the full range of services for children and adults, programming, outreach, distribution centre for the hub, and multipurpose meeting space are all part of its mandate.

eLibrary

It is the vision of the Vancouver Island Regional Library to become a provincial leader in the integration of technology into library services. Electronic resources and technological access to information and services will not result in the demise of the library as a destination. Rather, technology will be expanded and used to enhance customer access to library services, whether from within library branches or from home, place of work, or other locations within the community.

Using new tools customers and staff will access information resources more effectively and communicate in new and innovative ways. Services offered electronically will be tailored to the individual needs of customers, recognizing the diversity of the community, social and economic barriers faced by all its members.

Standards

Standards may be defined as a degree or level of requirement, excellence or attainment that serve as a point of reference. They are a framework for planning and achieving best practices and excellence in the management and provision of library service. At the same time, standards provide a baseline measure for the development of facilities.

VIRL will:

- Establish and maintain libraries according to the service delivery model.
- Locate facilities as best possible utilizing site selection criteria.
- Use a recognized source (PCensus or Stats Canada) to access population and demographic information on which to base needs for new or expanded facilities.
- Implement a minimum target size of 2,750 sq ft or 0.6 sq ft per capita.
- Recognize the difference between urban and rural delivery by:
 - Grandfathering existing sites in their present geographic location until such time as population increases warrant replacement, and that grandfathered branches be maintained with a focus on WCB and health & safety issues subject to funding provided by the additional maintenance levy above, and that priority maintenance be given to the rural branches as identified in the CFMP report.
 - Base rural priorities on a weighted basis (10% population 30% date of most recent move/work, 30% compliance with minimum requirements, 30% physical condition) as outlined in this report.
 - Consider one or more rural branches and one urban branch per year be considered by the Board for expansion or replacement when requested by the local jurisdiction.
- An additional levy of 1.25% per year for facilities over a 10 year period, and an additional levy of 1% per year for maintenance over a 10 year period, is required to implement this policy.
- Implement as opportunities arise the preferred ownership model.
 1. VIRL ownership
 2. Public sector ownership
 3. Private sector ownership

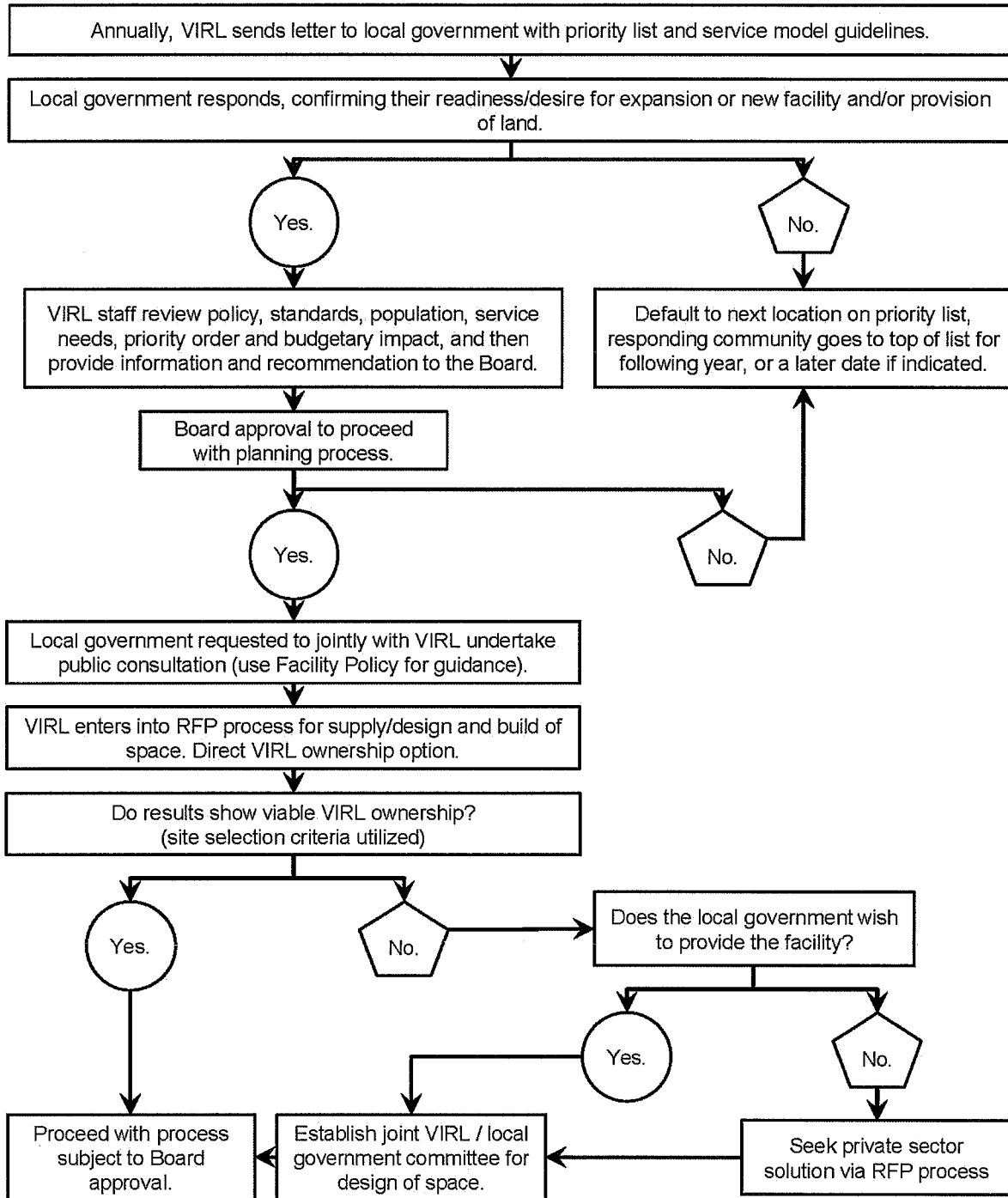
Prototype Library Program / Minimum 2,750 Square Feet

	Total Area (SF)	Description / Standard
Collection Space	1,000	15,000 books @ 15bk/sf
Circulation Desk	150	
Public Access Catalogues	40	
User Seating	240	8 seats x 30sf
Children's Area	300	12% of area
Teen Area	100	4% of area
Public Access Computer Space	100	4 users
Work / Storage Room	250	11% of library area
Washrooms	80	1 male 1 female
Circulation	490	19% of net area
Total	2,750	

Site Selection

		Site 1	Site 2	Site 3	Site 4	Site 5
Physical Site						
1	Site accommodates facility which meets area standard for catchment area					
2	Central to catchment area					
3	Site is in future growth area					
4	High visibility within community					
5	Close to commercial node / activity					
6	Close to other community facilities					
7	Site restrictions (ie flood plane or restrictive covenants)					
8	Library use permitted by existing zoning					
Site Access						
9	Accessible by public transit					
10	Vehicle parking is maximum permitted by zoning					
11	Bicycle parking is provided (as per zoning if applicable)					
12	Access for service and delivery vehicles					
Building						
13	Meets minimum area requirement (for branch size)					
14	Meets building code standards					
15	Barrier free access					
15	Access to telephone, Internet, cable, communication infrastructure					
17	Overall premise / building is in good condition					
18	Available for long term period (20 years)					
19	Affordable					
20	Separate entrance					
Total (maximum score = 100)						

Facility Decision Process





**VANCOUVER ISLAND
REGIONAL LIBRARY**

NOV 30 2012

CENTRAL SERVICES

Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
Tel: 250.758.4697 Fax: 250.758.2482
Web: www.virl.bc.ca

November 28, 2012

Ms Ruth Malli
City Manager
Town Of Ladysmith
Town Hall Box 220
Ladysmith B.C. V9G 1A2

Dear Sir/madam

Re: LIBRARY BUDGET AND LEVY TO MEMBERS

The Vancouver Island Regional Library (VIRL) Board adopted the 2013 budget at its September 15, 2012 Board meeting.

Building on the momentum of previous years, and following adoption of the Consolidated Facilities Master Plan and Facilities Policy, VIRL continues to move forward with improvements and changes to create a revitalized service that is first and foremost an effective and efficient response to the needs and expectations of the Island communities we serve. The library of the 21st Century must be relevant and responsive to ensure continued success.

The development of the 2013-2017 Financial Plan was driven by VIRL's Strategic Priorities:

1. **Collection** - VIRL will continue to develop its collection, enhance access to its collection, and build a maximum degree of diversity in the collection to provide the greatest choices possible for customers in both small and large branches.
2. **Communication with Stakeholders** - VIRL will foster strong external and internal communications and promote a broad awareness of the library and its diverse range of resources, services and programs to ensure their optimal use.
3. **Facilities and Operations** - VIRL will be welcoming places and community hubs for informational, inspirational, cultural, and recreational needs and interests of our diverse customers and communities.
4. **Information Technology** - VIRL will optimize the use and benefits of technology to enhance the library experience for customers, and develop library branches as learning facilities for information technology.
5. **Delivery of Quality Service** - VIRL will have a supportive work environment that embraces a culture of continuous improvement and enables all staff to provide high-quality, cost-effective service that meets customer's constantly changing needs for the library services.

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland
Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo Wellington Parksville
Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte
Sandspit Sayward Sidney/North Saanich Seintula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss



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Additionally VIRL will continue to strive to:

- Maintain excellence in the services and programs outlined in the strategic plan.
- Provide core services more effectively and efficiently.
- Utilize stakeholders, partners and staff feedback from the last strategic planning process.
- Create welcoming environments that are pleasing and safe.
- Gain efficiencies through diligent resource stewardship, high performance and accountability on the part of all staff.
- Provide staff training and support that will attract and retain talented high quality staff.
- Act on Consolidated Facilities Master Plan recommendations and correct long standing budgetary issues with respect to maintenance and provision of useable space.

The 2013-2017 Financial Plan will see a 5.95% general increase to member levies, which includes 1.25% dedicated to new or expanded long term facility issues, and 1% dedicated to funding correction of substantial deferred maintenance, ultimately correcting and providing appropriate funding for maintenance, furniture, fixtures and equipment as approved at the June 19, 2010 Board meeting. These last two items represent the third year of a ten year transitional funding strategy. 2013 also sees increased staffing on Quadra and Gabriola Island, the opening of libraries and or substantial work on libraries in Port Renfrew, Cortes Island, Cumberland, Cowichan Lake, and Nanaimo. The communities of Sooke, Campbell River, and North Cowichan amongst others are also seeking opportunities for the future.

The Vancouver Island Regional Library Board's strategy in dealing with facility maintenance and long term planning issues is to minimize impact by spreading the additional levies required to correct the issues over a long span. This responsible, reasonable, long term approach explains why the long term plans and in particular the budget again saw overwhelming approval of the budget 34 of 36 members voting in favor, an approval rating of over 94%.

The budget document is attached and the levy information is on page 20. Detail on populations and assessments used for apportioning the levy are on pages 18 and 19.

Following is the detail on the first payment due before March 1, 2013. A formal invoice will follow.

	Quarterly Installment	Annual Amount
Population portion	43,388	173,551
Assessment portion	<u>32,476</u>	<u>129,905</u>
 2013 First Quarter Total Levy	 \$75,864	 \$303,456

Please do not hesitate to contact us if you have any questions.

Thank you,



Adrian Maas, CGA
Director of Finance

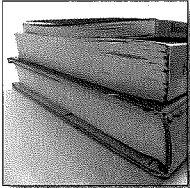
Strong Libraries ■ Strong Communities

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From the Board Table

Vancouver Island Regional Library

September 15, 2012



2013 Operating Budget

Trustees received the 2013-2017 Financial Plan and adopted a balanced operating budget of \$20.2 million for the 2013 budget year. Under the Library Act, public libraries must adopt a balanced budget prior to December 31st, for the following year.

Municipal and rural levies will contribute \$17.5 million to the budget which includes:

- additional hours of operation for the Cumberland and Quadra Island branches;
- increased staffing at the Gabriola Island branch;
- wage increases as negotiated with CUPE and BCGEU;
- a 1.25% annual increase for new or expanded facilities; and
- a 1% increase for maintenance, fixtures, furniture and equipment.



Budget expenditures also include \$2.3 million for the purchase of library materials, which is a 3% increase over last year.

The average per capita increase to the over 430,000 residents of the Vancouver Island Regional Library service area is only \$2.34.



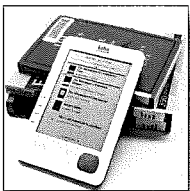
Building on the strategic priorities of Vancouver Island Regional Library, the 2013-2017 Financial Plan continues the Board's goal of creating a revitalized library service ready to meet the needs and expectations of our customers. The library of the 21st century must be relevant and responsive to ensure its continued success.

Vancouver Island Regional Library's five strategic priorities guided the development of the 2013-2017 Financial Plan:



Strategic Priority 1 – Collection

We will continue to develop our collection, enhance access to our collection, and build a maximum degree of diversity in the collection to provide the greatest choice possible for customers in both large and small branches.



Strategic Priority 2 – Communications with our Stakeholders

We will foster strong external and internal communications and promote a broad awareness of the library and its diverse range of resources, services and programs to ensure their optimal use.



Strategic Priority 3 – Facilities and Operations

Our branches will be welcoming places and community hubs for the informational, inspirational, cultural, and recreational needs and interests of our diverse customers and communities.



Strategic Priority 4 – Information Technology

We will optimize the use and benefits of technology to enhance the library experience for customers, and develop library branches as learning facilities for information technology.

Strategic Priority 5 – Delivery of Quality Service

We will have a supportive work environment that embraces a culture of continuous improvement and enables all staff to provide high-quality, cost-effective service that meets our customers' constantly changing needs for library services.

Facilities Update

Vancouver Island Regional Library's 2010 *Consolidated Facilities Master Plan* informs all of our facility decisions. Facility development is guided by the companion report (approved by our Board in June 2010) to our *Consolidated Facilities Master Plan*. A long-term funding plan for our facilities was approved by our trustees in June 2010 and put into effect with our subsequent budgets. The *Consolidated Facilities Master Plan* is available on our website (www.virl.bc.ca) under About Us/Reports & Plans.

Campbell River Branch

Executive Director Rosemary Bonanno and Director of Finance Adrian Maas made a presentation to the Strathcona Regional District on September 12, on the options for financing regional library facilities.

Cortes Island Branch

Trustees were updated on the Request for Proposals (RFP) issued in June 2012 for a space of 660 to 2750 square feet for a new library on Cortes Island. The Request for Proposal process was put in place to identify a long term solution for library services on Cortes Island as quickly as possible.

Trustees voted to enter into an intent to lease agreement with the Linnaea Farm Society for the operation of a library on Cortes Island located in Roque Room in the former Linnaea School. The lease agreement is subject to resolving any issues regarding floor loading, access for persons with disabilities, and legal use as a library. The Linnaea Farm Society must now seek the approval of the Strathcona Regional District to re-zone the land so a library can be established within the former Linnaea School. Once that happens, plans will be made to convert the 1,359 sq. foot Roque Room into a library.

Cowichan Lake Branch

In the spring of 2011, Vancouver Island Regional Library and the Town of Lake Cowichan agreed to facilitate the construction of a new library in Lake Cowichan. The Town of Lake Cowichan has granted Vancouver Island Regional Library land near the intersection of Renfrew Avenue and South Shore Road on which to construct a one level facility with visible exposure to South Shore Road. The borrowing process to fund the project and the Development Permit has been approved. The project has now been put out to tender.

Cumberland Branch

The new library in Cumberland will be built on the old Bickle Gardens property. Construction of the facility, which will be three times as large as the existing building, may begin later in September. The new library will front onto Dunsmuir Avenue and parking will be available at the front and rear of the building. Residential units will be located above the library.

Gabriola Island Branch

The newly redeveloped branch opened to the public on September 11, 2012. An official opening will take place on Saturday, October 20th. The new 3207 sq. ft. facility located at Folklife Village is almost twice the size of the former branch.

Facility Maintenance Update

In 2010 Vancouver Island Regional Library underwent a facilities master planning process that identified \$2.4 million of deferred maintenance issues in our library branches. Trustees discussed a comprehensive list of facilities-related maintenance, repair and renovation projects totalling \$1.8 million. These items need to be addressed over the next eight years. The Board authorized an expenditure of \$495,000 for the 2013 budget year. This expenditure will address health, safety and other concerns.

Branch activities

Following is a sample of the many programs and activities happening in our branches and communities.

Bowser Library Branch

In July, Customer Service Librarian Melissa Legacy visited Bowser Elementary School to promote Summer Reading Club. She joined Helen Stevens from the Qualicum Beach branch to entertain nearly 20 children and adults with a fantastic puppet show and craft at the Bowser library.

At the end of August the Summer Reading Club wrap-up party was held with special guest, Trustee George Holme, and entertainment by "Crazy Chris Balloon Artist Extraordinaire". Children were given their reading medals and wonderfully made balloon creations. Requests included a helicopter, butterfly, and dolphin – to name a few!

Campbell River Library Branch

In August, Whistler author Van Clayton Powel presented a lively program based on his book "You are Not What You Eat: Better Digestive Health in 7 Easy Steps". Over 60 adults attended, an impressive audience considering the time of year and the good weather. Mr. Powel is a former nurse who has studied traditional healing methods in the east, which he balances with his knowledge of western medicine. The audience enthusiastically snapped up all copies of his books. The author may return for another program in the fall.

An overflow crowd of 100 children and adults squeezed into the Campbell River Multipurpose Room for the traditional Campbell River Summer Reading Club wind-up party. Trent Arterberry provided an amazing show combining mime and puppetry which had everyone laughing and releasing their inner child. Children received their reading medals and draws were held for other fun prizes. Vancouver

Island Regional Library Board trustees Brenda Leigh and Ron Kerr assisted with the presentations, as well as Vicky Williams from the Royal Bank. Everyone enjoyed juice and cookies, a satisfying end to another successful Summer Reading Club!

Chemainus Library Branch

The Chemainus Library branch worked with the Chemainus Rotary Club to encourage Chemainus children to get involved in Summer Reading Club. At the Chemainus community event Summerfest, the children's librarian registered children for Summer Reading Club, and gave each child a picture book purchased by the Rotary club. The partnership was a wonderful success, with thirty-two children signed up for their first ever Summer Reading Club. Summerfest was a large part of the reason the Chemainus branch increased its Summer Reading Club enrollment an impressive 59% over last year!

Courtenay Library Branch

Programming in May included the Tuesday Night Book Club, Friday Night at the Movies, Adult Storytelling, two author visits, and the popular Introduction to eBooks. Over 350 young people and parents/caregivers participated in programs including Preschool Story time, Toddler Time, two elementary school class visits, three author visits (one of which included the Great Dane, Kate, of Kate and Pippin fame), and three separate events during the recent Elevate the Arts event in the City of Courtenay.

In June, the branch hosted four author readings (Catherine Knuttson, Mary Murphy, Claudia Cornwall and May Wong), continuing their tradition of connecting local readers with notable authors. Adult programs continued with the regular Introduction to eBooks session and the monthly Adult Storytime event. Staff made ten class visits to local schools in order to promote Welcome to Kindergarten and Summer Reading Club programs.

Cowichan Library Branch

Cowichan increased its Summer Reading Club enrollment by 46% over last year thanks to the many school visits that took place in June to promote the program. Many children were not aware of the program, and were excited to sign up for the first time. One of the Cowichan staff visited with a mom whose child was participating in Summer Reading Club for the first time. The mom shared that her son had "pestered her" nonstop to visit the library to sign up and she also noted that with the Summer Reading Club, it meant she was reading more with her son than she ever had before.

The Cowichan branch has also been working to bring families with babies into the library. The children's librarian visited the "Healthiest Babies Possible" program, a health program for mainly Aboriginal mothers. Weeks after the visit a mom from the program visited the library for the very first time, even though she has lived in the Cowichan community her entire life. Recognizing the children's librarian from the visit, the mother introduced herself, and the librarian showed her the children's area and how to get a library card. This customer would have never visited the library if she hadn't met the librarian at "Healthiest Babies Possible".

The children's librarian has also connected with Vancouver Island Health Authority (VIHA) to visit the Healthy Beginnings program which is run by VIHA public health nurses. Almost none of the families in the program had library cards, or had visited the library before. However, the children's librarian has seen many of those same families in the library since the visits. One mom from the program insisted her nine-month old hated books, but when the children's librarian modeled reading with the baby, the mom was surprised and excited that baby was engaged with the book. She plans to start reading board books with her baby immediately.

Nanaimo Wellington Library Branch

The Nanaimo Wellington branch registered a record breaking 667 children in the Summer Reading Club this summer - a 9% increase over the average of 582 for the past 3 summers.

Over 345 children and 170 adults enjoyed the summer programs and an avalanche of families participated in the 39 Clues Scavenger Hunt in August. The branch has started to interfile all their DVDs in the book collection except for movies and television series in order to offer customers multi-formats in one location when searching their favourite subjects. The Wellington branch continues to help bridge the technology divide by offering two Intro to eBooks sessions a month in addition to Tech Help Monday afternoons and the one-on-one assistance available every day for their customers.

Parksville Library Branch

In May, staff promoted library services for parents and young children to participants in Baby and Me programs at Vancouver Island Health Authority. Public Health has invited library staff to return in the fall and to come regularly twice a year

Our librarians played an active role in drafting changes to the School District 69 Literacy Plan goals to include an increased focus on literacy building skills for adults and seniors.

In June, Customer Service Librarian Melissa Legacy visited four Parksville area elementary schools, presenting to 600 children and 35 teachers. Parksville resident Bill Trimble's presentation on Tibet: the Unknown Land attracted 27 adults to a lively slide show and talk based on his annual visits to Tibet and China. Bill displayed fabulous artifacts and gave people a close-up view of daily life in Tibet. Diane Hancox presented her book *Soul Reflections* and led a spirited discussion on Jungian philosophy in everyday life with an engaged audience of 15 adults.

In July, more than 100 children and adults thrilled to the Magic of Zanthera at the opening celebration for Summer Reading Club. Weekly programs ranging from interactive stories to mask making to altering books attracted a wide range of participants. Children searched the library each week for the location of Simon the Snake to find out the book he was reading and to whom he was reading it.

Customer Service Librarian Melissa Legacy collaborated with Qualicum Beach librarians hosting children and parents at Storybook Village, the outdoor early learning centre in Qualicum Beach. Twenty two adults came out on a sunny warm July evening to learn about eBooks, eReaders, the Library and how it all works together. They left enthusiastic about trying out library eBooks.

In August, more than 150 children participating in weekly Summer Reading Club programs including *Weird Science*, *Myths and Mind Tricks*, a puppet show, and other reading-related fun! Over 200 children guessed how many googly eyes were on the monsters that were displayed in the branch during July and August. Children from Camp Bigfoot visited near the beginning of the month for a story and library tour.

Thirty five adults came out on a cloudy August evening to hear Canadian mystery author Gail Bowen read from her latest book.

The Summer Reading Club wrap-up party featured "Crazy Chris Balloon Artist Extraordinaire" who entertained with an interactive balloon show and had balloon critters on hand for the children to take home. Trustee Sue Powell said a few words about the importance of reading and having fun at the library and handed out reading medals to the children.

Port Hardy and Port McNeill Library Branches

In May, the School District 85 Literacy Bus and Mother Goose visited Port McNeill and Port Hardy. In the morning the Literacy Bus stopped at the Port McNeill branch where Community Support Technician Indira Wickremasinghe spoke to people about Vancouver Island Regional Library and the upcoming Summer Reading Club and Mother Goose presented a storytime. 29 children and 19 adults attend the storytime and toured the Literacy Bus.

In the afternoon the Literacy Bus visited Port Hardy where Indira spoke to participants about the library and the Summer Reading Club. In Port Hardy, the Literacy Bus stopped at the Robert Scott parking lot but hopefully next year will be able to stop at the library. 18 children and 7 adults attended the storytime and toured the Literacy Bus.

Port Renfrew Library Branch

In early May, the Port Renfrew Library Branch received computer upgrades, including improvements to its wireless network. During the tourist season the library serves an important access point for hikers and outdoor enthusiasts wanting to connect online with friends and family during their travels.

The Pacheedaht Youth Program continues to visit the library on a weekly basis. During the summer, area youth (mostly teenage boys) visit the library regularly to use the public computer stations.

Qualicum Beach Library Branch

Qualicum Beach staff created a beautiful display for Asian Heritage Month featuring and celebrating the Qualicum Beach branch Asian Collection. One customer remarked that she "loved the Asian Collection, especially the cookbooks and DVDs".

Library Manager Eileen Gillette promoted Summer Reading Club to over 300 children and 25 teachers in two local schools. She also led several intergenerational storytime programs at The Gardens Retirement Home for residents, children and parents reading stories and singing songs with everyone.

The Parksville and Qualicum Beach branches participated at Mother Goose and Friends at Foster Park by painting faces, reading stories and promoting Summer Reading Club. Along with the Parksville librarians, Customer Service Librarian Helen Stevens met parents and children in the community at Storybook Village, offering early literacy activities. These weekly visits promote the library to over 200 children and adults.

On Family Day in May, Customer Service Librarian Eileen Gillette and Parksville Library Manager Janet Delgatty participated in the Qualicum Beach Family Day parade, followed by storytelling and balloon sculpting. 130 adults and 200 children attended the Vancouver Island Regional Library storytelling tent.

In August, Customer Service Librarians from Qualicum, Parksville and Port Alberni joined together to perform puppet shows at their respective branches. 'Three little pigs' and 'Bark, George, Bark' proved to be a hit with parents and children alike, with over 40 people attending each performance. Customer Service Librarian, Helen Stevens and Library Manager, Eileen Gillette included the puppet show their inter-generational storytime at The Gardens Retirement Home in Qualicum Beach. Over 50 seniors and children particularly enjoyed the performance of 'Bark, George, Bark'.

Customer Service Librarians from Qualicum Beach and Parksville, worked with community partners *Building Learning Together (BLT)* to promote literacy and learning at Storybook Village in Qualicum

Beach. During the weekly sessions children and adults enjoyed stories, crafts and puppets at 'The Library' building.

Library Manager, Eileen Gillette worked with the Family Resource Association and *Building Learning Together* on a Teen Film literacy project. In collaboration with community partners, the teen film crew learned how to write a film script, project manage and learn different types of technology and computer programs (e.g. Ipads, mobile phones, cameras, Mac computers and iMovie). The teens decided to create a film titled "No place to go" and plan to share the film with town council and other community partners this fall.

Sidney/North Saanich Library Branch

The Sidney/North Saanich library is situated in one of the prettiest gardens on the Saanich Peninsula. In May, customers joined John and Doug, the talented Town of Sidney gardeners for a question and answer session and a tour of the grounds. The gardeners put together an information book and photo guide, along with a bibliography of favourite gardening books, which can be borrowed from the library.

Customer Services Librarian Virginia MacLeod presented a workshop called "My Library Card Gets Me What?" all about the Vancouver Island Regional Library's newest digital offerings. The group was excited to learn about Freegal (downloadable music), how to view magazines like Consumer Reports online, the Mango Languages app for mobile devices (take your language lessons to the beach!), how to assess the value of used automobiles using the Gold Book online, and the latest enhancements to Canadian Newsstand. Virginia's goal was to try and surprise the audience with resources they may not know about, which are available at no cost with a library card. Mission accomplished! Everyone found at least one thing in the talk they weren't already aware of. The group asked Virginia to put together a follow-up workshop to highlight more digital resources. She is planning one for the fall.

In May, three speakers (authors Ruth Welburn and Melody Poirier, and graphic designer Iryna Spica) shared their self-publishing expertise with a keen group of aspiring writers. Audience members appreciated the opportunity to learn from experts on the various aspects of self-publishing. Several people wanted the learning to continue, and asked if the library could host a writers group - a possibility that is currently being investigated.

Summer Reading Club saw an incredible selection of programs including the "Travelling Parrot Show" with live parrots from the World Parrot Refuge in Coombs and a fantastic drawing program called "I'm Scared of Spaghetti" with Jenny Jaeckel, a talented graphic novelist from Duncan. Kids drew pictures of monsters and the things their monsters might be afraid of. Talented Library Assistant Jenn Collison took the Summer Reading Club artwork and enlarged the amazing creatures to decorate the library.

Dr. Ed Ishiguro (a professor at the University of Victoria) and the Centre of the Universe also paid a visit. Library staff members Natalie Bouck, Nancy Cardin, Leasa Robson and Library Manager Sharon Walker put together a puppet play and a very creative "Gross Out Buffet" program. A cryptozoologist, Alex Solunac, visited in August to talk about the latest Bigfoot research. Summer Reading Club wrapped up on August 18 with a big celebration of reading and Glenn Kachmar's electricity show.

Following is a sample of comments received from parents on feedback forms over the summer:

- "We've learned new songs, poems and found new books and made new friends. Monique is singing all the time and loves the library. Thank you!"

- "My son really enjoyed it. Thanks for offering these fabulous programs."
- "These courses offered are fantastic! I'd love to see more of them throughout the year and on weekends."
- "Thank you! It was really fun."

Sooke Library Branch

In cooperation with the District of Sooke, Vancouver Island Regional Library held a public consultation in May about the possibility of a new library facility in Sooke. Presentations were made by Executive Director Rosemary Bonanno, Director of Finance, Adrian Maas, and architect Paul Hammond from Chow Low Hammond Architects, Inc. Almost 40 members of the community, many of them regular library customers, actively participated.

Thanks to the success of our new "My Kindergarten Year" kits, Library Manager Adrienne Wass was invited to the local French Immersion Elementary School to meet with three kindergarten classes. Adrienne presented the Kindergarten Kits, raised awareness about the library's various resources and generated enthusiasm about reading.

August at the Sooke Library Branch was bustling with activity, with new programs being offered for a range of ages, from babies to tweens to families. Thanks to the increasingly popular Summer Reading Club, the Sooke Library Branch became a regular stopping place for parents and kids looking for fun and activities in July. Summer Reading Club registration was higher than ever and the four related programs, from Astounding Animals to Weird Science, were fully attended. In many programs, the children's area was packed and part of the adult section was taken over to accommodate the crowds. The "Magic Carpet Yoga" program was particularly popular. This program combines storytelling with basic yoga poses for children aged 5-7.

The branch welcomed parents and newborns from the local health unit, introducing them to the library's resources and programs that help develop babies' early literacy skills. As one of the very few locations in Sooke offering exam proctoring services, the Branch continues to receive frequent requests from Open School BC (Foodsafe) and distance education students.

Following is a sample of comments received from customers over the past few months:

- "Thank you for a great Summer Reading Club program. The children enjoyed all the programs and had a great time reading! Getting the booklets filled out really motivates them to read more and it's an excellent program. Thank you to all the staff for organizing the programs and the great party today and for always patiently checking the booklets each week and giving out stickers and draw tickets. All the staff really encouraged the children in their reading and we really appreciate it!"
- "First off, I love my little Sooke Library and the Staff are amazing....like that I can do my own ordering and I have just cancelled some books as I am leaving for two months....but look forward to resuming my ordering etc....thank you."
- "The Staff at the Sooke Library are the BEST and that includes my Libraries back in Ontario...they are funny (all have a great sense of humour) ... extremely and I mean extremely helpful...makes it a pleasant place to visit... Cannot imagine Sooke without this wonderful adorable Library and the people who work there...true professionals in every sense of the word..."

- "I love coming here, enjoy the email connection, like the helpful staff. Keep it up! Many thanks."
- "We love our Sooke library! The staff are always friendly, patient and helpful – particularly David. His enthusiastic attitude is contagious". (Sooke Homeschoolers).

Tahsis Library Branch

The Tahsis Branch has entered into an agreement with the Village of Tahsis and the Tahsis Artisans' Co-op to attract non-users of the library and promote and increase knowledge of the library's many resources. The agreement also provides an adult community film program for the residents of Tahsis, who currently do not have access to a commercial DVD source or a movie theatre. Residents can watch popular films at "Thursday Theatre" from July to the end of September. The Artisan's Co-op is responsible for the selection and borrowing of the DVDs from the library, and setting up and taking and taking down the furniture at the screening. The Village of Tahsis provides the equipment and the venue.

The branch celebrated the wrap-up to the Summer Reading Club on Thursday, August 23 with activities including the presentation of medals and certificates and the screening of the movie "The Lorax." Great fun was had by all.

Vancouver Island Regional Library
2013 - 2017 Adopted Financial Plan

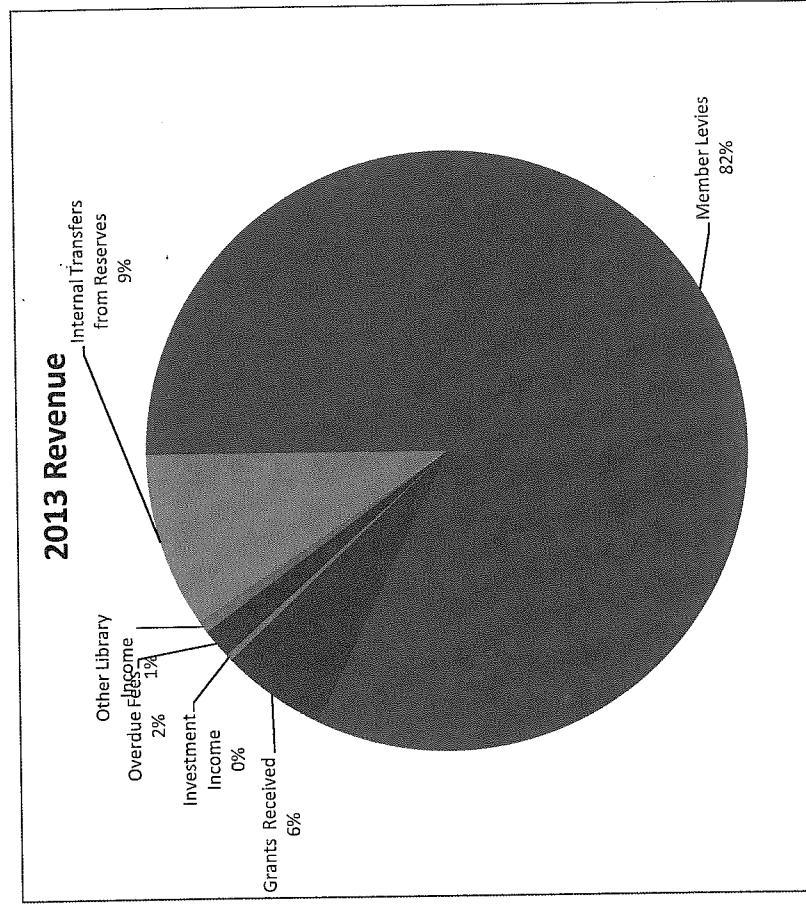
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Vancouver Island Regional Library

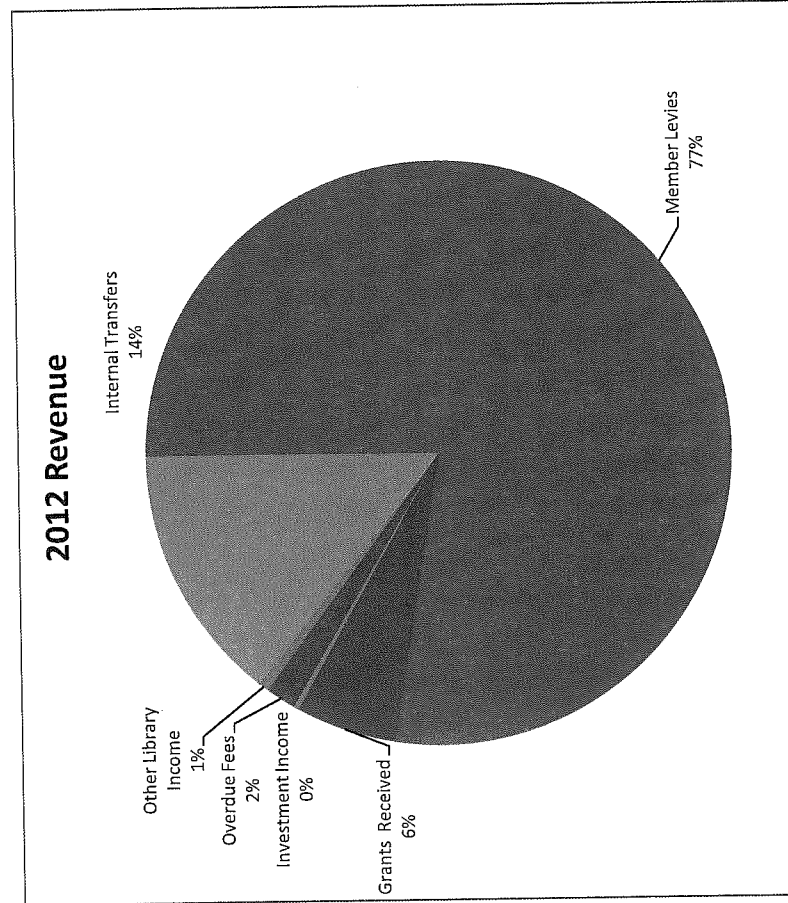
	2013	
Member Levies	17,466,796	82.28%
Grants Received	1,200,765	5.66%
Investment Income	75,250	0.35%
Overdue Fees	340,300	1.60%
Other Library Income	145,345	0.68%
Internal Transfers from Reserves	2,001,213	9.43%
	21,229,670	

Member Levies	
Grants Received	
Investment Income	
Overdue Fees	
Other Library Income	
Internal Transfers from Reserves	



	2012	
Member Levies	16,486,603	77.59%
Grants Received	1,188,026	5.59%
Investment Income	60,250	0.28%
Overdue Fees	351,930	1.66%
Other Library Income	127,097	0.60%
Internal Transfers	3,034,550	14.28%
	21,248,456	

Member Levies	
Grants Received	
Investment Income	
Overdue Fees	
Other Library Income	
Internal Transfers	



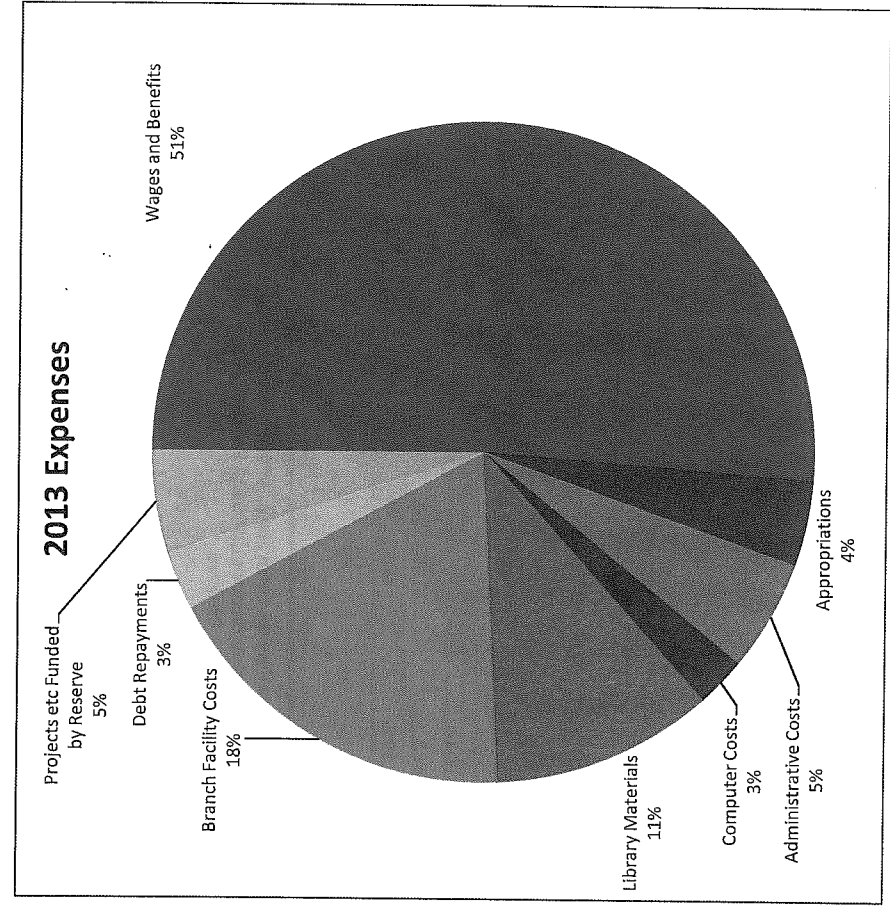
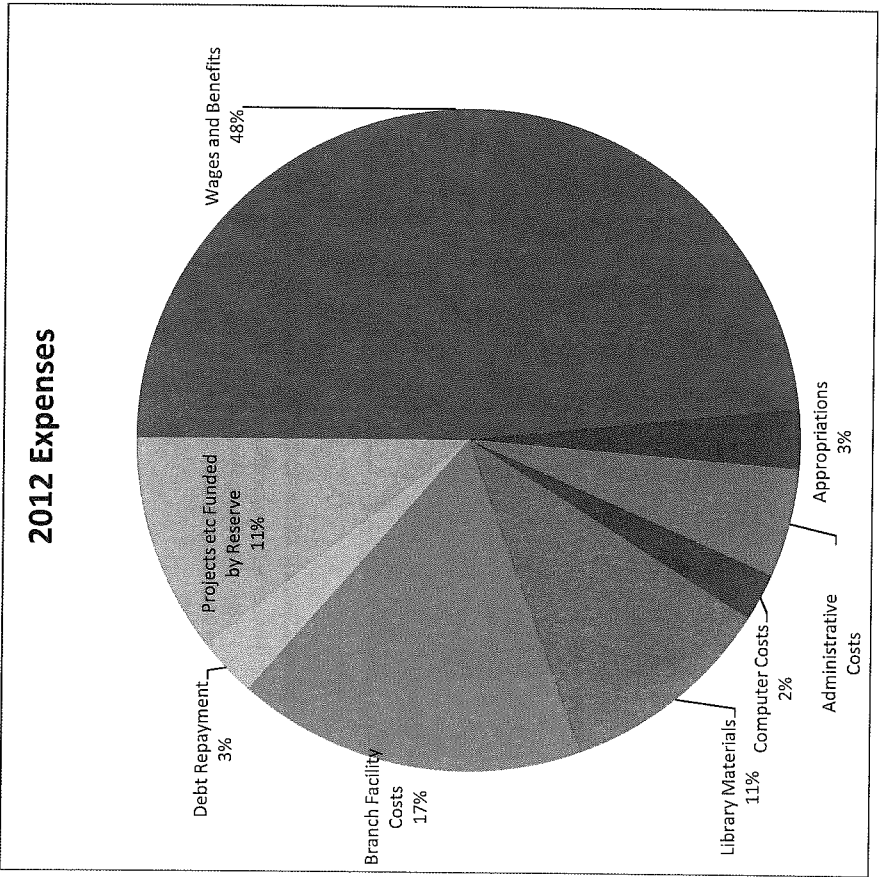
Vancouver Island Regional Library

Expense by Major Category

2012
Wages and Benefits
Appropriations
Administrative Costs
Computer Costs
Library Materials
Branch Facility Costs
Debt Repayment
Projects etc Funded by Reserve
21,248,456

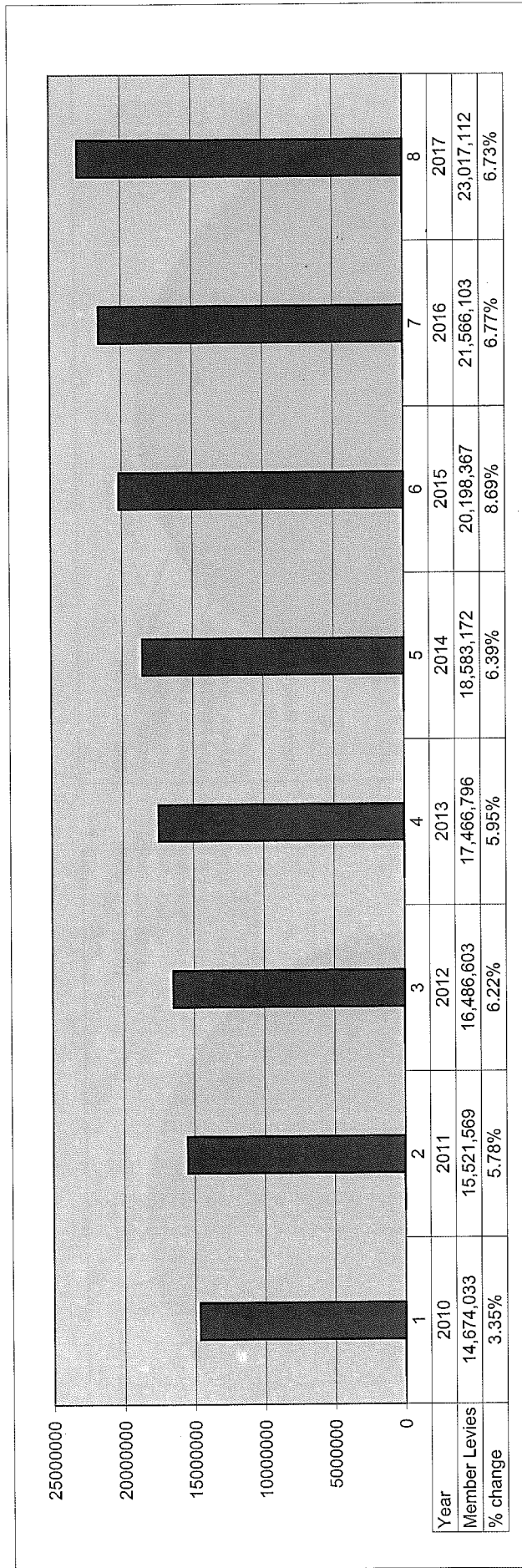
Wages and Benefits
Appropriations
Administrative Costs
Computer Costs
Library Materials
Branch Facility Costs
Debt Repayments
Projects etc Funded by Reserve

2013
10,878,496
888,985
1,157,758
525,213
2,295,109
3,799,191
619,000
1,065,918
21,229,670



Vancouver Island Regional Library

Member Levies



2013 \$ Per Cap

Effect of Inflation, adjustment within operations or CORE	2.08%	299,579	0.72
Maintenance Furniture Fixture and Equipment Levy	1.00%	184,167	0.44
Facility Levy for 10 years beginning in 2011	1.25%	230,209	0.55
Nanaimo North - new branch	0.75%	124,418	0.30
Gabriola staff	0.86%	141,820	0.34
TOTAL	5.95%	\$ 980,193	\$ 2.34

ITEMS IN BUDGET AND FUNDED BY NEW LEVIES

Quadra staff	0.32%	53,480	0.13
Cumberland staff	0.16%	26,740	0.06
Facilities staff	0.43%	71,384	0.17
	0.92%		0.36
	6.86%	\$ 151,604	\$ 2.70

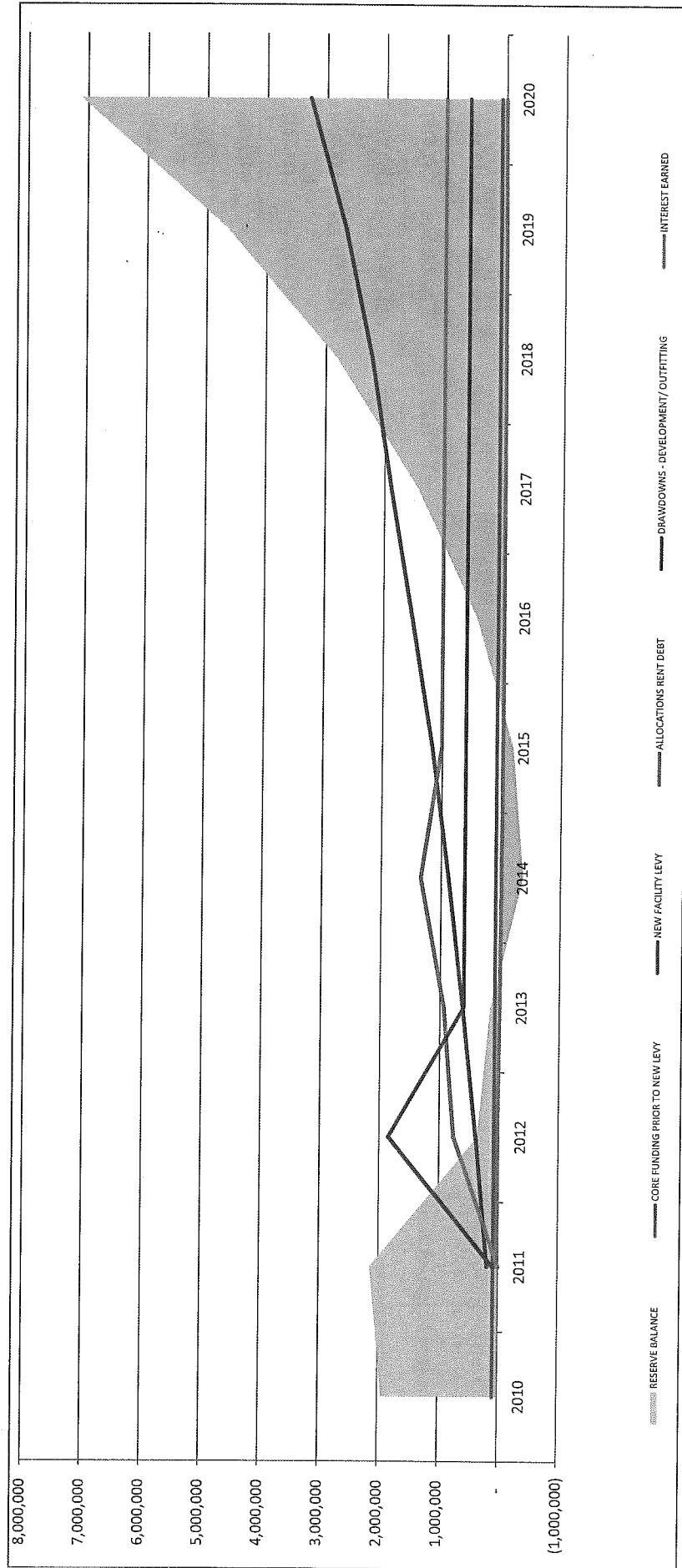
ITEM INCLUDED IN BUDGET AND PHASED OVER 5 YEARS

Useful replacement	0.85%	140,000	0.33
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PROPOSALS NOT INCLUDED IN BUDGET

Systems Staff	0.43%	71,344	0.17
Shipping staff	0.37%	60,760	0.15
Increase in shipping frequency	0.65%	168,048	0.40
	9.17%	\$ 440,152	\$ 3.75

Chart 1



Vancouver Island Regional Library

Description	2011 Actuals	Adopted 2012 Budget	2013 Proposed Budget	% OF Total Budget	2012 2013 Change	2014 Projected Budget	2015 Projected Budget	2016 Projected Budget	2017 Projected Budget
REVENUES									
Member Levies	(15,521,569)	(16,486,603)	(17,466,796)	82.3%	980,193	(18,583,172)	(20,198,367)	(21,566,103)	(23,017,112)
Grants Received	(1,533,764)	(1,188,026)	(1,200,765)	5.7%	12,739	(1,201,211)	(1,201,545)	(1,201,878)	(1,202,223)
Investment Income	(68,164)	(60,250)	(75,250)	0.4%	15,000	(76,758)	(78,295)	(79,864)	(81,464)
Book Bag Sales	(1,980)	(4,000)	(2,500)	0.0%	(1,500)	(2,525)	(2,550)	(2,576)	(2,602)
Overdue Fees	(328,463)	(351,930)	(340,300)	1.6%	(11,630)	(343,703)	(347,140)	(350,611)	(354,118)
Internet Cost Recoveries	(30,359)	(28,321)	(28,539)	0.1%	218	(28,824)	(29,113)	(29,404)	(29,698)
Lost Books / Cards	(34,485)	(39,294)	(34,166)	0.2%	(5,128)	(34,508)	(34,853)	(35,201)	(35,553)
Misc and Non Resident Fees	(12,359)	(2,000)	(2,300)	0.0%	300	(2,323)	(2,346)	(2,370)	(2,393)
Photocopiers	(14,442)	(15,720)	(14,505)	0.1%	(1,215)	(14,650)	(14,797)	(14,945)	(15,094)
Book and Promotional Item Sales	(41,835)	(35,762)	(35,335)	0.2%	(427)	(35,688)	(36,045)	(36,406)	(36,770)
Transfer from Reserves or Surplus	(285,151)	(3,034,550)	(2,001,213)	9.4%	(1,033,337)	(2,410,531)	(2,090,036)	(2,099,731)	(2,109,620)
Fundraising / Donations	(24,330)	(2,000)	(28,000)	0.1%	26,000	(28,280)	(28,563)	(28,848)	(29,137)
TOTAL REVENUES	(17,886,902)	(21,248,456)	(21,229,669)	100.0%	(18,787)	(22,762,173)	(24,063,650)	(25,447,936)	(26,915,783)

Vancouver Island Regional Library

Financial Plan by Nature of Revenue or Expense

Description	2011 Actuals	Adopted 2012 Budget	2013 Proposed Budget	% OF Total Budget	% Change	2012 2013 Change	2014 Projected Budget	2015 Projected Budget	2016 Projected Budget	2017 Projected Budget
<u>EXPENDITURES</u>										
<u>WAGES AND BENEFITS</u>										
TOTAL WAGES AND BENEFITS	9,447,617	10,274,975	10,878,496	51.2%	5.87	(603,521)	11,638,747	12,288,706	12,764,565	13,269,950
<u>AUTOMOTIVE, TRAVEL & VEHICLE OPERATION</u>										
Fuel, Insurance, R&M, Truck Rental	48,859	53,430	52,000	0.2%	(2.66)	1,430	53,040	54,101	55,133	56,286
Travel	96,123	116,041	112,641	0.5%	(2.93)	3,400	114,894	117,192	119,536	121,926
TOTAL AUTOMOTIVE TRAVEL AND VEHICLE OPERATION	144,982	169,472	164,641	0.8%	(2.85)	4,831	167,934	171,292	174,718	178,213
<u>BUILDING AND EQUIPMENT MAINTENANCE</u>										
Storage										
Furniture & Equipment Repairs	12,900	27,230	29,244	0.1%	7.40	(2,014)	29,829	30,425	31,034	31,655
Branch Repairs & Maintenance	19,339	245,019	289,144	1.4%	18.01	(44,125)	417,730	562,846	740,643	927,825
Central Service Repairs & Maintenance	35,488	88,722	89,752	0.4%	3.49	(3,030)	91,547	93,378	95,246	97,151
TOTAL BUILDING/EQUIPMENT MAINTNCE	67,727	358,971	408,140	1.9%	13.70	(49,169)	539,107	686,650	866,923	1,056,631
<u>CONSULTING AND PROFESSIONAL</u>										
Audit Fees	21,850	19,342	22,000	0.1%	13.74	(2,658)	22,440	22,889	23,347	23,814
Consulting	58,689	29,614	28,114	0.1%	(5.07)	1,500	28,676	29,250	29,835	30,431
Legal	52,861	28,695	29,370	0.1%	2.35	(675)	29,957	30,557	31,168	31,791
TOTAL CONSULTING PROFESSIONAL	133,400	77,651	79,484	0.4%	2.36	(1,833)	81,074	82,695	84,349	86,036
<u>MISCELLANEOUS</u>										
Inter Library Loans	3,125	7,500	7,500	0.0%	-	-	7,650	7,803	7,959	8,118
Miscellaneous	139,031	3,191	19,200	0.1%	501.69	(16,009)	19,584	19,976	20,375	20,783
Branch Discretionary Materials	3,121	8,380	8,175	0.0%	(2.45)	205	8,339	8,505	8,675	8,849
Dues and Association Fees	4,706	3,650	3,950	0.0%	8.22	(300)	4,029	4,110	4,192	4,276
TOTAL MISCELLANEOUS	149,983	22,721	38,825	0.2%	70.88	(16,104)	39,602	40,394	41,201	42,025

VIRL Board is not bound by future years expenditure estimates

Vancouver Island Regional Library

Financial Plan by Nature of Revenue or Expense

Description	2011 Actuals	Adopted 2012 Budget	2013 Proposed Budget	% OF Total Budget		2012 2013 Change	2014 Projected Budget	2015 Projected Budget	2016 Projected Budget	2017 Projected Budget
				Budget	Change					
OFFICE PHOTOCOPIER AND SUPPLIES										
Processing and Cataloguing supplies	21,298	19,000	20,500	0.1%	7.89	(1,500)	20,910	21,328	21,755	22,190
Cleaning and Lighting Supplies	23,698	28,600	28,600	0.1%	-	-	29,172	29,755	30,351	30,958
Office Supplies	74,208	81,106	80,345	0.4%	(0.94)	761	81,952	83,591	85,263	86,968
Printing Signage and Supplies	51,021	45,309	43,100	0.2%	(4.88)	2,209	43,938	44,793	45,664	46,552
TOTAL OFFICE PHOTOCOPIER AND SUPPLIES	170,225	174,015	172,545	0.8%	(0.85)	1,470	175,972	179,467	183,032	186,668
POSTAGE MAIL AND COURIER										
TOTAL POSTAGE MAIL COURIER	143,691	153,793	154,126	0.7%	0.22	(333)	157,208	160,353	163,560	166,831
PROMOTION AND ADVERTISING										
Programming	15,423	-	-	-	-	-	-	-	-	-
Hiring Costs	18,339	14,000	14,280	0.1%	2.00	(280)	14,566	14,857	15,154	15,457
Promotion and Advertising	28,682	45,211	46,817	0.2%	3.55	(1,606)	47,753	48,708	49,683	50,676
TOTAL PROMOTION AND ADVERTISING	62,444	59,211	61,097	0.3%	3.19	(1,886)	62,319	63,565	64,837	66,133
TRAINING AND WORKSHOPS										
Continuing Education	33,260	38,272	36,640	0.2%	(4.26)	1,632	37,213	37,797	38,393	39,001
Internal Training	20,115	25,623	26,050	0.1%	1.67	(427)	26,571	27,102	27,644	28,197
TRAINING & WORKSHOPS	53,375	63,895	62,690	0.3%	(1.89)	1,205	63,784	64,899	66,037	67,198
UTILITIES AND TELECOMMUNICATIONS										
Central Services Utilities	42,479	39,560	46,520	0.2%	17.59	(6,960)	47,450	48,399	49,367	50,355
Branch Telecommunications	71,676	78,990	78,520	0.4%	(0.60)	470	80,090	81,692	83,326	84,993
Central Services Telecommunications	46,641	46,000	48,000	0.2%	4.35	(2,000)	48,960	49,939	50,938	51,957
TOTAL UTILITIES & TELECOMMUNICATIONS	160,796	164,550	173,040	0.8%	5.16	(8,490)	176,501	180,031	183,631	187,304
BANK CHARGES AND THIRD PARTY PROCESSINGS										
Bank Charges	5,350	4,716	5,735	0.0%	21.61	(1,019)	5,850	5,967	6,086	6,208
Debit / Credit card costs	10,476	10,860	11,075	0.1%	1.98	(175)	11,297	11,522	11,753	11,988
Payroll Prod. Costs	47,829	48,100	49,000	0.2%	1.87	(900)	49,980	50,980	51,999	53,039
TOTAL BANK THIRD PARTY PROCESSING	63,655	63,676	65,810	0.3%	3.35	(2,134)	67,126	68,469	69,838	71,235

Vancouver Island Regional Library

Financial Plan by Nature of Revenue or Expense

Description	2011 Actuals	Adopted 2012 Budget	2013 Proposed Budget	% OF Total Budget	% Change	2012 2013 Change	2014 Projected Budget	2015 Projected Budget	2016 Projected Budget	2017 Projected Budget
<u>EXPENDITURES CONTINUED</u>										
<u>BOARD EXPENSES</u>										
Meetings- Accommodation	11,558	15,000	15,000	0.1%	-	-	15,300	15,606	15,918	16,236
Meetings- Air Fare	11,911	12,000	12,000	0.1%	-	-	12,240	12,485	12,734	12,989
Conventions	407	4,000	4,000	0.0%	-	-	4,080	4,162	4,245	4,330
Dues & Assoc. Fees	7,704	9,000	9,000	0.0%	-	-	9,180	9,364	9,551	9,742
Catering- Food & Beverage	17,127	17,500	17,500	0.1%	-	-	17,850	18,207	18,571	18,943
Meetings Mileage & Travel	26,823	22,000	27,000	0.1%	22.73	(5,000)	27,540	28,091	28,653	29,226
Miscellaneous	3,911	3,080	4,000	0.0%	29.87	(920)	4,080	4,162	4,245	4,330
TOTAL BOARD EXPENSES	79,441	82,580	88,500	0.4%	7.17	(5,920)	90,270	92,075	93,917	95,795
<u>COMPUTER NETWORKING COSTS</u>										
Network Maintenance Licensing Program	174,331	146,608	196,700	0.9%	34.17	(50,092)	200,634	204,647	208,740	212,914
Network Communications	230,384	310,616	286,693	1.4%	(7.70)	23,923	292,427	298,275	304,241	310,326
Computer Equipment Expenses	67,001	41,000	41,820	0.2%	2.00	(820)	42,656	43,510	44,380	45,267
TOTAL COMPUTER NETWORKING COSTS	471,717	498,224	525,213	2.5%	5.42	(26,989)	535,717	546,432	557,360	568,507
<u>INSURANCE</u>										
	93,404	96,000	97,000	0.5%	1.04	(1,000)	98,940	100,919	102,937	104,996

VIRL Board is not bound by future years expenditure estimates

Vancouver Island Regional Library

Financial Plan by Nature of Revenue or Expense

Description	2011 Actuals	Adopted 2012 Budget	2013 Proposed Budget	% Total Budget Change	2012 2013 Change	2014 Projected Budget	2015 Projected Budget	2016 Projected Budget	2017 Projected Budget	% OF Total Budget
<u>EXPENDITURES CONTINUED</u>										
<u>CONTINGENCY</u>										
Contingency	-	-	-	-	-	-	-	-	-	-
Contingency - Shipping & Receiving	-	-	-	-	-	-	-	-	-	-
TOTAL CONTINGENCY	-	-	-	-	-	-	-	-	-	-
<u>APPROPRIATIONS / INTERNAL TRANSFERS</u>										
TOTAL APPROPRIATIONS INTERNAL TRANSFERS	519,872	619,039	888,985	4.2%	(269,946)	1,278,940	1,568,070	1,922,542	2,295,762	
<u>PROJECTS ETC FUNDED BY RESERVE</u>										
	844,379	2,277,975	1,065,918	5.0%	1,212,057	1,075,236	1,084,741	1,094,436	1,104,325	
<u>FURNITURE AND EQUIPMENT</u>										
Furniture and Equipment Capital	90,895	142,411	119,257	0.6%	(16,26)	114,052	201,025	307,606	419,816	
Furniture and Equip Lease and Mfce.	-	-	-	-	-	-	-	-	-	
Furniture and Equip Expensed.	72,271	52,403	78,156	0.4%	(25,754)	79,720	81,314	82,940	84,599	
TOTAL FURNISHINGS AND EQUIPMENT	163,165	194,814	197,414	0.9%	(2,600)	193,772	282,339	390,546	504,415	
<u>LIBRARY MATERIALS</u>										
	2,192,835	2,228,283	2,295,109	10.8%	(66,826)	2,363,954	2,434,865	2,507,903	2,583,133	
<u>BRANCH AND FACILITY COSTS</u>										
	2,800,908	3,668,613	3,812,637	18.0%	(144,024)	3,955,971	3,967,687	4,115,601	4,280,625	
TOTAL EXPENSES	17,763,618	21,248,456	21,229,669	100.0%	(0.09)	18,788	22,762,173	24,063,649	25,447,935	26,915,782
Net (Revenue) / Expense	(133,284)	0	(0)	0.0%	0	0	(0)	(0)	(0)	(0)

Vancouver Island Regional Library

Description	2011 Actuals	2012 Approved Budget	2013 Proposed Budget	% OF Total Budget		2012 2013 Change	Variance Explanation for items over 5% and \$50,000
				Budget	Change		
<u>REVENUES</u>							
Member Levies	(15,521,569)	(16,486,603)	(17,466,796)	82.3%	5.95	980,193	Levy increase for operating costs, and Facilities upgrades
Grants Received	(1,533,764)	(1,188,026)	(1,200,765)	5.7%	1.07	12,739	Does not include any conditional grants / funding
Investment Income	(68,164)	(60,250)	(75,250)	0.4%	24.90	15,000	Additional MFA funding - is offset by interest payments
Book Bag Sales	(1,980)	(4,000)	(2,500)	0.0%	(37.50)	(1,500)	Decreased based on 2011 actuals
Overdue Fees	(328,463)	(351,930)	(340,300)	1.6%	(3.30)	(11,630)	Decreased based on 2011 actuals
Internet Cost Recoveries	(30,359)	(28,321)	(28,539)	0.1%	0.77	218	
Lost Books / Cards	(34,485)	(39,294)	(34,166)	0.2%	(13.05)	(5,128)	Decreased based on 2011 actuals
Misc and Non Resident Fees	(12,359)	(2,000)	(2,300)	0.0%	15.00	300	
Photocopiers	(14,442)	(15,720)	(14,505)	0.1%	(7.73)	(1,215)	Printing and copying reduced due to digital storage
Book and Promotional Item Sales	(41,835)	(35,762)	(35,335)	0.2%	(1.19)	(427)	
Transfer from Reserves or Surplus	(285,151)	(3,034,550)	(2,001,213)	9.4%	(34.05)	(1,033,337)	Based on Facilities Master Plan
Fundraising / Donations	(24,330)	(2,000)	(28,000)	0.1%	1.300	-	Fund Development Plans being investigated
TOTAL REVENUES	(17,896,902)	(21,248,456)	(21,229,669)	100.0%	(0.09)	(18,787)	
<u>EXPENDITURES</u>							
<u>WAGES AND BENEFITS</u>							
TOTAL WAGES AND BENEFITS	9,447,617	10,274,975	10,878,496	48.4%	5.87	(603,521)	Additional branches coming on line
<u>AUTOMOTIVE, TRAVEL & VEHICLE OPERATION</u>							
Fuel, Insurance, R&M, Truck Rental	48,859	53,430	52,000	0.2%	(2.68)	1,430	Additional vehicle added to fleet
Travel	96,123	116,041	112,641	0.5%	(2.93)	3,400	
TOTAL AUTOMOTIVE TRAVEL AND VEHICLE OPERATION	144,982	169,472	164,641	0.8%	(2.85)	4,831	
<u>BUILDING AND EQUIPMENT MAINTENANCE</u>							
Storage	-	-	-	-	-	-	
Furniture & Equipment Repairs	12,900	27,230	29,244	0.1%	7.40	(2,014)	Additional Photocopier service
Branch Repairs & Maintenance	19,339	245,019	289,144	1.4%	18.01	(44,125)	Increased for facilities levy being utilized to address facility concerns
Central Service Repairs & Maintenance	35,488	86,722	89,752	0.4%	3.49	(3,030)	
TOTAL BUILDING/EQUIPMENT MAINTNCE	67,727	358,971	408,140	1.9%	13.70	(49,169)	

**Note: Only significant variances shown
VIRL Board is not bound by future years expenditure estimates**

Vancouver Island Regional Library

Description	2011 Actuals	2012 Approved Budget	2013 Proposed Budget	% OF Total Budget Change	2012 2013 Change	Variance Explanation for items over 5% and \$50,000
EXPENDITURES CONTINUED						
CONSULTING AND PROFESSIONAL						
Audit Fees	21,850	19,342	22,000	0.1%	13.74	(2,658) Additional branch audit work
Consulting	58,689	29,614	28,114	0.1%	(5.07)	1,500
Legal	52,861	28,695	29,370	0.1%	2.35	(675)
TOTAL CONSULTING PROFESSIONAL	133,400	77,651	79,484	0.4%	2.36	(1,833)
MISCELLANEOUS						
Inter Library Loans	3,125	7,500	7,500	0.0%	-	
Miscellaneous	139,031	3,191	19,200	0.1%	501.69	(16,009) Additional money for Funds Development plans
Branch Discretionary Materials	3,121	8,380	8,175	0.0%	(2.45)	205
Dues and Association Fees	4,706	3,650	3,950	0.0%	8.22	(300)
TOTAL MISCELLANEOUS	149,983	22,721	38,825	0.2%	70.88	(16,104)
OFFICE PHOTOCOPIER AND SUPPLIES						
Processing and Cataloguing supplies	21,298	19,000	20,500	0.1%	7.89	(1,500) Supply prices increasing
Cleaning and Lighting Supplies	23,698	28,600	28,600	0.1%	-	
Office Supplies	74,208	81,106	80,345	0.4%	(0.94)	761
Printing Signage and Supplies	51,021	45,309	43,100	0.2%	(4.88)	2,209 Summer Reading program moved to branch activities
TOTAL OFFICE PHOTOCOPIER AND SUPPLIES	170,225	174,015	172,545	0.8%	(0.85)	1,470
POSTAGE MAIL AND COURIER						
TOTAL POSTAGE MAIL COURIER	143,691	153,793	154,126	0.7%	0.22	(333) Additional courier service to meet demand of additional material runs
PROMOTION AND ADVERTISING						
Programming	15,423	-	-	-	-	
Hiring Costs	18,339	14,000	14,280	0.1%	2.00	(280)
Promotion and Advertising	28,682	45,211	46,817	0.2%	3.55	(1,608) Promotion of Library
TOTAL PROMOTION AND ADVERTISING	62,444	59,211	61,097	0.3%	3.19	(1,886)
TRAINING AND WORKSHOPS						
Continuing Education	33,260	38,272	36,640	0.2%	(4.26)	1,632
Internal Training	20,115	25,623	26,050	0.1%	1.67	(427)
TRAINING & WORKSHOPS	53,375	63,895	62,690	0.3%	(1.89)	1,205

Note: Only significant variances shown
VIRL Board is not bound by future years expenditure estimates

Description	2011 Actuals	2012 Approved Budget	2013 Proposed Budget	% OF Total		2012 2013 Change	Variance Explanation for items over 5% and \$50,000
				Budget	Change		
UTILITIES AND TELECOMMUNICATIONS							
Central Services Utilities	42,479	39,560	46,520	0.2%	17.59	(6,960)	Heat and Hydro rates increasing
Branch Telecommunications	71,676	78,930	78,520	0.4%	(0.60)	470	
Central Services Telecommunications	46,641	46,000	48,000	0.2%	4.35	(2,000)	
TOTAL UTILITIES & TELECOMMUNICATIONS	160,796	164,550	173,040	0.8%	5.16	(8,490)	
EXPENDITURES CONTINUED							
BANK CHARGES AND THIRD PARTY PROCESSINGS							
Bank Charges	5,350	4,716	5,735	0.0%	21.61	(1,019)	Increased debit use costs
Debit / Credit card costs	9,089	9,450	9,625	0.0%	1.85	(175)	
Payroll Prod. Costs	47,829	48,100	49,000	0.2%	1.87	(900)	
TOTAL BANK THIRD PARTY PROCESSING	63,655	63,676	65,810	0.3%	3.35	(2,134)	
BOARD EXPENSES							
Meetings- Accomodation	11,558	15,000	15,000	0.1%	-	-	
Meetings- Air Fare	11,911	12,000	12,000	0.1%	-	-	
Conventions	407	4,000	4,000	0.0%	-	-	
Dues & Assoc. Fees	7,704	9,000	9,000	0.0%	-	-	
Catering- Food & Beverage	17,127	17,500	17,500	0.1%	-	-	
Meetings Mileage & Travel	26,823	22,000	27,000	0.1%	22.73	(5,000)	Based on 2011 levels
Miscellaneous	3,911	3,080	4,000	0.0%	29.87	(920)	Based on 2011 levels
TOTAL BOARD EXPENSES	79,441	82,580	88,500	0.4%	7.17	(5,920)	
COMPUTER NETWORKING COSTS							
Network Maintenance Licensing Programming	174,331	146,608	196,700	0.9%	34.17	(50,092)	Increased software costs to maintain and improve service
Network Communications	230,384	310,616	286,693	1.4%	(7.70)	23,923	Branch internet now included in branch costs
Computer Equipment Expenses	67,001	41,000	41,820	0.2%	2.00	(820)	Grant info not available at this time
TOTAL COMPUTER NETWORKING COSTS	471,717	498,224	525,213	2.5%	5.42	(26,989)	
INSURANCE							
	93,404	96,000	97,000	0.5%	1.04	(1,000)	
EXPENDITURES CONTINUED							
APPROPRIATIONS / INTERNAL TRANSFERS							
TOTAL APPROPRIATIONS INTERNAL TRANSFERS	519,872	619,039	888,985	4.2%	43.61	(269,946)	Includes 1.25% facilities reserve levy

Note: Only significant variances shown
VIRL Board is not bound by future years expenditure estimates

Description	2011 Actuals	2012 Approved Budget	2013 Proposed Budget	% OF		2012 2013 Change	Variance Explanation for items over 5% and \$50,000 Based on Facilities Master Plan
				Total Budget	% Change		
PROJECTS ETC. FUNDED BY RESERVES	844,379	2,277,975	1,065,918	5.0%	(53.21)	1,212,057	
FURNITURE AND EQUIPMENT							
Furniture and Equipment Capital	90,895	142,411	119,257	0.6%	(16.26)	23,154	Includes 1% furniture, fixtures, and F&E levy
Furniture and Equip Lease and Mfct.	72,271	52,403	78,156	0.4%	49.15	(25,754)	
TOTAL FURNISHINGS AND EQUIPMENT	163,165	194,814	197,414	0.9%	1.33	(2,600)	Update branches based on Facility requirements
LIBRARY MATERIALS	2,192,835	2,228,283	2,295,109	10.8%	3.00	(66,826)	Standard 3% year over year
BRANCH AND FACILITY COSTS	2,800,908	3,668,613	3,812,637	18.0%	3.93	(144,024)	Lease cost increases, increased Property tax for new branches, and general increase in utilities
TOTAL EXPENSES	17,763,618	21,248,456	21,229,669	100.0%	(0.09)	18,788	
Net (Revenue) / Expense	(133,284)	0	(0)	0.0%	-	1	

Note: Only significant variances shown
VIRL Board is not bound by future years expenditure estimates

Vancouver Island Regional Library

Financial Plan Expenditures by Department

Description	2011 Actuals	2012 Approved Budget	2013 Proposed Budget	% CHANGE	2012 2013 Change	2014 Projected Budget	2015 Projected Budget	2016 Projected Budget	2017 Projected Budget
10 - EXECUTIVE DIRECTOR	280,479	275,806	307,287	11.41	(31,481)	288,799	294,575	302,778	311,213
11 - BOARD EXPENSES	79,441	82,580	88,500	7.17	(5,920)	90,270	92,075	93,917	95,795
20 - 90 TOTAL BRANCH OPERATIONS	5,918,443	6,433,588	6,720,213	4.46	(286,625)	7,354,257	7,742,980	7,963,883	8,189,967
22 - SYSTEMS/TECHNICAL SERVICES	-	-	-	-	-	-	-	-	-
23 - SYSTEMS	545,359	621,340	650,551	4.70	(29,212)	663,838	677,114	691,598	706,400
24 - COMMUNICATIONS & STRATEGIC INITIA	114,074	264,082	283,251	7.26	(19,169)	290,029	296,251	304,386	312,751
27 - TECHNICAL SERVICES	337,231	388,705	394,802	1.57	(6,096)	402,190	413,450	404,829	416,890
30 - 31 - FINANCE ACCOUNTING	495,052	543,829	553,689	1.81	(9,860)	565,881	578,781	594,106	609,849
32 - GENERAL PURCHASING	216,519	263,085	284,738	0.63	(1,653)	271,499	278,224	285,123	292,199
35 - 37 - FACILITY COSTS	3,058,614	4,342,493	4,574,390	5.34	(231,897)	4,844,370	5,095,428	5,535,123	6,007,093
38 - SHIPPING RECEIVING	285,394	345,860	341,665	(1.21)	4,195	348,065	356,562	365,274	374,209
39 - BENEFITS	2,081,269	2,200,512	2,411,383	9.58	(210,871)	2,525,984	2,743,857	2,964,542	3,187,581
40 - HUMAN RESOURCES	534,531	354,530	357,438	0.82	(2,908)	366,475	373,643	383,803	394,250
81 - INTER LIBRARY LOANS	5,196	7,500	7,500	-	-	7,650	7,803	7,959	8,118
82 - LIBRARY DESIGN	-	-	-	-	-	-	-	-	-
84 - MATERIALS / COLLECTIONS	2,160,920	2,227,533	2,294,359	3.00	(66,826)	2,363,189	2,434,085	2,507,108	2,582,321
91 - PROGRAMS	36,697	0	-	(100.00)	0	-	-	-	-
00 - APPROPRIATION TRANSFER etc	519,872	619,039	888,985	43.61	(269,946)	1,278,940	1,568,070	1,922,542	2,295,762
96 - 97 - FUNDRAISING	26,858	-	25,000	-	(25,000)	25,500	26,010	26,530	27,061
98 - SPENDING FROM RESERVES	899,228	2,277,975	1,065,918	(53.21)	1,212,057	1,075,236	1,084,741	1,094,436	1,104,325
99 - MISC GRANTS	168,441	-	-	-	-	-	-	-	-
NET TOTAL	17,763,618	21,248,456	21,229,669		18,788	22,762,173	24,063,649	25,447,935	26,915,782

Reserve	Current \$ Est.	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Summary of Planned Contributions											
Vehicle Replacements		21,510	21,316	20,829	20,655	20,862	21,070	20,367	20,097	20,067	20,268
Systems and Network		111,196	99,888	105,214	176,061	188,257	188,182	187,886	188,228	189,208	190,103
Integrated Library System		38,035	38,101	2,482	38,506	2,892	2,920	(3,770)	(3,808)	(3,846)	(3,884)
Furnishings and Equipment		20,410	51,165	112,594	86,529	193,039	298,113	407,136	434,969	469,431	511,722
Long Term Maintenance		30,000	30,000	-	-	-	-	-	-	-	-
		221,151	240,470	241,119	321,752	405,050	510,287	611,419	639,486	674,860	718,208
Summary of Planned Expenditures											
Vehicle Replacements		(23,541)	(70,000)	(38,202)	-	-	(91,462)	(47,279)	(23,270)	-	-
Systems and Network		(126,658)	(341,000)	(160,000)	(171,000)	(261,500)	(304,892)	(202,000)	(160,000)	(171,000)	(261,500)
Integrated Library System		-	-	-	-	-	(671,958)	-	-	-	-
Furnishings and Equipment		(22,042)	(61,494)	(79,573)	(94,374)	(97,546)	(35,706)	(61,494)	(79,573)	(94,374)	(82,308)
Materials Reserve		-	(42,482)	(95,143)	-	-	-	-	-	-	-
Long Term Maintenance		(172,241)	(514,976)	(372,918)	(265,374)	(359,046)	(1,104,018)	(310,772)	(262,843)	(265,374)	(343,808)
Summary of Reserve Balances (year end projection)											
Vehicle Replacements		81,589	32,905	15,533	36,188	57,050	(13,341)	(40,253)	(43,426)	(23,359)	(3,090)
Systems and Network		338,775	97,663	106,117	175,683	168,235	118,636	172,775	270,825	360,252	361,497
Integrated Library System		210,066	248,167	250,649	289,155	292,047	(376,991)	(380,761)	(384,568)	(388,414)	(392,298)
Furnishings and Equipment		24,614	14,286	47,307	39,462	134,955	397,362	743,005	1,098,401	1,473,457	1,902,871
Long Term Maintenance		265,933	256,110	163,528	165,163	166,815	168,483	170,168	171,870	173,588	175,324
		920,978	649,131	583,134	705,651	819,101	294,149	664,934	1,113,101	1,595,524	2,044,304

NOTE - highlighting indicates probable shortfall of funding based on most recent plan.

NOTE - Where projects are "in stream" the current years budget is carried over to allow for full funding of the project in the subsequent year - This is necessary as budget is adopted before year end.

Vancouver Island Regional Library

Numerical Representation of Facility Chart

RESERVE - OUTFITTING NEW AND EXPANDED BRANCHES	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
New Facility Levy (3101-50102)	-	(183,425)	(388,039)	(618,248)	(873,340)	(1,161,448)	(1,514,878)	(1,887,034)	(2,226,700)	(2,677,607)	(3,280,068)
Allocated to Rent for Quadra		43,575	43,575	43,575	43,575	43,575	43,575	43,575	43,575	43,575	43,575
Allocated to Rent for Cortes		16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000
Allocated to Rent for Gabriola		26,500	26,500	26,500	26,500	26,500	26,500	26,500	26,500	26,500	26,500
Allocated to Rent for Sooke		100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Allocated to Rent for Cumberland		50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Allocated to Rent for CHEMANUS Not Yet in Stream		53,480	53,480	53,480	53,480	53,480	53,480	53,480	53,480	53,480	53,480
Allocated to Wages for Quadra Island		26,740	26,740	26,740	26,740	26,740	26,740	26,740	26,740	26,740	26,740
Allocated to Wages for Cumberland		141,820									
Allocated to Wages for other branches											
Allocated to Debt for Lake Cowichan		74,000	74,000	74,000	74,000	74,000	74,000	74,000	74,000	74,000	74,000
Allocated to Debt for 30 year Nanaimo North		545,000	545,000	545,000	545,000	415,000	415,000	415,000	415,000	415,000	415,000
Total Allocations		(183,425)	756,575	935,295	1,335,295	1,005,295	1,005,295	1,005,295	1,005,295	1,005,295	1,005,295
Remainder to or draw from Facility Reserve		(183,425)	368,536	317,047	461,955	(156,153)	(509,583)	(881,739)	(1,221,405)	(1,672,312)	(2,274,773)
CORE FUNDING PRIOR TO NEW LEVY		82,000	82,000	82,000	82,000	82,000	82,000	82,000	82,000	82,000	82,000
NEW FACILITY LEVY		183,425	388,039	618,248	873,340	1,161,448	1,514,878	1,887,034	2,226,700	2,677,607	3,280,068
ALLOCATIONS REINT DEBT		-	756,575	935,295	1,335,295	1,005,295	1,005,295	1,005,295	1,005,295	1,005,295	1,005,295
DRAWDOWNS - DEVELOPMENT/ OUTFITTING		88,982	1,850,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000
INTEREST EARNED		21,566	21,386	235	(8,113)	(17,994)	(21,792)	(22,095)	(18,678)	(11,831)	(406)
Transfer Current Maintenance Reserve	1%			233,250							
Reallocate Core funding for long term maintenance reserve			30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Presumed available from surplus or other sources		8,990	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Allocate Furn Equip / Mice Levy Max 37.5%	31%		153,325	216,588	288,039	375,690	467,984	487,984	507,984	527,984	547,984
RESERVE BALANCE		1,931,630	2,138,629	151,830	(368,200)	(192,351)	425,423	1,435,052	2,807,764	4,658,229	7,112,581
Nanaimo North - Design Planning \$300 K const 8 million	actuals										
Chemainus - 4000 sq ft (6,000?)	Amended 2012		150,000								
Cowichan Lake - 4000 sq ft			400,000								
Cumberland - 2750 sq ft			350,000								
Gabriola - 1000 sq ft addition			300,000								
Quadra Island - 3000 sq ft			150,000								
Cortes Island - 1500			150,000								
Horbly - 1500 sq ft											
South Cowichan											
Rurals to be determined											
Sooke - 6000 sq now 8,000-10,000 ?				600,000							
Bella Coola		88,982									
TOTAL ALLOCATIONS FROM RESERVE		88,982	1,850,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000
RESERVE BALANCE if last 4 actions not taken		1,931,630	23,478	(811,334)	(1,799,403)	(2,179,243)	(2,209,453)	(1,867,809)	(1,183,082)	(40,601)	1,715,766

<u>2013</u>	<u>EXEMPT</u>	<u>LIBRARIANS</u>	<u>CLERICALS</u>	<u>PAGES</u>	<u>TOTAL</u>	<u>CHANGE</u>
Executive Director's Office	2.00				2.00	-1.00
Systems & Technical Services					0.00	0.00
Systems & Network	1.00		3.00		4.00	-0.01
Communications and Strategic Int.	2.00				2.00	-0.05
Technical Services		1.00	7.51		8.51	0.51
Finance/Accounting	2.00		3.25		5.25	0.00
Purchasing			2.70		2.70	0.10
Shipping & Receiving			3.64		3.64	0.00
Human Resources	3.00				3.00	-1.00
Programs					0.00	-0.50
Facilities	2.00				2.00	1.00
Public Services	3.00	33.29	90.35	20.96	147.60	9.55
TOTALS	15.00	34.29	110.45	20.96	180.70	8.60

<u>2012</u>	<u>EXEMPT</u>	<u>LIBRARIANS</u>	<u>CLERICALS</u>	<u>PAGES</u>	<u>TOTAL</u>	<u>CHANGE</u>
Executive Director's Office	3.00				3.00	0.00
Systems & Technical Services					0.00	-1.00
Systems & Network	1.00		3.01		4.01	-0.99
Promotion & Advertising	1.00		1.05		2.05	-0.41
Technical Services		1.00	7.00		8.00	2.35
Finance/Accounting	2.00		3.25		5.25	0.00
Purchasing			2.60		2.60	0.00
Shipping & Receiving			3.64		3.64	-1.84
Human Resources	4.00				4.00	-1.17
Programs			0.50		0.50	0.00
Facilities	1.00				1.00	0.00
Public Services	3.00	32.00	82.67	20.38	138.05	5.13
TOTALS	15.00	33.00	103.72	20.38	172.10	2.07

<u>2011</u>	<u>EXEMPT</u>	<u>LIBRARIANS</u>	<u>CLERICALS</u>	<u>PAGES</u>	<u>TOTAL</u>	<u>CHANGE</u>
Executive Director's Office	3.00				3.00	0.00
Systems & Technical Services	1.00				1.00	0.00
Systems & Network	1.00	1.00	3.00		5.00	0.00
Promotion & Advertising	1.00		1.46		2.46	0.00
Technical Services		1.00	4.65		5.65	0.00
Finance/Accounting	2.00		3.25		5.25	0.00
Purchasing			2.60		2.60	0.00
Shipping & Receiving			5.48		5.48	0.38
Human Resources	3.00		2.17		5.17	0.00
Programs			0.50		0.50	0.00
Facilities	1.00				1.00	0.00
Public Services	4.00	28.00	80.54	20.38	132.92	0.62
TOTALS	16.00	30.00	103.65	20.38	170.03	1.00

Vancouver Island Regional Library

Population Portion of Levy

Municipalities	2011 Net Population	2012 Net Population	2013 Population	Less Band Population	2013 Net Population	Population Increase (Decrease) from Previous Year	Population % Change From Previous Year	Change in Levy from previous year	% Change in Levy From Prev Year	2013 Population Portion of Levy	1% Maint, Fixtures & F&E 3rd year	1.25% - Facilities Reserve 3rd year	Total 2013 Levy
1 Campbell River	31,550	31,802	32,582	(670)	31,912	110	0.35%	21,752	3.62%	623,028	18,885	23,548	665,461
2 Comox	13,444	13,644	13,493		13,493	(151)	-1.11%	5,463	2.12%	263,428	8,048	10,100	281,576
3 Courtenay	24,216	24,589	24,967		24,967	378	1.54%	22,538	4.85%	487,439	14,496	18,201	520,136
4 Cumberland	3,163	3,253	3,311		3,311	58	1.78%	3,138	5.10%	64,642	1,893	2,407	68,942
5 Duncan	5,008	4,987	4,900		4,900	(87)	-1.74%	1,375	1.46%	95,664	2,999	3,695	102,358
6 Gold River	1,425	1,411	1,386		1,386	(25)	-1.77%	381	1.43%	27,059	852	1,046	28,957
7 Ladysmith	8,118	8,243	8,328		8,328	85	1.03%	6,741	4.33%	162,590	4,859	6,102	173,551
8 Lake Cowichan	3,182	3,184	3,140		3,140	(44)	-1.38%	1,104	1.83%	61,303	1,904	2,358	65,565
9 Lantzville	3,701	3,689	3,641		3,641	(48)	-1.30%	1,337	1.92%	71,084	2,215	2,733	76,032
10 Masset	929	920	924		924	4	0.43%	646	3.71%	18,040	556	682	19,278
11 Nanaimo	84,228	85,512	86,961		86,961	1,449	1.69%	81,005	5.01%	1,697,768	50,419	63,299	1,811,486
12 North Cowichan	29,493	29,837	30,125		30,125	288	0.97%	24,016	4.26%	588,140	17,655	22,090	627,885
13 North Saanich	11,021	11,112	11,128		11,128	16	0.14%	7,163	3.41%	217,256	6,598	8,228	232,082
14 Parksville	11,783	11,831	11,584		11,584	(247)	-2.09%	2,471	1.10%	226,158	7,053	8,762	241,973
15 Port Alberni	17,741	17,752	17,836		17,836	84	0.47%	12,583	3.75%	348,218	10,619	13,149	371,986
16 Port Alice	842	843	837		837	(6)	-0.71%	403	2.53%	16,341	503	624	17,468
17 Port Clements	453	456	457		457	1	0.22%	300	3.48%	8,922	271	338	9,531
18 Port Hardy	3,986	3,950	3,917		3,917	(33)	-0.84%	1,791	2.40%	76,473	2,387	2,927	81,787
19 Port McNeill	2,618	2,648	2,633		2,633	(15)	-0.57%	1,340	2.68%	51,405	1,568	1,960	54,933
20 Qualicum Beach	8,766	8,729	8,646		8,646	(83)	-0.95%	3,761	2.28%	168,799	5,247	6,467	180,513
21 Queen Charlotte	961	959	952		952	(7)	-0.73%	454	2.50%	18,586	575	710	19,871
22 Sayward	331	334	339		339	5	1.50%	303	4.80%	6,618	198	247	7,063
23 Sidney	11,578	11,600	11,583		11,583	(17)	-0.15%	6,819	3.11%	226,139	6,931	8,592	241,662
24 Sooke	10,540	10,876	10,919		10,919	43	0.40%	7,544	3.67%	213,175	6,309	8,045	227,529
25 Tahsis	381	380	372		372	(8)	-2.11%	78	1.09%	7,263	228	282	7,773
26 Tofino	1,829	1,895	1,922		1,922	27	1.42%	1,696	4.73%	37,524	1,095	1,402	40,021
27 Ucluelet	1,591	1,605	1,634		1,634	29	1.81%	1,555	5.12%	31,901	953	1,188	34,042
28 Zeballos	161	166	171		171	5	3.01%	199	6.34%	3,338	97	123	3,558
29 Regional Districts	293,039	296,207	298,688	-670	298,018	1,811	0	217,956	3.89%	5,818,301	175,413	219,305	6,213,019
31 Alberni-Clayoquot	8,318	8,320	10,272	(2,232)	8,040	(280)	-3.37%	(337)	-0.21%	156,968	4,930	6,163	168,061
32 Capital	4,324	4,410	5,511	(639)	4,872	462	10.48%	11,739	14.08%	95,118	2,611	3,264	100,993
33 Central Coast	1,179	1,235	3,182	(2,010)	1,172	(63)	-5.10%	(469)	-2.01%	22,881	730	913	24,524
34 Comox Valley	22,989	22,884	23,034	(251)	22,783	(101)	-0.44%	12,135	2.80%	444,800	13,563	16,954	475,317
35 Cowichan Valley	32,297	33,029	36,807	(4,244)	32,563	(466)	-1.41%	11,263	1.80%	635,738	19,553	24,442	679,733
36 Mount Waddington	2,496	2,506	4,102	(1,653)	2,449	(57)	-2.27%	432	0.91%	47,813	1,485	1,856	51,154
37 Nanaimo	38,553	39,090	39,800	(949)	38,851	(239)	-0.61%	19,432	2.63%	758,501	23,150	28,937	810,588
38 Powell River	371	373	438		438	65	17.43%	1,499	21.26%	8,551	221	276	9,048
39 Skeena-Queen Charlotte	842	791	2,239	(1,323)	916	125	15.80%	2,928	19.56%	17,883	470	587	18,940
40 Strathcona	8,727	8,679	9,648	(919)	8,729	50	0.58%	6,326	3.86%	170,419	5,144	6,430	181,993
41 TOTALS	120,096	121,317	135,033	(14,220)	120,813	-504	0	64,948	2.83%	2,358,672	71,857	89,822	2,520,351
42 TOTALS	413,135	417,524	433,721	(14,890)	418,831	1,307	0	282,904	3.58%	8,176,975	247,299	309,124	8,733,370

Comox Strathcona split 2008

Vancouver Island Regional Library

Assessment Portion of Levy

Municipalities	2011 Converted Hospital Assessment		2012 Converted Hospital Assessment		2013 Converted Hospital Assessment		Assessment Increase (Decrease) from Previous Year	% Change From Previous Year	Change in Levy from previous year	% Change in Levy From Prev Year	2013 Assessment Portion of Levy		1.25% - Facilities Reserve	1% - Maint, Fixtures & F&E 3rd year	Total 2013 Levy
	Assessment	Hospital	Assessment	Hospital	Assessment	Hospital					Levy	Levy			
Campbell River	485,750,881	492,276,859	465,331,585	465,331,585	-26,945,274	-5.5%	(26,866)	-5.62%	450,871	13,636	17,045	481,552		481,552	
Comox	205,084,459	219,176,170	218,198,425	218,198,425	-977,745	-0.4%	(1,285)	-0.60%	211,418	6,394	7,992	225,804		225,804	
Courtenay	427,610,609	449,480,392	458,898,246	458,898,246	9,417,854	2.1%	8,433	1.93%	444,638	13,447	16,809	474,894		474,894	
Cumberland	45,053,841	47,587,137	48,516,020	48,516,020	928,883	2.0%	826	1.79%	47,008	1,422	1,777	50,207		50,207	
Duncan	78,485,269	81,887,701	80,544,245	80,544,245	-1,343,456	-1.6%	(1,427)	-1.80%	78,041	2,360	2,950	83,351		83,351	
Gold River	15,205,293	14,446,484	13,746,158	13,746,158	-700,326	-4.8%	(701)	-5.00%	13,319	403	504	14,226		14,226	
Ladysmith	120,435,672	127,281,856	125,529,727	125,529,727	-1,752,129	-1.4%	(1,894)	-1.53%	121,629	3,678	4,598	129,905		129,905	
Lake Cowichan	41,226,073	41,989,808	42,377,267	42,377,267	387,459	0.9%	311	0.76%	41,060	1,242	1,552	43,854		43,854	
Lantzville	70,152,099	75,869,617	74,397,966	74,397,966	-1,471,651	-1.9%	(1,543)	-2.10%	72,086	2,180	2,725	76,991		76,991	
Masset	7,987,002	8,351,167	7,890,399	7,890,399	-460,768	-5.5%	(460)	-5.68%	7,645	231	289	8,165		8,165	
Nanaimo	1,475,894,492	1,564,477,422	1,558,364,118	1,558,364,118	-6,113,304	-0.4%	(8,335)	-0.55%	1,509,938	45,666	57,082	1,612,686		1,612,686	
North Cowichan	510,511,211	533,839,855	531,504,592	531,504,592	-2,335,263	-0.4%	(3,086)	-0.60%	514,988	15,575	19,469	550,032		550,032	
North Saanich	408,537,347	415,311,596	410,032,540	410,032,540	-5,279,056	-1.3%	(5,755)	-1.43%	397,291	12,015	15,019	424,325		424,325	
Parksville	248,217,582	261,447,650	256,592,919	256,592,919	-4,854,731	-1.9%	(5,107)	-2.01%	248,619	7,519	9,399	265,537		265,537	
Port Alberni	222,571,416	227,583,740	221,038,181	221,038,181	-6,545,559	-2.9%	(6,693)	-3.03%	214,169	6,477	8,096	228,742		228,742	
Port Alice	18,125,126	17,660,537	17,686,359	17,686,359	25,822	0.1%	(2)	-0.01%	17,137	518	648	18,303		18,303	
Port Clements	3,533,929	3,610,510	3,361,080	3,361,080	-249,430	-6.9%	(246)	-7.02%	3,257	98	123	3,478		3,478	
Port Hardy	40,796,259	41,890,024	41,338,929	41,338,929	-551,095	-1.3%	(599)	-1.47%	40,054	1,211	1,514	42,779		42,779	
Port McNeill	24,569,950	28,762,717	28,604,517	28,604,517	-158,200	-0.6%	(198)	-0.71%	27,716	838	1,048	29,602		29,602	
Qualicum Beach	201,103,644	206,320,668	203,131,219	203,131,219	-3,189,449	-1.5%	(3,408)	-1.70%	196,819	5,952	7,441	210,212		210,212	
Queen Charlotte	9,763,381	10,002,616	9,942,827	9,942,827	-59,789	-0.6%	(73)	-0.75%	9,634	291	364	10,289		10,289	
Sayward	3,906,832	3,881,211	3,609,287	3,609,287	-271,924	-7.0%	(270)	-7.17%	3,497	106	132	3,735		3,735	
Sidney	327,982,895	346,603,488	343,687,279	343,687,279	-2,916,209	-0.8%	(3,361)	-1.00%	333,007	10,071	12,589	355,667		355,667	
Sooke	206,066,041	219,741,426	221,519,818	221,519,818	1,778,392	0.8%	1,385	0.65%	214,636	6,491	8,114	229,241		229,241	
Tahsis	5,067,578	5,394,055	4,741,257	4,741,257	-652,798	-12.1%	(641)	-12.24%	4,594	139	174	4,907		4,907	
Tofino	95,790,185	98,887,149	92,927,420	92,927,420	-5,959,729	-6.0%	(5,927)	-6.18%	90,040	2,723	3,404	96,167		96,167	
Ucluelet	62,297,698	60,668,527	56,244,298	56,244,298	-4,424,229	-7.3%	(4,380)	-7.44%	54,497	1,648	2,060	58,205		58,205	
Zeballos	1,638,968	1,699,589	1,666,791	1,666,791	-32,798	-1.9%	(35)	-2.12%	1,615	49	61	1,725		1,725	
Regional Districts	5,363,365,732	5,606,129,971	5,541,423,469	5,541,423,469	-64,706,502	-1.2%	(71,337)	-1.31%	5,369,223	162,380	202,978	5,734,581		5,734,581	
Alberni-Clayoquot	193,012,752	197,525,209	199,601,583	199,601,583	2,076,374	1.1%	1,708	0.89%	193,399	5,849	7,311	206,559		206,559	
Capital	141,198,794	138,130,234	138,851,762	138,851,762	721,528	0.5%	486	0.36%	134,537	4,069	5,086	143,692		143,692	
Central Coast	19,946,667	19,947,887	20,595,994	20,595,994	648,107	3.2%	596	3.08%	19,956	604	754	21,314		21,314	
Comox Valley	521,849,058	532,608,210	523,468,148	523,468,148	-9,140,062	-1.7%	(9,677)	-1.87%	507,201	15,339	19,174	541,714		541,714	
Cowichan Valley	733,667,850	751,695,370	777,126,360	777,126,360	25,430,990	3.4%	23,482	3.22%	752,977	22,773	28,466	804,216		804,216	
Mount Waddington	73,902,391	67,080,252	66,816,331	66,816,331	-263,921	-0.4%	(359)	-0.55%	64,740	1,958	2,447	69,145		69,145	
Nanaimo	880,813,318	905,203,299	900,974,661	900,974,661	-4,228,638	-0.5%	(5,492)	-0.63%	872,977	26,402	33,002	932,381		932,381	
Powell River	15,390,132	15,314,489	14,241,201	14,241,201	-1,073,288	-7.0%	(1,064)	-7.16%	13,799	417	522	14,738		14,738	
Skeena-QC	21,245,256	20,773,313	19,085,290	19,085,290	-1,668,023	-8.1%	(1,668)	-8.27%	18,492	559	699	19,750		19,750	
Strathcona	243,838,522	239,755,602	237,038,763	237,038,763	-2,716,839	-1.1%	(3,002)	-1.29%	229,673	6,946	8,683	245,302		245,302	
TOTALS	2,844,865,340	2,888,033,865	2,897,500,093	2,897,500,093	9,766,228	0.3%	5,010	0.18%	2,807,751	84,916	106,144	2,998,811		2,998,811	
	8,208,231,072	8,494,163,836	8,439,223,562	8,439,223,562	-54,940,274	-0.6%	(66,326)	-0.80%	8,176,975	247,299	309,124	8,733,398		8,733,398	

Note: Previous Years Assessment used for current year allocation

Note: Comox Strathcona Split in 2008

Vancouver Island Regional Library

Municipalities	Total 2011 Levy - including Facilities	Total 2012 Levy - including Facilities	2013 - Levy	Change in Levy before Facilities	% Change in Levy before Facilities	1% - Maintenance Fixtures & F&E - 3rd year	1.25% - Facilities Reserve - 3rd year	Total 2013 Levy - including Facilities	Change in Total Levy from Previous Year	% Change in Total Levy	2013 Quarterly Billing
Campbell River	1,051,929	1,105,683	1,073,899	15,125	1.37%	32,521	40,593	1,147,013	41,330	3.74%	286,753
Comox	446,445	482,033	474,846	13,189	2.74%	14,442	18,092	507,380	25,347	5.26%	126,845
Courtenay	859,192	921,576	932,077	49,451	5.37%	27,943	35,010	995,030	73,454	7.97%	248,758
Cumberland	102,014	110,359	111,650	5,921	5.37%	3,315	4,184	119,149	8,790	7.96%	29,787
Duncan	168,282	177,991	173,705	3,314	1.86%	5,359	6,645	185,709	7,718	4.34%	46,427
Gold River	41,145	41,902	40,378	274	0.65%	1,255	1,550	43,183	1,281	3.06%	10,796
Ladysmith	266,365	286,234	284,219	10,080	3.52%	8,537	10,700	303,456	17,222	6.02%	75,864
Lake Cowichan	98,753	103,637	102,363	3,141	3.03%	3,146	3,910	109,419	5,782	5.58%	27,355
Lantzville	135,851	146,504	143,170	2,913	1.99%	4,395	5,458	153,023	6,519	4.45%	38,256
Masset	25,002	26,284	25,685	530	2.02%	787	971	27,443	1,159	4.41%	6,861
Nanaimo	2,977,640	3,206,237	3,207,706	136,993	4.27%	96,085	120,381	3,424,172	217,935	6.80%	856,043
North Cowichan	1,036,699	1,107,130	1,103,128	42,879	3.87%	33,230	41,559	1,177,917	70,787	6.39%	294,479
North Saanich	593,294	622,456	614,547	18,483	2.97%	18,613	23,247	656,407	33,951	5.45%	164,102
Parksville	456,027	487,374	474,777	8,113	1.66%	14,572	18,161	507,510	20,136	4.13%	126,878
Port Alberni	543,698	571,494	562,387	15,247	2.67%	17,096	21,245	600,728	29,234	5.12%	150,182
Port Alice	32,955	33,788	33,478	1,127	3.34%	1,021	1,272	35,771	1,983	5.87%	8,943
Port Clements	11,851	12,508	12,179	202	1.61%	369	461	13,009	501	4.01%	3,252
Port Hardy	113,450	118,705	116,527	2,914	2.45%	3,598	4,441	124,566	5,861	4.94%	31,142
Port McNeill	72,409	80,192	79,121	2,325	2.90%	2,406	3,008	84,535	4,343	5.42%	21,134
Qualicum Beach	354,808	372,675	365,618	8,836	2.37%	11,199	13,908	390,725	18,050	4.84%	97,681
Queen Charlotte	27,282	28,651	28,220	792	2.76%	866	1,074	30,160	1,509	5.27%	7,540
Sayward	9,912	10,361	10,115	193	1.86%	304	379	10,798	437	4.22%	2,700
Sidney	527,593	565,475	559,146	17,709	3.13%	17,002	21,181	597,329	31,854	5.63%	149,332
Sooke	392,823	427,792	427,811	17,963	4.20%	12,800	16,159	456,770	28,978	6.77%	114,193
Tahsis	11,949	12,742	11,857	-341	-2.68%	367	456	12,680	(62)	-0.49%	3,170
Tofino	124,925	133,341	127,564	-165	-0.12%	3,818	4,806	136,188	2,847	2.14%	34,047
Ucluelet	88,788	90,588	86,398	-330	-0.36%	2,601	3,248	92,247	1,679	1.85%	23,062
Zeballos	4,575	4,926	4,953	234	4.75%	146	184	5,283	357	7.25%	1,321
Regional Districts	10,575,656	11,288,618	11,187,524	377,112	3.34%	337,793	422,283	11,947,600	658,982	5.84%	2,986,900
Alberni-Clayoquot	338,743	356,027	350,367	9,492	2.67%	10,779	13,474	374,620	18,593	5.22%	93,655
Capital	214,728	221,086	229,655	17,904	8.10%	6,680	8,350	244,685	23,599	10.67%	61,171
Central Coast	41,006	43,707	42,837	948	2.17%	1,334	1,667	45,838	2,131	4.88%	11,460
Comox Valley	925,244	968,976	952,001	24,356	2.51%	28,902	36,128	1,017,031	48,055	4.96%	254,258
Cowichan Valley	1,300,363	1,381,272	1,388,715	65,651	4.75%	42,326	52,908	1,483,949	102,677	7.43%	370,987
Mount Waddington	116,761	114,590	112,553	2,831	2.47%	3,443	4,303	120,299	5,709	4.98%	30,075
Nanaimo	1,557,005	1,650,128	1,631,478	51,157	3.10%	49,552	61,939	1,742,969	92,841	5.63%	435,742
Powell River	21,521	22,228	22,350	1,065	4.79%	638	798	23,786	1,558	7.01%	5,947
Skeena-Queen Charlotte	35,904	35,826	36,375	2,114	5.90%	1,029	1,286	38,690	2,864	7.99%	9,673
Strathcona	394,480	404,144	400,092	13,181	3.26%	12,090	15,113	427,295	23,150	5.73%	106,824
TOTALS	4,945,755	5,197,984	5,166,423	188,699	3.63%	156,773	195,966	5,519,162	321,177	6.18%	1,379,790
Per Capita change	15,521,405	16,486,603	16,353,947	565,811	3.43%	494,566	618,249	17,466,762	980,159	5.95%	4,366,690
				1.35		0.44	0.55	2.34			1

Vancouver Island Regional Library

Total Member Levy % Change

Municipalities	% Change In Total Levy 2007	% Change In Total Levy 2011	% Change In Total Levy 2012	2013 - Levy	Change in Levy before Facilities	% Change in Levy before Facilities	1% - Maintenance Fixtures & F&E	1.25% - Facilities Reserve	Total 2013 Levy - including Facilities	Change in Total Levy from Previous Year	% Change in Total Levy 2013
Campbell River	4.18%	4.13%	5.11%	1,073,899	15,125	1.37%	32,521	40,593	1,147,013	41,330	3.74%
Comox	5.39%	6.38%	7.97%	474,846	13,189	2.74%	14,442	18,092	507,380	25,347	5.26%
Courtenay	6.30%	7.51%	7.26%	932,077	49,451	5.37%	27,943	35,010	995,030	73,454	7.97%
Duncan	6.38%	7.67%	8.18%	111,650	5,921	5.37%	3,315	4,184	119,149	8,790	7.96%
Duncan	-0.23%	5.67%	5.77%	173,705	3,314	1.86%	5,359	6,645	185,709	7,718	4.34%
Gold River	-3.07%	4.68%	1.84%	40,378	274	0.65%	1,255	1,550	43,183	1,281	3.06%
Ladysmith	5.65%	5.73%	7.46%	284,219	10,080	3.52%	8,537	10,700	303,456	17,222	6.02%
Lake Cowichan	3.38%	8.73%	4.95%	102,363	3,141	3.03%	3,146	3,910	109,419	5,782	5.58%
Lantzville	3.66%	2.82%	7.84%	143,170	2,913	1.99%	4,395	5,458	153,023	6,519	4.45%
Masset	-1.10%	7.35%	5.13%	25,685	530	2.02%	787	971	27,443	1,159	4.41%
Nanaimo	3.03%	6.91%	7.68%	3,207,706	136,993	4.27%	96,085	120,381	3,424,172	217,935	6.80%
North Cowichan	1.68%	6.41%	6.79%	1,103,128	42,879	3.87%	33,230	41,559	1,177,917	70,787	6.39%
North Saanich	2.00%	5.75%	4.92%	614,547	18,483	2.97%	18,613	23,247	656,407	33,951	5.45%
Parksville	3.35%	5.00%	6.87%	474,777	8,113	1.66%	14,572	18,161	507,510	20,136	4.13%
Port Alberni	2.83%	5.89%	5.11%	562,387	15,247	2.67%	17,096	21,245	600,728	29,234	5.12%
Port Alice	-6.65%	6.43%	2.53%	33,478	1,127	3.34%	1,021	1,272	35,771	1,983	5.87%
Port Clements	-1.74%	7.28%	5.54%	12,179	202	1.61%	369	461	13,009	501	4.01%
Port Hardy	-2.78%	9.68%	4.63%	116,527	2,914	2.45%	3,598	4,441	124,566	5,861	4.94%
Port McNeill	-0.44%	4.97%	10.75%	79,121	2,325	2.90%	2,406	3,008	84,535	4,343	5.42%
Qualicum Beach	9.95%	5.30%	5.04%	365,618	8,836	2.37%	11,199	13,908	390,725	18,050	4.84%
Queen Charlotte	-5.23%	9.61%	5.02%	28,220	792	2.76%	866	1,074	30,160	1,509	5.27%
Sayward	3.11%	2.73%	4.53%	10,115	193	1.86%	304	379	10,798	437	4.22%
Sidney	3.35%	5.93%	7.18%	559,146	17,709	3.13%	17,002	21,181	597,329	31,854	5.63%
Sooke	6.16%	6.41%	8.90%	427,811	17,963	4.20%	12,800	16,159	456,770	28,978	6.77%
Tahsis	0.95%	3.40%	6.64%	11,857	-341	-2.68%	367	456	12,680	(62)	-0.49%
Tofino	6.97%	6.21%	6.74%	127,564	-165	-0.12%	3,818	4,806	136,188	2,847	2.14%
Ucluelet	15.34%	1.39%	2.00%	86,398	-330	-0.36%	2,601	3,248	92,247	1,679	1.85%
Zeballos	-1.50%	-1.23%	7.67%	4,953	234	4.75%	146	184	5,283	357	7.25%
Regional Districts	3.62%	6.15%	6.74%	11,187,524	377,112	3.34%	337,793	422,283	11,947,600	658,982	5.84%
Alberni-Clayoquot	2.33%	1.67%	5.10%	350,367	9,492	2.67%	10,779	13,474	374,620	18,593	5.22%
Capital	3.55%	5.48%	2.96%	229,655	17,904	8.10%	6,680	8,350	244,685	23,599	10.67%
Central Coast	-5.66%	10.05%	6.59%	42,837	948	2.17%	1,334	1,667	45,838	2,131	4.88%
Comox Valley	5.13%	3.37%	4.73%	952,001	24,356	2.51%	28,902	36,128	1,017,031	48,055	4.96%
Cowichan Valley	2.15%	6.37%	6.22%	1,388,715	65,651	4.75%	42,326	52,908	1,483,949	102,677	7.43%
Mount Waddington	0.32%	9.42%	-1.86%	112,553	2,831	2.47%	3,443	4,303	120,299	5,709	4.98%
Nanaimo	3.96%	5.40%	5.98%	1,631,478	51,157	3.10%	49,552	61,939	1,742,969	92,841	5.63%
Powell River	2.92%	6.25%	3.29%	22,350	1,065	4.79%	638	798	23,786	1,558	7.01%
Skeena-Queen Charlotte	-16.45%	10.99%	-0.22%	36,375	2,114	5.90%	1,029	1,286	38,690	2,864	7.99%
Strathcona	3.10%	3.10%	2.45%	400,092	13,181	3.26%	12,090	15,113	427,295	23,150	5.73%
TOTALS	3.33%	4.99%	5.10%	5,166,423	188,699	3.63%	156,773	195,966	5,519,162	321,177	6.18%
Per Capita change	3.52%	5.77%	6.22%	16,353,947	565,811	3.43%	494,566	618,249	17,466,762	980,159	5.95%
					1.36		0.44	0.55		2.35	

Year	1986	1987	1988	1989	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999
Member Levies	3,589,894	4,179,220	4,497,610	5,233,966	5,898,788	6,580,713	7,080,807	7,546,487	8,315,354	8,823,100	8,908,708	9,770,243	10,236,511	10,855,411
Provincial Per Capita Grant	1,015,980	1,015,980	1,054,389	1,119,734	1,054,389	1,054,389	1,054,389	1,067,582	1,036,536	1,083,293	1,044,734	1,067,599	1,062,930	1,085,316
Other Provincial Grants	43,000	-	54,349	39,400	34,400	38,100	45,100	50,100	51,500	-	-	-	-	-
Fines & Other Revenue Source	126,100	147,000	208,494	204,006	231,436	353,514	368,703	461,982	513,792	557,168	602,582	766,078	746,965	806,120
Total	4,774,974	5,342,200	5,814,842	6,597,106	7,219,013	8,026,716	8,549,999	9,126,151	9,917,182	10,463,561	10,556,024	11,603,920	12,046,406	12,746,847
% of Total														
Member Levies	75%	76%	77%	79%	82%	82%	83%	83%	84%	84%	84%	84%	85%	85%
Provincial Per Capita Grant	21%	19%	18%	17%	15%	13%	12%	12%	10%	10%	10%	9%	9%	9%
Other Grants	1%	0%	1%	1%	0%	0%	1%	1%	1%	0%	0%	0%	0%	0%
Fines & Other Revenue Source	3%	3%	4%	3%	3%	4%	4%	5%	5%	5%	6%	7%	6%	6%
% change in Member Levies	10.48%	16.42%	7.62%	16.37%	12.70%	11.56%	7.60%	6.58%	10.19%	6.11%	0.97%	9.67%	4.77%	6.05%

Year	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012 Budget	2013 Budget
Member Levies	11,360,344	11,653,389	11,699,902	11,892,794	12,303,872	12,546,864	12,914,851	13,369,621	13,770,934	14,198,908	14,674,033	15,521,569	16,486,603	17,466,796
Provincial Per Capita Grant	1,071,307	1,076,576	1,055,456	1,086,489	1,010,552	1,140,115	1,162,591	1,179,056	1,179,056	1,179,056	1,179,056	1,188,026	1,188,026	1,200,765
Other Provincial Grants	1,064,061	1,246,783	901,276	991,526	1,013,507	67,533	203,211	248,577	748,605	287,882	150,469	87,741	-	-
Fines & Other Revenue Source	13,495,712	13,976,748	13,656,634	13,970,809	14,437,870	14,416,357	14,912,662	15,627,313	16,481,827	16,381,423	16,764,691	17,627,294	18,213,906	19,228,456
Total	13,495,712	13,976,748	13,656,634	13,970,809	14,437,870	14,416,357	14,912,662	15,627,313	16,481,827	16,381,423	16,764,691	17,627,294	18,213,906	19,228,456
% of Total														
Member Levies	84%	83%	86%	85%	85%	87%	87%	86%	84%	87%	88%	88%	91%	91%
Provincial Per Capita Grant	8%	8%	8%	8%	7%	8%	8%	8%	7%	7%	7%	7%	7%	6%
Other Grants	0%	0%	0%	1%	0%	0%	1%	2%	5%	2%	1%	1%	0%	0%
Fines & Other Revenue Source	8%	9%	7%	7%	7%	5%	4%	5%	5%	4%	5%	5%	3%	3%
% change in Member Levies	4.65%	2.58%	0.40%	1.65%	3.46%	1.97%	2.93%	3.52%	3.00%	3.11%	3.35%	5.78%	6.22%	5.95%

- 1986 to 1994 Provincial Grant are budget numbers as Financial Statement does not designate (not recorded separately)

- 1995 to 2008 all are actual numbers

- 2012 and 2013 are budget only

- Excludes reserves spending and fundraising

Vancouver Island Regional Library
Weighted Votes

Municipality/Regional District	2013 Levies	Votes
Campbell River	1,147,013	26
Comox	507,380	12
Courtenay	995,030	23
Cumberland	119,149	3
Duncan	185,709	4
Gold River	43,183	1
Ladysmith	303,456	7
Lake Cowichan	109,419	3
Lantzville	153,023	4
Masset	27,443	1
Nanaimo	3,424,172	78
North Cowichan	1,177,917	27
North Saanich	656,407	15
Parksville	507,510	12
Port Alberni	600,728	14
Port Alice	35,771	1
Port Clements	13,009	1
Port Hardy	124,566	3
Port McNeill	84,535	2
Qualicum Beach	390,725	9
Queen Charlotte	30,160	1
Sayward	10,798	1
Sidney	597,329	14
Sooke	456,770	10
Tahsis	12,680	1
Tofino	136,188	3
Ucluelet	92,247	2
Zeballos	5,283	1
Alberni-Clayoquot Regional District	374,620	9
Capital Regional District	244,685	6
Central Coast Regional District	45,838	1
Comox Valley Regional District	1,017,031	23
Cowichan Valley Regional District	1,483,949	34
Mount Waddington Regional District	120,299	3
Nanaimo Regional District	1,742,969	40
Powell River Regional District	23,786	1
Skeena-Queen Charlotte Regional District	38,690	1
Strathcona Regional District	427,295	10
TOTAL Local Levies	17,466,762	407

1/4% of Total Local Levies means Value for one vote = 43,667

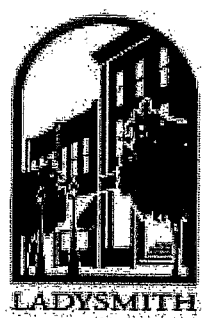
Internal Note:

June 2002 Board meeting the following motion was adopted - please refer to Weighted Vote Information file in Board files

VIRL BR 02061:8

That the Board approve a new weighted vote formula in which each member jurisdiction receives 1 weighted vote plus 1 additional vote for each 1/4 percent of total VIRL tax contributions after the first 1/4 percent. Where the formula results in a fraction of a vote, normal rounding will apply.

DRAFT.



Town of Ladysmith
GOOD NEIGHBOUR AGREEMENT

WHEREAS the Town of Ladysmith and the Cowichan Valley Regional District (“the Town”), the RCMP Ladysmith Detachment (“the RCMP”) and the Owners of _____ (“the Licensed Establishment”) (collectively “the Parties”) recognize that liquor licensed establishments have a civic responsibility, beyond the requirements of the *Liquor Control and Licensing Act*, to control the conduct of their patrons; and

WHEREAS the Licensed Establishment wishes to demonstrate to the citizens of Ladysmith its desire to be responsible corporate citizen; and

WHEREAS the Parties wish to promote Ladysmith and the Cowichan Valley Regional District as a vibrant, safe and attractive community for the enjoyment of everyone, including residents, visitors, businesses and their workers;

NOW THEREFORE the Licensed Establishment agrees with the Town and the RCMP to enter into this Good Neighbour Agreement, the terms and conditions of which follow:

Noise and Disorder

1. The Licensed Establishment shall undertake to ensure that noise emissions from the Establishment do not disturb surrounding residential developments, businesses and neighbourhoods, as provided by the Town of Ladysmith and the Cowichan Valley Regional District Noise Bylaw.
2. The Licensed Establishment shall undertake to monitor and promote the orderly conduct of patrons immediately outside of the Establishment, particularly those congregating outside during open hours as well as at closing time, and to discourage patrons from

Reviewed at a Previous Meeting

engaging in behaviour that may disturb the peace, quiet and enjoyment of the neighbourhood.

- 2.1 In cases where the presence of employees does not facilitate the orderly conduct of patrons staff shall contact the RCMP to request assistance in dealing with any persons or crowds.

Criminal Activity

3. The Licensed Establishment shall not tolerate any criminal activity within the Establishment.
 - 3.1 The Establishment shall make every reasonable effort to scrutinize patrons as they enter the building to ensure that no items of contraband, including weapons and controlled substances, are brought onto the premises. A strict dress code order will also be in effect including all patrons to wear shoes, shirt, no face coverings ie. Masks, and no-gang-colours or "gang wear".

Minors

4. The Licensed Establishment shall not allow any person under the age of 19 into the Establishment.
 - 4.1 The Establishment shall check two pieces of identification for any person who appears to be under the age of 25; one piece must be picture identification and may be a driver's licence, a government identification card or a passport.

Sale and Consumption of Alcohol

5. While it is recognized that there may be occasional price reductions or promotions for specific alcoholic beverages, the Licensed Establishment shall offer no deep discounts (i.e., "cheap drinks") or across-the-board discounts.
 - 5.1 When offering price reductions and promotions, the Establishment shall be particularly mindful of its legal and moral obligation to refuse service to persons who may, based on appearance or amount of alcohol consumed, be intoxicated.

6. The Licensed Establishment shall not allow patrons to carry or consume open beverages in areas that are not licensed for such purposes, including area outside of the Establishment.

Entertainment

7. Stripping and exotic dancing shall only be permitted as forms of entertainment in the Licensed Establishment if the Establishment's zoning allows for such forms.
8. If stripping and exotic dancing are permitted, as per the Establishment's zoning, the Establishment shall ensure that advertisements are not offensive to the community.

On-Duty Employees

9. Each on-duty employee of the Licensed Establishment shall wear a clearly visible nameplate showing his or her first name and/or employee number.
10. The Licensed Establishment shall maintain a work schedule showing each on-duty employee and shall make the work schedule available to the RCMP, upon request.

Cleanliness

11. The Licensed Establishment shall assign staff to inspect the outside of the premises each night after closing to ensure that there is no litter, garbage, broken glass or other foreign objects associated with the Establishment left within the general area of the Establishment.
12. The Licensed Establishment shall undertake to remove, as soon as is practicable, any graffiti from the building's exterior.
13. The Licensed Establishment agrees to work with the Town and its departments, including the RCMP, to resolve any concerns that arise with respect to the operation of the Establishment.
 - 13.1 The Licensed Establishment agrees to attend a formal meeting, as required, with the Town and the RCMP to discuss issues and concerns.

14. The Licensed Establishment shall demonstrate complete support for the RCMP and its members.
 - 14.1 When incidents occur which require RCMP involvement, all staff of the Licensed Establishment shall cooperate fully with RCMP members, and shall not impede or obstruct members in performing their duties.
15. The Licensed Establishment shall participate as an active member in the local Hospitality Industry Liquor Licensing Advisory Committee (HILLAC).
16. If the Licensed Establishment is a nightclub located within the downtown core, the Establishment will be strongly encouraged to participate in the Ladysmith Bar Watch Program.
17. The Licensed Establishment shall support programs which aim to eliminate occurrences of drinking and driving.
 - 17.1 A free telephone shall be available to patrons for the purpose of contacting a taxi or arranging other transportation from the Establishment.
 - 17.2 Non-alcoholic beverages shall be provided at prices which are below those set for alcoholic beverages.

Amendment and Transferability

18. Any proposed changes to the terms of the Good Neighbour Agreement shall be discussed and resolved among the Parties.

Enforcement

19. Obtaining a business license is contingent upon accepting and signing this Agreement; notwithstanding this fact, the parties recognized that the success in reaching the objectives of the Good Neighbour Agreement is largely dependant upon each establishment's willingness to make a concerted effort to support and adhere to the principles outlined in the Agreement.

19.1 Any failure on the part of the Licensed Establishment to comply with the terms outlined herein will result in the following:

- (i) the Town will attempt to resolve the matter by requesting a meeting the licensee.
- (ii) if the matter is not satisfactorily resolved during a meeting, the Town will provide a written warning. The letter will clarify what action is needed in order for the licensee to comply with the terms of the agreement. The letter will also specify how much time will be provided to the licensee to comply. The length of time will depend on the nature of the infraction.
- (iii) continued non-compliance may be brought to the attention of Town Council, which may in turn require the owners of the Establishment to attend a "show cause" hearing related to the suspension of their Business Licence.

It should be noted that a "show cause" hearing would only be used when all other reasonable attempts to gain compliance have failed.

20. Nothing contained or implied in this Good Neighbour Agreement shall prejudice or affect the Town's rights and authorities in the exercise of its functions pursuant to the Community Charter and Local Government Act, as amended and the rights and powers of the Town and the RCMP under Provincial and Federal Statutes and regulations, and Town bylaws.

Signed this _____ day of _____, 2012, in Ladysmith, British Columbia.

(Name of Principal)

Mayor Rob Hutchins
Town of Ladysmith

(Name of Licensed Establishment)

(Rank and Name of NCO i/c)
(Ladysmith Detachment, RCMP)

Reviewed at a Previous Meeting

jmtb

Reviewed at a Previous Meeting



CITY OF NANAIMO

BAR WATCH

RECOMMENDATIONS:

1. That Council authorize the City and the RCMP to endorse and actively support the efforts of Nanaimo's nightclubs to develop and operate a Downtown Nanaimo Bar Watch Society and Program; and,
2. that such support include the expectation, expressed through the *Good Neighbour Agreement*, that all existing and future nightclubs in Downtown Nanaimo/town centre locations participate in Nanaimo's Bar Watch Program.

BACKGROUND:

The *City of Nanaimo Liquor Control Strategy*, adopted by Council in early 2003, contained the following recommendation:

- *THAT Council work with Staff, the RCMP and the nightclub businesses to establish a Bar Watch Program designed to penalize, through warnings and denied entry to nightclubs, persons who are acting uncivilly.*

The text of the *Strategy* (Chapter 5) refers to the Bar Watch Program that operates in the community of Barrow-in-Furness in the UK. The Barrow program is very similar in nature to the Bar Watch Program that is operated by nightclub establishments in Downtown Vancouver. The Barrow program also bears similarity to the program that existed in the late 1990s in Downtown Victoria.

This report provides an overview of Bar Watch for Council's consideration. The overview relies heavily on the Vancouver experience which, it is believed, could be replicated in Downtown Nanaimo.

OVERVIEW:

The points below describe Bar Watch:

- *Purpose?* The purpose of Bar Watch is to promote the safety and security of patrons in downtown licensed establishments. More specifically, Bar Watch exists to discourage and, ultimately, prevent patrons from engaging in unlawful and uncivil behaviour that endangers other patrons, staff and police within member establishments, and that impugns the establishments' good reputations in the community.

- *Impetus ?* The impetus for establishing Bar Watch appears to differ by community. In Barrow, Bar Watch was established in response to the unlawful drug-related activities that were occurring within the city's bars. In Vancouver, the Program was put into place initially to combat the gang presence that was escalating in downtown nightclubs. In Victoria, rowdiness and related types of uncivil behaviour associated with nightclub patrons created the need for Bar Watch.

It is worth noting that the specific problems which gave rise to the various Bar Watch initiatives have not, in every case, remained the key focus as programs have evolved over time. In Vancouver, for instance, the need to deal with rowdiness and similar types of uncivil behaviour has eclipsed, to some extent, Bar Watch's original emphasis on gangs.

- *Participants ?* There are several parties involved in a successful Bar Watch Program, including:
 - the nightclub establishments that operate and own the program
 - the local police who sponsor and actively support the program
 - other municipal departments that support the program
 - provincial liquor license inspectors who support the program and work with its members

In Vancouver's Bar Watch, the membership consists almost entirely of downtown nightclubs. All types of licensed establishments within and outside of the downtown core, however, are eligible to apply for membership.

- *How it Works ?* In the Vancouver program, each participating establishment is required to install a video camera (CCTV) at its entrance, alongside of posted Bar Watch signs. Patrons entering the club are informed by the signs that they are entering an establishment that participates in the Bar Watch Program, and that Bar Watch is sponsored by the Vancouver Police Department. Patrons are advised that they are being taped and that such tapes will be turned over to the Vancouver Police Department in response to a subpoena. Patrons are also informed that a strict dress code is in effect, which includes a no-gang-colour policy. The clear message given to patrons entering a Bar Watch establishment is that unlawful and uncivil behaviour will not be tolerated.

In addition to the CCTV and signs located at the entrance to the participating premises, Bar Watch members alert each other and the police of potential problems. For example, a nightclub that ejects or refuses entry to an individual who has been acting abusively will inform other clubs and the police of the action taken. A description of the person will be provided so that all parties can be "on the lookout". This communication among members and the police has led several observers to draw parallels between Bar Watch and the more familiar Neighbourhood Watch.

Governance and Organization ? Vancouver's Bar Watch is governed by a non-profit Bar Watch Society, established under BC's *Societies Act*. In keeping with the requirements of the legislation, the Society has a Board of Directors and key officers (e.g., President, Treasurer, Secretary). The Society has a set of bylaws (drawn from the template provided in the legislation) which sets out voting procedures, meeting arrangements and other basic governance and organizational details (copy attached). The Society has one part-time paid staff member (Secretary), who receives an honorarium of \$150 per month.

- *Meetings ?* Vancouver's Bar Watch Society meets once per month at a participating member's establishment. Representatives of the Vancouver Police Department attend every meeting to discuss topics of mutual interest, provide information and answer questions. Education has become an important part of the Police Department's involvement in Bar Watch. In past meetings, police officers have delivered educational seminars on topics such as the appropriate use of force in dealing with unruly patrons.

Provincial liquor license inspectors frequently attend Bar Watch meetings, as do representatives of the City's Fire Department and other divisions. License inspectors may discuss with the group the requirements of license holders under the province's new liquor laws. Fire fighters may outline to the group the types of safety concerns that the Fire Department investigates during its regular inspections.

- *Commitment ?* Each participating establishment in Vancouver's Bar Watch pays annual dues of \$1,000 to cover legal fees, sponsorship commitments and administration fees. Each establishment is also, as suggested earlier, required to purchase, operate and maintain a CCTV at its entrance. In addition to these items, participating establishments are required to sign a Bar Watch agreement (copy attached) which is similar in nature to a Good Neighbour Agreement (which the establishments must also sign).

The police and other city departments are not members of Bar Watch, but are active supporters of the Program. The Vancouver Police Department actually serves as a sponsor of Bar Watch ? this sponsorship lends added credibility and clout to the program. The ongoing and active support of all relevant departments, especially the police, is critical to Bar Watch's success.

It is worth noting that, to date, participation in Vancouver's Bar Watch Program has been voluntary for licensed establishments. Twenty-five establishments, almost all of which are downtown nightclubs, are presently involved. The Bar Watch Secretary reports that the City of Vancouver is considering a business license bylaw amendment that would make involvement in Bar Watch mandatory for all new nightclubs in the downtown core.

LESSONS LEARNED:

Interviews conducted with individuals who are familiar with the existing Vancouver program and the defunct Victoria program point to a key finding: Bar Watch works best when the participating establishments take ownership of the program. The support of the local police and other city departments is critical, to be sure. The police and/or City Hall, however, are not the best bodies to run the program. Like Neighbourhood Watch, Bar Watch needs to be a participant-driven effort ? facilitated and supported by the police, but operated and owned by the stakeholders that the program exists to serve.

The importance of member ownership can be illustrated by comparing the Bar Watch experience in Vancouver to that in Victoria. In Vancouver, the program is owned and operated by the establishments that the program is intended to serve. The Vancouver Police Department and the City of Vancouver actively support Bar Watch, but do not belong to the society which governs the program. In Victoria, a Bar Watch program was initiated in 1998 by the Victoria Police Department. Police ownership over the program meant that no Bar Watch Society was established, and no champions for the initiative stepped forward from the various nightclubs. Victoria's program effectively died in 2001 when the Police Department decided to reassign the officers who had been instrumental in promoting the initiative.

CONCLUSION:

The Vancouver experience demonstrates that Bar Watch can be an effective program for nightclub establishments. Through Bar Watch, establishments are better able to protect the safety and well-being of their patrons, to eliminate or reduce occurrences of unlawful and uncivil behaviour, and to promote the industry's image in the community. The Vancouver experience and that of Victoria – also demonstrates that a successful Bar Watch effort requires ownership by the establishments themselves. Police and city support is important, but ownership must rest with the nightclubs.

RECOMMENDATIONS:

1. That Council authorize the City and the R.C.M.P. to endorse and actively support the efforts of Nanaimo's nightclubs to develop and operate a Downtown Nanaimo Bar Watch Society and Program; and,
2. that such support include the expectation, expressed through the *Good Neighbour Agreement*, that all existing and future nightclubs in Downtown Nanaimo/town centre locations participate in Nanaimo's Bar Watch.

g:\LiquorLicensing\LCAC\Documents – Adopted\Bar Watch



No 0977

LICENSED ESTABLISHMENT REPORT

ESTABLISHMENT NAME _____
ESTABLISHMENT ADDRESS _____

Violation Date:
YY MM DD
20 00 00

24-HR CLOCK

ON THE DATE _____ AT THE TIME OF _____

On the date noted above, the following point(s) of concern was(were) observed to be occurring in relation to the above-noted establishment:

- Noise Emissions
- Disorderly Conduct Outside Establishment
- Criminal Activity
- Improper I.D. Checks
- Selling Drinks Below City's Minimum Drink Price
- Serving Intoxicated Persons
- Liquor Consumption Outside of Licensed Area
- Employees Not Wearing Identification
- Employee Work Schedule Not Available
- Excess Litter Outside of Establishment
- Other

Details: _____

Police Officer: _____ Badge No: _____
Police Incident File No: _____
ACKNOWLEDGEMENT FOR MANAGEMENT OF LICENSED ESTABLISHMENT (NAME AND TITLE): _____

A copy of this Licensed Establishment Report will be forwarded to the City of Nanaimo.
Copy 1: Establishment Copy (Name of Establishment) • Copy 2: City of Nanaimo Copy • Copy 3: Police Copy

Review Meeting