



## **Council Member Motion**

**For the Governance and Priorities Committee Meeting of March 12, 2015**

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**Date:** March 5, 2015

**From:** Councillors Madoff and Alto

**Subject:** Greater Victoria Public Library Capital Budget

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### **Summary**

Council received correspondence from Maureen Sawa, Chief Executive Officer of the Greater Victoria Public Library (GVPL), regarding a capital budget request for a James Bay Neighbourhood Branch.

### **Recommendation**

To request staff to report on implications of adding the Greater Victoria Public Library Capital Budget request to the City's 2017 Capital Plan.

Respectfully submitted

A handwritten signature in black ink, appearing to read 'Pamela Madoff'.

Councillor Pamela Madoff

A handwritten signature in black ink, appearing to read 'Marianne Alto'.

Councillor Marianne Alto



**GREATER VICTORIA  
PUBLIC LIBRARY**

December 18, 2014

Mayor Lisa Helps & Council  
City of Victoria  
#1 Centennial Square  
Victoria, BC V8W 1P6

**Subject: Greater Victoria Public Library Board Capital Budget Request – Project # GVPL-01  
James Bay Neighbourhood Branch**

Dear Mayor Helps and Council,

On behalf of the Greater Victoria Public Library Board, I am very pleased to submit this Capital Budget request.

The Library Board's Facilities Plan, *Making Space for the Future* (2010) and its *November 2013 Update* identify library facility needs over the 2010 – 2025 period. The plan identifies the need for neighbourhood branches in the City of Victoria, as well as revitalization of the Central branch. Following the provisions in the *1994 Victoria Accord Legislative Precinct Plan*, an opportunity now exists to establish a neighbourhood library branch in the Capital Park development in 2017 and address the long-standing need for a library facility in James Bay.

We have completed the attached project documents, as directed by City staff, so that our request will be considered as part of the next capital budget review process, scheduled for January, 2015.

Thank you for your consideration – we look forward to your response and would be happy to provide any additional information that you may require for your deliberations on this capital request or the needs identified in the Facilities Plan.

Sincerely,

Maureen Sawa  
Chief Executive Officer

Enclosures

Copies: Ms. S. Thompson, Director of Finance, City of Victoria  
Mr. Greg Bunyan, GVPL Board Chair  
Ms. D. Phillips, Director, Finance, GVPL

## Project Summary – Capital Budget

Greater Victoria Public Library Board Capital Budget: James Bay Neighbourhood Branch

Project Number: GVPL-01

Budget Year: 2017

Submitted by: Maureen Sawa, CEO, Greater Victoria Public Library

Strategic Plan Link: Our Community: Enhance community well-being  
Our Economy: City is a vibrant centre for government, business, arts & culture

### What (Description):

The Greater Victoria Public Library Board requests capital funds to establish a James Bay Neighbourhood Branch in the Capital Park development, following the provisions in the 1994 *Victoria Accord Legislative Precinct Plan*. A neighbourhood branch of 3,000, 5,000, or up to 7,500 sf will be determined based on the model of library service provided, as well as shared use partnership and other co-location opportunities.

### Deliverables/ Metrics:

Service Delivered	Metric
Full neighbourhood library service to the James Bay community	Increase in the number of James Bay residents with a GVPL library card
Enhancing James Bay community well-being, social capital and life-long learning	Increase in the number of James Bay children, teens, adults and families using the library
Creation of a vibrant centre for arts and culture, that stimulates economic development	Increase in the number of programs, partnerships and outreach events in the City of Victoria

### Why:

The Library Board's Facilities Plan, *Making Space for the Future* (2010) and its *November 2013 Update* identify library facility needs over the 2010 – 2025 period. The plan identifies the need for neighbourhood branches in the City of Victoria, in James Bay and in the Hillside area.

This request for a neighbourhood branch in James Bay fulfills a long-standing commitment to provide library service to James Bay residents. Over the past 20 years, library service to James Bay has taken many forms: storefront, bookmobile and small deposit collection at the James Bay Community Project.

As a result of the sale of the property known as South Block, the opportunity to provide a library branch for James Bay has occurred. The Capital Park development is subject to the provisions in the *Victoria Accord* which includes public amenities and up to **700 m<sup>2</sup> (7,535 sf)** for a library branch.

The James Bay Neighbourhood Association has indicated its members would like to have a library branch in their community. As well, the James Bay Community Project would like to continue to partner with the library in some capacity.

### How:

The Library Operating Agreement (LOA) governs the provision of library service for the Greater Victoria Public Library. All member municipalities have agreed to the conditions as set out in the agreement. Under the (LOA), the City of Victoria approves the capital funds for "start-up" of the branch as outlined in Section 8: Branches

8.1 Each municipality will either alone or jointly with one or more of the other Municipalities provide.... c) Start up: Provide a well-appointed library building that meets all standards and building codes with adequate parking and shuttle/ delivery truck access and furnish and equip the premises with an initial inventory: telecommunication system, computer and other electronic equipment including self-check equipment, millwork or display units, shelving, tables and chairs, floor and window coverings, signage, library collection, book-return systems including chutes and bins, bicycle racks, outdoor benches, and security alarm and monitoring systems including gates, all of which are to a standard or to specifications acceptable to the Board.

In addition, Section 8.1 b) states "two years' notice must be provided to all Municipalities regarding the impact of a new branch on all the partners." Provision for a new branch must be included in the Library Five-Year Financial Plan unless otherwise authorized by a resolution of the Councils of each municipality

The provisional Five-Year Financial Plan submitted in October, 2013 did not include the operating costs of a James Bay Branch. The final Five-Year Financial Plan to be submitted in February, 2015 will include cost estimates.

**Who:**

The James Bay residents will have the most obvious benefit by having a neighbourhood branch close to their homes and businesses. All branches of GVPL share the library collections and library facilities and services are available for all residents and taxpayer of the 10 municipalities in the library system. The branch will offer convenient access for government employees in the neighbouring office buildings.

**Other Linkages:**

The James Bay Neighbourhood Branch Project fulfills the recommendation in the Greater Victoria Public Library Board's 2010-2025 Facilities Plan, *Making Space for the Future*.

In the City of Victoria's Official Community Plan there is a focus on vibrant, walkable villages and town centres and a recognition of the unique neighbourhood character and sense of place of different parts of the city. The OCP cites the importance of "work(ing) closely with community centres, senior centres, community organizations, the public library and residents to seek innovative opportunities to sustain and enhance community-based recreation services." The City also seeks to "improve livability and support lifelong learning opportunities that are culturally appropriate and available for diverse learners."

**Project Forecast:**

Year	Capital Budget
2015	
2016	
2017	\$ 850,000 - \$1,600,000

## Project Summary – Operating Budget

Greater Victoria Public Library Board Operating Budget: James Bay Neighbourhood Branch

Submitted by: Maureen Sawa, CEO, Greater Victoria Public Library

Project Stage: In Development

Project Status: For consideration

### What (Description):

The Greater Victoria Public Library Board requests capital funds to establish a James Bay Neighbourhood Branch in the Capital Park development, following the provisions in the 1994 *Victoria Accord Legislative Precinct Plan*. A neighbourhood branch of 3,000, 5,000, or up to 7,500 sf will be determined based on the model of library service provided, as well as shared use partnership and other co-location opportunities.

### Deliverables/ Metrics:

Service Delivered	Metric
Full neighbourhood library service to the James Bay community	Increase in the number of James Bay residents with a GVPL library card
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### Why:

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This request for a neighbourhood branch in James Bay fulfills a long-standing commitment to provide library service to James Bay residents. Over the past 20 years, library service to James Bay has taken many forms: storefront, bookmobile and small deposit collection at the James Bay Community Project.

As a result of the sale of the property known as South Block, the opportunity to provide a library branch for James Bay has occurred. The Capital Park development is subject to the provisions in the *Victoria Accord* which includes public amenities and up to 700 m<sup>2</sup> (7,535 sf) for a library branch.

The James Bay Neighbourhood Association has indicated its members would like to have a library branch in their community. As well, the James Bay Community Project would like to continue to partner with the library in some capacity.

**How:**

Under the terms of the Library Operating Agreement (LOA), the City of Victoria approves the capital funds for start-up of the branch and "provide(s) premises for each branch or branches in the Municipality free of charge, in accordance with the Library facility plan...." (Section 8.1a).

In addition, the Municipality "keep(s) the premise in good and substantial repair and condition..." (Section 8.1 d). Lease costs are funded from the City of Victoria operating budget.

Library operating costs for a neighbourhood branch in James Bay would be part of the Greater Victoria Public Library Board's annual operating and Five-Year Financial Plan which is subject to approval by all member municipalities.

In 2014, 28.61% of the annual GVPL operating budget was funded by the City of Victoria.

**Who:**

The James Bay residents will have the most obvious benefit by having a neighbourhood branch close to their homes and businesses. All branches of GVPL share the library collections, and library facilities and services are available for all residents and taxpayer of the 10 municipalities in the library system. The branch will offer convenient access for government employees in the neighbouring office buildings.

**Service Level Change Request:**

Operating costs for a neighbourhood branch are influenced by the size and service model. Estimates are provided for a full service neighbourhood branch of approximately 7,000 sf.

Preliminary estimates for the Five-Year Financial Plan, 2015-2019, include a July 1, 2017 opening, and modest increases per year for the full years of operation in 2018 and 2019.

Budget category	2017 Budget estimate	2018 Budget estimate	2019 Budget estimate
Salaries & Benefits	\$ 137,500	\$ 280,500	\$ 286,110
Library Materials	16,500	33,000	33,000
Supplies & Services	13,325	26,650	26,650
Building Occupancy & Other	16,200	32,720	33,035
<b>Total estimated operating costs</b>	<b>\$ 183,525</b>	<b>\$ 372,870</b>	<b>\$ 378,795</b>

<b>City of Victoria</b> Estimated share (29%) ^	\$ 53,222	\$ 108,132	\$ 109,850
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^ The City of Victoria's portion of GVPL's total operating costs varies, based on population and assessment calculated annually.

The annual impact of this estimated operating cost on the total GVPL budget is estimated to be a 0.58% increase.





## MINUTES

### GREATER VICTORIA PUBLIC LIBRARY BOARD

Central Library, 735 Broughton Street

Board Room, 1<sup>st</sup> Floor

November 25, 2014 at 12:00 pm

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A meeting of the Greater Victoria Public Library Board was held on the above date at the above location. The following individuals were in attendance:

Board Members:

Trustee K. Murdoch (Acting Chair; Board Vice-Chair)  
Trustee R. Burris  
Trustee D. Curtis  
Trustee L. Hundleby  
Trustee Z. King  
Trustee A. Kirkaldy  
Trustee P. Madoff  
Trustee R. Martin  
Trustee D. Murdoch (12:11 pm)  
Trustee K. Roessingh  
Trustee J. Rogers

Staff:

Ms. M. Sawa, CEO  
Ms. L. Jordon, Deputy CEO / Director of Strategic Development  
Ms. T. Chyzowski, Director of Human Resources  
Ms. H. Hughes, CUPE representative  
Mr. D. Phillips, Director of Technology  
Ms. D.J. Phillips, Director of Finance / Treasurer  
Ms. J. Windecker, Director of Public Services  
Ms. L. Robertson (Recorder)

Regrets:

Trustee G. Bunyan (Chair), Trustee D. Alexander, Trustee G. Goudy,  
Trustee M. Milne, Trustee P. McNair, Trustee K. Potts, Trustee K. Santini,  
Trustee L. Seaton

1. CALL TO ORDER & WELCOME

The Board Vice-Chair called the meeting to order at 12:07 pm in the absence of the Chair.

2. APPROVAL OF AGENDA

MOTION

Moved by Trustee Rogers, seconded by Trustee Roessingh, THAT the Agenda be approved as circulated. CARRIED

3. CHAIR'S REMARKS

Trustee Murdoch congratulated Council representatives on their re-election. Trustees not returning to the Board in January, 2015 were requested to invite their replacement to the December 9<sup>th</sup> festive luncheon.

Congratulations were also extended to Ms. Helen Hughes, who was re-elected as President of CUPE 410 on November 24<sup>th</sup>.

Trustee Murdoch and Ms. Sawa will be serving breakfast at Our Place on Thursday, November

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27<sup>th</sup>. This United Way event is co-sponsored with CUPE 410. Trustees interested in attending may contact Ms. Sawa directly.

4. APPROVAL OF MINUTES – October 28, 2014 meeting  
MOTION

Moved by Trustee Roessingh, seconded by Trustee Hundleby, THAT the Minutes of the October 28, 2014 meeting be approved. **CARRIED**

5. BUSINESS ARISING FROM PREVIOUS MEETING

5.1 Board Self-Evaluation document

Trustees completed the Board Self-Evaluation document. Trustee Burris will compile a report.

6. CEO REPORT TO THE BOARD

Ms. Sawa reported on a number of operational initiatives.

7. COMMITTEE REPORTS

7.1 Planning and Policy Committee Meeting Update – November 4, 2014

Trustee Roessingh reported that the CEO annual review procedures were revised based on feedback received at the Committee meeting.

The Planning and Policy Committee also received the request for a \$1.44M capital cost estimate for the Westhills Project. Consulting funds for an assessment of the Central branch have been included in the 2015 operating budget.

A Board Retreat will be scheduled early in the new year, and a working group will be struck to facilitate the planning of this event.

7.1a) James Bay Neighbourhood Branch Proposal

Trustees reviewed the James Bay Neighbourhood Branch summary report, which included three order of magnitude estimates. City of Victoria requests for capital funding must be made via the budget process.

MOTION

Moved by Trustee Madoff, seconded by Trustee Roessingh, THAT the Greater Victoria Public Library Board endorse the City of Victoria Branch Development Case for Support for a James Bay branch, submit to the City of Victoria a capital request for funds for this branch by early December, and include branch operating costs in GVPL's Five Year Financial Plan. **CARRIED**

It was noted that the request for capital funds will lead to a wider discussion of all the options and budget implications as the branch planning process unfolds.

7.2 Development Committee meeting - November 18, 2014

Trustee Burris advised that the new Development Assistant commences work on December 2<sup>nd</sup>. This appointment will improve our capacity to move forward on Development's work plan.

Members were encouraged to contribute to the 2014 Board Ask. Last year, contributions funded Children's Activity Panels. This year, donations will be designated to the area of greatest need.

8. FINANCIAL STATEMENT

8.1 Statement of Financial Activity for the Ten Month Period ending October 31, 2014

MOTION

Moved by Trustee Burris, seconded by Trustee Kirkaldy, THAT the Statement of Financial Activity for the ten month period ending October 31, 2014 be approved. **CARRIED**



9. **NEW BUSINESS**

There was no new business.

10. **REPORTS/PRESENTATIONS –COMMUNITY AND STAFF**

**10.1 IslandLink Federation Update**

Trustee King reported on meeting activities, and advised that GVPL is providing leadership in recruiting a new Manager for the IslandLink Federation.

**10.2 BCLTA Update**

Trustee Burris noted that BCLTA is recruiting for new members. A conference will be held in May, 2015 in conjunction with BCLA, and TOPS training will be available at that time.

Trustee Burris is eligible for re-election at the May, 2015 AGM; however, she indicated her support of other Trustees who may wish to take on this role.

**10.3 Tour of Central Library Renovations**

Members were invited to tour the Central Library to view the recent changes and renovations that have taken place this fall.

11. **NEXT MEETING:** December 9, 2014 at 12:00 pm - Board meeting

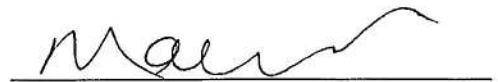
Festive Luncheon commences at 12:30 pm.

12. **ADJOURNMENT**

The Chair declared the meeting adjourned at 12:58 pm.



Board Chair



Board Secretary