

**SPECIAL MEETING OF THE FRASER VALLEY REGIONAL LIBRARY BOARD**

**Wednesday, November 21, 2012 – 9:00 a.m.**

**FVRL Administrative Centre  
34589 DeLair Road, Abbotsford, BC V2S 5Y1**

1.00	<b>CALL TO ORDER</b>	Councillor Grant Ward, Chair
2.00	<b>APPROVAL OF AGENDA</b> <i>Motion</i>	THAT the Agenda be approved as circulated.
3.00	<b>2013 BUDGET</b> <i>Motion</i>	Mary O'Callaghan, Director of Corporate Services
		THAT the proposed 2013 budget be recommended to FVRL member councils.
	<a href="#">p. 2</a>	◆ 2013 Budget Scenarios Comparison
	<a href="#">p. 3</a>	◆ Five Year Plan
	<a href="#">p. 4</a>	◆ Information Technology Staffing Proposal
4.00	<b>OTHER BUSINESS</b>	
5.00	<b>AROUND THE TABLE</b>	
6.00	<b>QUESTIONS</b>	
7.00	<b>NEXT MEETING</b> <i>Information</i>	The next meeting of the FVRL Board will be: <b>Wednesday, December 5, 2012</b> <b>9:00 am</b> <b>FVRL Administrative Centre</b> 34589 DeLair Road, Abbotsford, BC V2S 5Y1
8.00	<b>ADJOURNMENT</b> <i>Motion</i>	THAT the meeting of FVRL Board be adjourned.

FRASER VALLEY REGIONAL LIBRARY  
 2013 Proposed Budget  
 November 21, 2012

	FVRD	KENT	HOPE	CHILLIWACK	METRO VANCOUVER	HARRISON HOT SPRINGS	ABBOTSFORD	MISSION	LANGLEY CITY	LANGLEY TOWNSHIP	WHITE ROCK	DELTA	PORT COQUITLAM	MAPLE RIDGE	PITT MEADOWS	TOTAL FVRL
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**2013 Proposed Budget -- As presented to Board on October 24, 2012**

2013 Proposed Member Assessments	251,146	306,310	325,252	2,650,435	2,000	57,014	3,551,999	1,260,038	1,169,811	3,519,841	830,588	3,207,895	1,499,233	2,603,563	878,086	22,113,213
% Increase (Decrease) Compared to 2012	7.47%	6.89%	3.11%	3.08%	0.00%	-0.70%	-8.69%	4.83%	7.10%	3.70%	2.43%	3.21%	4.13%	4.72%	3.45%	1.72%

For more details of this version, click here

**2013 Proposed Budget -- without Library Live and on Tour Vehicle #2 (LiLi #2)**

2013 Proposed Member Assessments	249,530	304,687	323,480	2,635,903	2,000	56,703	3,531,057	1,252,875	1,163,563	3,499,267	825,988	3,190,569	1,490,984	2,590,978	873,526	21,991,109
% Increase (Decrease) Compared to 2012	6.78%	6.32%	2.55%	2.52%	0.00%	-1.25%	-9.23%	4.23%	6.52%	3.09%	1.87%	2.65%	3.55%	4.22%	2.91%	1.16%
Savings Compared to October 24th Version	1,617	1,623	1,773	14,533	0	312	20,942	7,163	6,248	20,574	4,599	17,325	8,249	12,585	4,561	122,104

For more details of this version, click here

**2013 Proposed Budget -- without Library Live and on Tour Vehicle #2 (LiLi #2) and Proposed IT Analyst**

2013 Proposed Member Assessments	248,610	303,657	322,351	2,628,752	2,000	56,505	3,522,760	1,250,072	1,159,993	3,489,440	823,861	3,181,406	1,487,303	2,582,530	870,847	21,930,088
% Increase (Decrease) Compared to 2012	6.39%	5.96%	2.19%	2.24%	0.00%	-1.59%	-9.44%	4.00%	6.20%	2.80%	1.60%	2.36%	3.30%	3.88%	2.59%	0.88%
Savings Compared to October 24th Version	2,536	2,653	2,901	21,684	0	509	29,239	9,966	9,817	30,400	6,727	26,489	11,930	21,033	7,239	183,125

For more details of this version, click here

Difference between IT Analyst in vs out																\$61,021
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**FRASER VALLEY REGIONAL LIBRARY**  
**2013 Proposed Budget -- As presented to the Board on October 24th, 2012**

Description	2013	2014	2015	2016	2017
<b>Total Direct Charges</b>	<b>13,023,988</b>	<b>13,387,028</b>	<b>13,652,437</b>	<b>13,923,226</b>	<b>14,199,506</b>
<b>Allocation of Library Costs</b>	<b>1,380,283</b>	<b>1,469,658</b>	<b>1,489,681</b>	<b>1,510,277</b>	<b>1,531,461</b>
<b>Allocation of Shared Services</b>	<b>7,129,168</b>	<b>7,464,982</b>	<b>7,753,121</b>	<b>8,053,849</b>	<b>8,367,743</b>
<b>Allocation of Admin Services</b>	<b>2,681,797</b>	<b>2,836,509</b>	<b>2,859,332</b>	<b>2,915,484</b>	<b>3,021,090</b>
<b>InterLINK fees</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>
<b>Total Expenditures</b>	<b>24,335,236</b>	<b>25,278,177</b>	<b>25,874,571</b>	<b>26,522,836</b>	<b>27,239,800</b>

**NOTES/Assumptions:**

1. 2013 projected budget includes a 2% overall cost of living inflation increase
  - a. Full year salaries & benefits for Abbotsford Community Library
  - b. Nine months salaries & benefits for Sardis
  
2. 2014 to 2017 projected budgets include a 2% cost of living inflation increase for each year
  - a. Full year salaries & benefits for Sardis
  - b. 5% increase on library materials and data lines for each year

## INFORMATION TECHNOLOGY STAFFING PROPOSAL

By Scott Hargrove, Director  
Information Technology and Support Services

Board Meeting of November 21, 2012

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### RECOMMENDATION

THAT the Board approve the hiring of one permanent, full time Information Technology Systems Analyst.

The position is planned to start March 1, 2013 and, therefore, the salary and benefits in 2013 would be reduced to \$61,021. The annual salary and benefits for the position would total \$79,120.

### THE NEED

Information Technology last added new staff in January 2009, when an additional technician was hired to address workstation growth and provide back-up for critical systems support. Since that time, FVRL has seen significant growth in its information technology infrastructure. Most new projects involve an increased IT commitment, and projects such as online magazines (*Zinio*) have been delayed due to lack of sufficient IT staffing to implement. The growth has predominantly been in high-level network infrastructure and specialized systems, and requires an additional Systems Analyst to work with the Network Administrator.

### INCREASED INFRASTRUCTURE GROWTH

IT Equipment Expansion For Infrastructure			
Equipment	2007	2012/13	Increase in Infrastructure Equipment
Servers	20	59	195%
Self-check in	1	4	300%
Self-check out	21	34	62%
Deployed workstations	358	591	65%
Storage Area Networks	0	2	n/a
VOIP System	0	1	n/a

## PROJECTS ON THE HORIZON

In the first two quarters of 2013, FVRL will be implementing a major upgrade to the **Integrated Library System (ILS)**, closely followed by a new **Enterprise Resource Planning (ERP)** system.

1. **Integrated Library System:** The ILS is a complex system that **supports all library operations**, including check in/out of library materials, a catalogue of all library materials, and automated ordering of library materials. Our current system is called *Millennium*, and was implemented in 1996. The new system is called *Sierra*, is much more sophisticated, and is expected to go live on January 30, 2013.
2. **Enterprise Resource Planning:** The ERP provides **finance, payroll and human resources services**. Our existing system is composed of several parts, including *Abra*, *Platinum*, *Active Planner* and *Asset Management*. A replacement system is being selected now through a Request for Expression of Interest process, and is expected to be at least partially implemented by July 1, 2013, when support for the existing *Abra* payroll software ends.

Both systems have greater scope and complexity than our existing systems, and will further add to FVRL's IT support requirements.

3. **Additional Projects:** Additional upcoming projects involving this position include:
  - a. Bandwidth upgrades at most libraries
  - b. Major upgrades to virtual server hardware
  - c. Replacement of existing public WiFi hotspots with improved equipment that will provide a better Internet experience for FVRL's mobile device customers
  - d. Website redesign
  - e. Intranet upgrade and redesign to interface with the new ERP system
  - f. RFID equipment deployment
  - g. eResource integration

In addition, the following projects are dependent on this position:

- a. Self-checkout fine display and payment
- b. Online fine payments

## THE ADDED VALUE

Hiring an additional permanent, full time Systems Analyst will provide FVRL with the staffing necessary to support the additional technology infrastructure required by the new libraries, the new replacements for our ILS and ERP system, and the evolving needs of FVRL's customers. Investing in an additional, permanent, full time Systems Analyst will bring value to FVRL's customers.