

REGULAR MEETING OF THE FRASER VALLEY REGIONAL LIBRARY BOARD

Wednesday, January 7, 2015 - 9:00 a.m.
FVRL Administrative Centre
34589 DeLair Road, Abbotsford, BC V2S 5Y1

Annual Board Portrait Session - 8:30 a.m.

FVRL Administrative Centre
(See attached attire suggestions)

- | | | |
|------|--|--|
| 1.00 | CALL TO ORDER | Chief Executive Officer Rob O'Brennan |
| 2.00 | APPROVAL OF AGENDA
<i>Motion</i> | THAT the Agenda be approved as circulated. |
| 3.00 | 2015 ELECTION OF OFFICERS & EXECUTIVE COMMITTEE | |
| 3.01 | BOARD CHAIR
<i>Motion</i> | Chief Executive Officer presiding

Election of Board Chair |
| p. 5 | | Enclosure: <ul style="list-style-type: none"> • FVRL Board Members & Alternates 2015 • Chair of the Board |
| 3.02 | REMAINING TABLE OFFICERS & EXECUTIVE COMMITTEE
<i>Motion</i> | Newly-elected Board Chair presiding

Election of: <ul style="list-style-type: none"> • Vice-Chair • Honorary Treasurer • BCLTA Representative • InterLINK Representative • InterLINK Alternate Representative |
| p. 7 | | Enclosure: <ul style="list-style-type: none"> • Vice-Chair of the Board • Honorary Treasurer of the Board • BC Library Trustees Association • Public Library InterLINK |
| 3.03 | DESTRUCTION OF BALLOTS
<i>Motion</i> | THAT the election ballots be destroyed. |

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4.00 CONSENT AGENDA

4.01 **Approval of Consent Agenda** THAT the Consent Agenda be approved.
Motion

p. 11 4.011 **Minutes**

Enclosure:

- ◆ October 22, 2014 Meeting Minutes

p. 16 4.012 **Activity Report**

Enclosure:

- ◆ Activity Report

p. 18 4.013 **Overview of Library Activities**

Enclosure:

- ◆ Library Reports

5.00 NEW BUSINESS

5.01 **2015 FVRL Cheque Signing**
Motions

Scott Hargrove, Director of Corporate Services

THAT the automatic cheque signer be used to sign FVRL cheques; and

THAT the list of cheques issued be reviewed and signed by two of "A" signatories *OR* one of "A" and one of "B" signatories.

THAT, as of January 7, 2015, the FVRL 2014 Board "A" signatories be removed from FVRL's "A" signatories.

THAT, as of January 7, 2015, the FVRL "A" signatories be the 2015 Board Chair, the 2015 Board Vice Chair, the 2015 Board Treasurer, the Chief Executive Officer, the Director of Client Services, and the Director of Corporate Services; and

THAT, as of January 7, 2015, the FVRL "B" signatories be the Acting Senior Manager of Finance and the Director of Human Resources and Business Transformation.

THAT, as of January 19, 2015, Rob O'Brennan, retiring Chief Executive Officer, and Rita Penco, retiring Director of Client Services, be removed as FVRL "A" signatories; and

THAT, as of January 19, 2015, the FVRL "A" signatories be the 2015 Board Chair; the 2015 Board Vice Chair; the 2015 Board Treasurer; Scott Hargrove, the incoming Chief Executive Officer; and the Director of Human Resources and Business Transformation; and

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THAT, as of January 19, 2015, the “B” signatories be the Acting Director of Client Services and the Acting Director of Information Technology and Support Services.

THAT a list of issued cheques be available on the Board Extranet for Board members to see, if desired; and

THAT the signatories be authorized to sign documents for the Municipal Finance Authority.

5.02 **Borrowing Bylaw for 2015** *Motions*

Scott Hargrove, Director of Corporate Services

THAT, as of January 7, 2015, the Board Chair, Board Treasurer, Chief Executive Officer, Director of Human Resources and Business Transformation, Director of Client Services, and Director of Corporate Services be empowered to sign on behalf of the Fraser Valley Regional Library such bank instruments as to cause the temporary borrowing from the Royal Bank of Canada, Abbotsford Branch, of periodic sums of money not to exceed in the aggregate the sum of \$1,725,000. This is provided that the sums of money borrowed are based on revenue itemized in the 2015 budget that is not yet received but due and payable by December 31, 2015.

THAT, as of January 19, 2015, the Board Chair, Board Treasurer, Chief Executive Officer, Director of Human Resources and Business Transformation, Acting Director of Client Services, and Acting Director of Information Technology and Support Services be empowered to sign on behalf of the Fraser Valley Regional Library such bank instruments as to cause the temporary borrowing from the Royal Bank of Canada, Abbotsford Branch, of periodic sums of money not to exceed in the aggregate the sum of \$1,725,000. This is provided that the sums of money borrowed are based on revenue itemized in the 2015 budget that is not yet received but due and payable by December 31, 2015.

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- 5.03 **2015 Board Meeting Dates** Rob O'Brennan, Chief Executive Officer
Motion
- THAT** the scheduled 2015 Board meeting dates be approved: January 7, February 4 (if needed for budget discussion), February 25, March 25, April 22 and 23 (Planning Days), May 27, June 24, July 22, September 16, October 21, November 25, and December 16, 2015.
- p. 39
- Enclosure:**
- ◆ Proposed 2015 Board Meeting Dates and Events
- 5.04 **Budget 2015** Scott Hargrove, Director of Corporate Services
- THAT** the 2015 draft budget be recommended to FVRL member councils.
- p. 40
- Enclosure:**
- ◆ Summary Letter to Directors of Finance
 - ◆ Fraser Valley Regional Library 2015 Draft Budget - 12/19/2014
- 6.00 **OTHER BUSINESS**
- 7.00 **AROUND THE TABLE**
- 8.00 **QUESTIONS**
- 9.00 **MOVE TO *IN CAMERA* SESSION** **THAT** the Board move to *In Camera* session.
Motion
- 10.00 **NEXT MEETING** The FVRL Board will meet next on:
Information
- Wednesday, February 4 (if needed)**
OR
Wednesday, February 25, 2015
9:00 am
FVRL Administrative Centre
34589 DeLair Road, Abbotsford, BC V2S 5Y1
- 11.00 **ADJOURNMENT** **THAT** the meeting of FVRL Board be adjourned.
Motion
-

2015 FVRL BOARD MEMBERS AND ALTERNATES		
ABBOTSFORD, CITY OF	Board Member	Councillor Les Barkman
	Alternate	Councillor Brenda Falk
CHILLIWACK, CITY OF	Board Member	Councillor Chuck Stam
	Alternate	Councillor Sam Waddington
DELTA, CORPORATION OF	Board Member	Councillor Jeannie Kanakos
	Alternate	Councillor Heather King
FVRD	Board Member	Director Ray Boucher*
	Alternate	
HARRISON HOT SPRINGS	Board Member	Councillor Sonja Reyerse
	Alternate	Councillor John Hansen
HOPE, DISTRICT OF	Board Member	Mayor Wilf Viktor
	Alternate	Councillor Donna Kropp
KENT, DISTRICT OF	Board Member	Mayor John Van Laerhoven
	Alternate	Councillor Sylvia Pranger
LANGLEY, CITY OF	Board Member	Councillor Gayle Martin
	Alternate	Councillor Paul Albrecht
LANGLEY, TOWNSHIP OF	Board Member	Councillor Petrina Arnason
	Alternate	Councillor Bob Long
MAPLE RIDGE, DISTRICT OF	Board Member	Councillor Corisa Bell
	Alternate	Mayor Nicole Read
METRO VANCOUVER	Board Member	Director Maria Harris*
	Alternate	
MISSION, DISTRICT OF	Board Member	Councillor Jenny Stevens
	Alternate	Councillor Danny Plecas
PITT MEADOWS, CITY OF	Board Member	Councillor Bill Dingwall
	Alternate	Councillor Mike Stark
PORT COQUITLAM, CITY OF	Board Member	Councillor Laura Dupont
	Alternate	Councillor Mike Forrest
WHITE ROCK, CITY OF	Board Member	Councillor Helen Fathers
	Alternate	Councillor Megan Knight

* Representatives appointed for 2014. Appointments for 2015 to be confirmed later in January 2015.

CHAIR OF THE BOARD

Statement of the Chair's Function

The primary role of the Chair of the Board is to ensure the proper functioning of the Board and the proper conduct of Board business in accordance with appropriate legislation and prescribed rules of procedure (Roberts Rules of Order). In the absence of specific authority, the Chair shall not commit the Board to any course of action.

Chair's Responsibilities

The Chair of the Board shall be responsible for:

1. Presiding at regular and special meetings of the Board in the manner and to the extent prescribed by the Board;
2. Conducting Board meetings in accordance with the Library Act and relevant legislation, and with rules of procedure (Roberts Rules of Order);
3. Serving as *ex officio* member of all Board committees;
4. Acting as one of the authorized signing officers of all documents pertaining to Board business;
5. Representing the Board, alone or with other members of the Board, at any public or private meetings for the purpose of conducting, promoting, or completing the business of the Board;
6. Ensuring that vacancies on the Board or on Board committees are filled as expeditiously as possible;
7. Liaising with all levels of municipal, regional, provincial, and federal governments or agencies to advance the goals of the Board;
8. Representing the Board and communicating Board positions, policies, and viewpoints to government and external agencies;
9. Advising the Vice-Chair if, for any reason, the Chair is temporarily unable to fulfill these functions.

Term of Office

The Chair shall be elected for a one year term of office in accordance with the Library Act. The election shall take place at the first meeting of each year after appointments are made to the Library Board.

VICE CHAIR OF THE BOARD

Statement of the Vice-Chair's Function

The primary role of the Vice-Chair of the Board is to ensure the proper functioning of the Board and the proper conduct of Board business if, for any reason, the Board Chair is unavailable. In the absence of specific authority, the Vice-Chair shall not commit the Board to any course of action.

Vice-Chair's Responsibilities

1. In the absence of the Chair, the Vice-Chair shall be vested with all the powers and shall perform all the duties of the Chair.
2. The Vice-Chair shall possess and may exercise such other powers and duties as may, from time to time, be assigned by the Board.

Term of Office

The Vice-Chair shall be elected for a one year term of office in accordance with the Library Act. The election shall take place at the first meeting of each year after appointments are made to the Library Board.

HONORARY TREASURER OF THE BOARD

Statement of the Honorary Treasurer's Function

The primary role of the Honorary Treasurer of the Board is to oversee the financial integrity of the Fraser Valley Regional Library.

Honorary Treasurer's Responsibilities

The Honorary Treasurer shall be responsible for:

1. Overseeing budget preparation and monitoring budget levels throughout the year;
2. Reviewing the financial statements monthly;
3. Reviewing and signing the audited financial statement;
4. Acting as one of the authorized signing officers of all documents pertaining to Board business;
5. Overseeing all major contracts and requests-for-proposal into which the Library may enter.

Term of Office

The Honorary Treasurer shall be elected for a one year term of office. The election shall take place at the first meeting of each year after appointments are made to the Library Board.

Election of FVRL Board Representative for BC Library Trustees Association

ABOUT BCLTA

The BCLTA represents the boards and trustees that govern local public libraries in British Columbia – 71 library boards and more than 700 library trustees. BCLTA's mission is "to support and represent BC library trustees in advancing public libraries," and BCLTA delivers trustee-specific education, networking opportunities, thought leadership and advocacy. More details and resources are available on the BCLTA website: www.bclta.ca.



BCLTA Conference

The main event (and probably only event) for FVRL's Board BCLTA representative is an annual conference. Details for 2015 are not yet available but this conference typically is held in conjunction with the BC Library Association near the end of May. This conference provides an excellent networking and educational opportunity for members to join provincial as well as national colleagues in participating in the huge range of activities and events associated with a national conference of this size and scope.

Note: Any additional FVRL Board members interested in attending the conference also are encouraged to do so.

Chilliwack Libraries By Nicole Glentworth, Library Manager Meeting of January 7, 2015

A SEASON OF AUTHOR READINGS

December saw the final offering in a new Chilliwack Libraries special author series titled, *A Season of Readings*. Inspired by the wealth of literary talent in Chilliwack, library staff thought it would be interesting to highlight authors who had a connection to Chilliwack. This season featured Helen Yeomans (author of *The Money Tree*, *Ang Tak* and *Owen's Day*), Martin Crosby (the self-publishing kind of Amazon.com) and W.P. Kinsella (prolific author most famous for *Shoeless Joe*, on which the movie *Field of Dreams* is based). *A Season of Readings* is the product of a growing partnership between the Chilliwack Libraries and the Chilliwack Community Arts Council. The intimate crowds gave the community the chance to get to know the authors and the thought processes they went through while writing their famous works.

Dan Ba-rel visited Sardis and Yarrow Libraries. One teacher who attended said that his presentation helped her class understand the important aspects to include when public speaking. During her time when the class was preparing their speeches, she reminded her students that Dan Ba-rel used many voices to describe the characters in his books, and that they could incorporate this in their own public speaking project.

Author visits are always popular among the enthusiastic library customers because they have a chance to get up close and personal with the person behind the words of their favourite books.

CITY OF CHILLIWACK									
Population: 82,294									
Month	Library	Circulation	2014 vs 2013	Holds	2014 vs 2013	Programs	2014 vs 2013	Program Attendance	2014 vs 2013
October	Chilliwack	472,698	-11.3%	14,954	-8.5%	318	6.4%	7,105	-22.3%
	Sardis	282,649	59.0%	7,686	91.1%	307	257.0%	7,118	138.4%
	Yarrow	28,086	-24.2%	1,251	-19.2%	98	-20.3%	2,421	-12.4%
	Total	783,433	4.8%	23,891	9.1%	723	42.3%	16,644	11.7%
November	Chilliwack	516,229	-10.7%	16,353	-7.7%	355	4.7%	7,817	-21.2%
	Sardis	307,976	49.3%	8,377	79.9%	356	239.0%	8,291	132.3%
	Yarrow	30,604	-23.6%	1,352	-21.2%	115	-17.9%	2,610	-14.7%
	Total	854,809	3.7%	26,082	8.3%	826	41.4%	18,718	13.1%

Delta Libraries
By Gillian McLeod, Library Manager
Meeting of January 7, 2015

SHARING RESOURCES SAVES MORE THAN MONEY!

In Delta we are fortunate to have three libraries with one library manager. For many of our activities, programs, and staffing we follow the model of "Plan once, deliver three times!" During the past few months we have appreciated the opportunities to share resources with the other Delta libraries, as well as with our larger regional system.

The philosophy behind FVRL's large regional library system highlights the idea of implementing programs or initiatives on a grander scale than can be accomplished by one library. For example, in November FVRL planned a "Food for Fines" initiative to support food banks across our service area. Organized, marketed, and implemented by our Administrative Centre staff, this project allowed customers to pay overdue fines with food bank contributions—and customers responded with enthusiasm. This was an inexpensive project to design and distribute, and it increased morale amongst staff, opinion amongst customers, as well as the reputation of FVRL.

On a smaller scale, FVRL's system-wide programming staff also responded with a staff development opportunity for all public service staff when they noticed a need many of us were having at the local level. As our population ages, frontline staff are dealing with customers in the first stages of memory loss or other cognitive impairment. Staff skills needed to be upgraded to work with this increasing segment of our customer population. Thus was born the *Mind Matters* workshop—an afternoon training session on mental health and dealing with dementia and Alzheimer's. The workshop was held in three geographically disparate locations and FVRL staff throughout the system was able to participate. Once again, a shared program, designed and implemented from one location, met the needs of approximately 250 staff.

In Delta our staff is able to reach out to each other with a variety of needs or questions. If a specific puppet is needed for a show and it is not available at one library, chances are good that it exists at another. When staffing is hard to find at one location we can shuffle people around and cover a desk from another.

Recently, Delta staff attended the Corporation of Delta's Seniors Expos—a great opportunity to meet people in our community and demonstrate the services we have for this specific customer group. In order to have a new staff member learn about the demographics and geography of Delta, we had her attend the Seniors Expo in North Delta. In this way we are

ensuring that our librarians are aware of needs and issues throughout Delta and will be using their skills for everyone, not just their own community.

Programs that require specialized training or extensive planning, such as the Next Chapter Book Club—a community-based literacy program for people with developmental disabilities—can be shared from one library to another with minimal effort or expense when one staff member has received the original training. In fact, book supplies for this club are also shared and, thus, we were able to begin a second club at George Mackie Library after having it run successfully at Ladner Pioneer Library for 2.5 years.

We like to work together in Delta: with our Administrative Centre, with our three libraries, and with our community. Of course, this is a good thing financially but it also brings closer communications, a shared sense of value for the work we do, and stronger relationships among us all.

CORPORATION OF DELTA									
Population: 101,016									
Month	Library	Circulation	2014 vs 2013	Holds	2014 vs 2013	Programs	2014 vs 2013	Program Attendance	2014 vs 2013
October	George Mackie	245,660	-5.6%	8,422	-2.9%	347	-18.7%	10,806	-24.7%
	Ladner Pioneer	174,836	-5.0%	6,364	-12.4%	396	23.0%	6,501	-10.4%
	Tsawwassen	175,995	-6.6%	9,752	-2.9%	333	0.6%	8,136	-24.1%
	Total	596,491	-5.7%	24,538	-5.6%	1,076	-0.4%	25,443	-21.3%
November	George Mackie	267,443	-5.3%	9,005	-6.7%	388	-21.0%	11,608	-28.4%
	Ladner Pioneer	190,412	-5.7%	6,858	-13.9%	444	25.4%	7,156	-10.1%
	Tsawwassen	192,517	-6.4%	10,636	-2.3%	367	0.3%	8,868	-24.2%
	Total	650,372	-5.7%	26,499	-7.0%	1,199	-1.0%	27,632	-23.0%

Hope Library

By Nicole Glentworth, Library Manager
Meeting of January 7, 2015

BONDING WITH RHYMES

The Parent-Child Mother Goose Program® has seen another successful year with over 110 attending over the ten-week period. Library staff has traditionally hosted this program and create a very special bond with the parents and young children in the community. It is a group experience that introduces adults and children to the importance of using songs, rhymes, and stories in a unique way. Parents learn the skills and confidence to develop patterns during the very important early years while children enjoy healthy early experiences with language and communication. The catchment area often goes beyond the town of Hope, reaching those in the outskirts including the First Nations communities. This year saw two Aboriginal fathers bringing their daughters into the library to learn about the importance of reading and singing to their young daughters. Parent-Child Mother Goose is the foundation for parents to develop friendships with others so they no longer feel isolated raising their child.

DISTRICT OF HOPE

Population: 6,136

Month	Circulation	2014 vs 2013	Holds	2014 vs 2013	Programs	2014 vs 2013	Program Attendance	2014 vs 2013
October	60,601	-7.0%	3,943	-15.7%	212	2.9%	4,111	-42.2%
November	67,277	-6.2%	4,294	-17.0%	237	4.4%	4,642	-41.0%

City of Langley Library
By Pat Dawson, Library Manager
Meeting of January 7, 2015

THE LIBRARY DURING RENOVATION: A Creative Way To Gauge Public Demands

When renovation construction began at City of Langley Library in August 2014 staff knew that excellent service would demand that we find ways to make our customers comfortable in their temporary - and smaller - library space. We also recognized that sometimes upheaval allows for fresh thinking, and the renovation project might spark discussions about what is most important to our customers.

We developed an interactive and visual communication plan. On the construction plywood hoarding walls we created three areas: *Speakers' Corner*, *Write on Our Wall*, and *Status Update*. Replicating text messaging graphics, staff designed conversation bubbles and attached them to the plywood walls. On these paper bubbles, customers can write comments, questions, and thoughts.

The comments to date reflect what our community is looking for, what they miss during construction, and what they appreciate in their public library: new books, reading and work spaces, quiet zones apart from the common areas, public computers, and more self-serve options. Staff has had the opportunity to answer some of the questions on our *Status Update* wall and to consider other suggestions for future planning. We expect to continue our creative Wall through to the end of construction.

By giving our visitors and customers an opportunity to share their thoughts, ideas, concerns, and comments, staff has succeeded in making our customers feel welcome and more comfortable in the construction environment. At the same time, staff has gained valuable insights into the library needs and demands of our community, insights that will be considered in short and long term planning for City of Langley Library.

CITY OF LANGLEY Population: 26,261								
Month	Circulation	2014 vs 2013	Holds	2014 vs 2013	Programs	2014 vs 2013	Program Attendance	2014 vs 2013
October	200,190	-12.8%	8,074	-18.3%	356	-23.4%	7,340	-15.5%
November	215,352	-14.0%	8,802	-17.9%	390	-23.4%	7,656	-19.0%

Township of Langley Libraries

By David Thiessen, Library Manager

Meeting of January 7, 2015

READING INTERVENTION PROGRAM (READING BUDDIES)

Research shows that children who struggle with reading and cognitive skills also tend to struggle with other life skills and that this impacts every area of a child's life, as well as his/her adulthood—affecting employment, economic status, and life chances.

Langley area libraries are collaborating with the Langley Literacy Network to provide reading resources and space for a weekly Reading Buddies program which pairs Big and Little Buddies. The Reading Buddies program is a community based **reading intervention** program aimed at helping our Langley area struggling readers in Grades 1, 2 and 3.

Big Buddies and Little Buddies meet for one hour each week in a Langley Township or Langley City library to practice reading in a fun and friendly environment where struggling readers grow their reading skills.

Teen Big Buddies get the satisfaction of helping out someone in need while also gaining experience in selecting materials, facilitating reading practice with younger readers, as well as earn Community Service credit hours for school.

It's a partnership project, in every sense of the word. Reading, once cultivated, needs to be nurtured into adulthood, and this program is one way in which struggling young readers in the Langley area can gain access to that nurturing in a comfortable, ongoing way.

TOWNSHIP OF LANGLEY									
Population: 106,273									
Month	Library	Circulation	2014 vs 2013	Holds	2014 vs 2013	Programs	2014 vs 2013	Program Attendance	2014 vs 2013
October	Aldergrove	117,830	-5.6%	4,614	-9.9%	90	-7.2%	1,703	-0.6%
	Brookwood	56,649	-7.6%	2,703	-1.2%	80	6.7%	3,760	16.7%
	Fort Langley	34,896	-5.0%	1,541	-16.6%	109	-20.4%	2,245	-20.8%
	Murrayville	137,896	-8.5%	4,991	-7.6%	225	7.1%	3,043	16.6%
	Walnut Grove	212,944	-5.2%	8,287	-6.3%	170	19.7%	4,828	16.3%
	Muriel Arnason	174,998	-1.1%	5,615	-17.3%	144	0.0%	6,159	-13.0%
	Total	735,213	-5.1%	27,751	-9.7%	818	1.6%	21,738	0.6%
November	Aldergrove	128,342	-6.0%	4,950	-10.7%	100	-9.9%	1,867	-0.5%
	Brookwood	61,881	-7.9%	2,936	-0.7%	87	0.0%	4,005	14.2%
	Fort Langley	38,231	-5.5%	1,689	-17.2%	125	-14.4%	2,500	-15.1%
	Murrayville	151,456	-7.8%	5,423	-8.3%	244	6.6%	3,238	13.2%
	Walnut Grove	233,914	-5.2%	9,051	-6.7%	199	23.6%	5,629	11.5%
	Muriel Arnason	191,788	-1.0%	6,166	-16.7%	158	-0.6%	6,308	-13.5%
	Total	805,612	-5.1%	30,215	-10.0%	913	2.2%	23,547	0.1%

Maple Ridge Library

By Teresa MacLeod, Library Manager
Meeting of January 7, 2015

THE NEW YEAR: LOOKING BACK AND FORWARD

Maple Ridge Public Library strived to be an innovative, lively community resource in 2014. Staff continued to present quality programs for all ages such as Storytimes, *Reading Link Challenge*, *Have Books Will Travel*, film nights, drop-in computer help, and more. Cultural programs such as Cherry Blossom Festival, Eid Celebration, Interfaith series, and Diwali drew crowds of all ages and provided cross-cultural learning opportunities.

There was also some great innovation. Staff dazzled and surprised our customers with the Dr. Who event, Talk Like a Pirate Day (featuring our Mango Language database which includes Pirate), a flash mob with a local amateur orchestra, May the 4th Be With You, Baby Play Date, and CreAtrium. During Customer Appreciation Week we set up our tent in the atrium and featured a different e-resource each day.

All these programs created a different buzz in the library. People were delighted to see such fun, light-hearted approaches to promoting our collections and resources.

In addition to these wide-ranging programs our library is used by a myriad of groups such as the Environmental school, Chess Club, tutors, study groups, and for informal meetings. The puzzle table has a steady stream of participants.

To help serve individuals in a better way we have started a *Book a Librarian* service, where customers can receive in-depth help with a variety of information and technological needs. We also have been experimenting with one service point on our main floor in order to serve our customers better.

The library is constantly evolving, examining how we do business, and assessing how to meet the diverse needs and changing demands of our community. As we move toward our Integrated Service Experience in 2015, the library is poised to meet our customers' needs with excellence and commitment.

DISTRICT OF MAPLE RIDGE								
Population: 78,124								
Month	Circulation	2014 vs 2013	Holds	2014 vs 2013	Programs	2014 vs 2013	Program Attendance	2014 vs 2013
October	364,133	-6.5%	13,690	-6.5%	701	-7.8%	22,914	-13.8%
November	397,877	-6.6%	14,808	-8.0%	783	-8.6%	25,076	-14.4%

Mission Library
By Heather Scoular, Library Manager
Meeting of January 7, 2015

MISSION LIBRARY SPECIAL DECEMBER EVENTS CONNECT US WITH COMMUNITY

The Mission Library hosted two special events in December that connected us in a unique way with our community and customers. We partnered with the District of Mission on one event and with FVRL on the other.

1. Mission Library Honours UN International Day of People with Disabilities

The Mission Library partnered with the District of Mission to host a special morning tea in honour of the people in our community with disabilities. To further support this inclusive event the newly elected District Council proclaimed December 3 in Mission as the International Day of People with Disabilities. FVRL Board representative, Councillor Jenny Stevens, represented Council and greeted over 30 customers with disabilities. Comments left in our event guest book revealed that people with disabilities in the Mission community were thrilled to be acknowledged and shared how delighted they were with the efforts of the District and the library.

2. FVRL *Food for Fines* Campaign Supports All

The *Food for Fines* campaign, held in all FVRL libraries this December, struck a special cord with our Mission Library customers. The concept was simple: donate food and have some of your fines reduced. A win-win proposition for sure! The Mission Library received over 1400 food items that staff boxed up for the local food bank. A visible display of the food donated illuminated another issue that some of our Mission Library customers face, which is hunger. Receiving daily inquiries to take the food home, staff realized how important the *Food for Fines* campaign was for our community.

One feedback form best summarized how the image of the Mission Library is enhanced when our organization demonstrates its stated values. A Mission Library customer wrote the following:

How wonderful it was to come in and see the food bank initiative! In a time of such need, when so many are hungry even though they are employed, yet still struggle to manage, the notion of forgiving fines for a food bank donation is brilliant!! We (the working) are sometimes besieged if not overwhelmed by pleas for help - how nice to do so and feel as if we are getting a break as well. Many blessings!

DISTRICT OF MISSION								
Population: 37,614								
Month	Circulation	2014 vs 2013	Holds	2014 vs 2013	Programs	2014 vs 2013	Program Attendance	2014 vs 2013
October	288,171	0.9%	10,412	3.7%	335	29.3%	8,682	2.6%
November	315,546	0.5%	11,217	1.1%	380	34.8%	9,929	10.9%

Pitt Meadows Library

By Teresa MacLeod, Library Manager

Meeting of January 7, 2015

Pitt Meadows Public Library has been building its community partnerships as part of its Annual Action Plan. Staff has implemented a strategy to reach out to community groups, balanced with in-library duties assisting customers. The library has been successful in reaching our targets and will continue to build on these relationships.

Staff expanded outreach in School District 42 to include *Strong Start* visits, *Welcome to Kindergarten* orientations, *Ready Set Learn* programs, liaison with teachers about literacy programs, class room visits and tours of the library. The library was asked to assist the School District with kindergarten registration via our public internet computers for parents who do not have access at home. Staff acted as intermediaries between the high school and Canadian Parents for French to implement the French Reading Buddies program. In addition, the Katzie First Nation has invited staff to present at their after-school program.

The Pitt Meadows Library has supported the Seniors Centre Book Club with book sets and consultation. Staff also presents a successful memories program with seniors. The Centre is eager to publicize library programs to their seniors.

Both the Early Childhood Development (ECD) Committee and the local Literacy Committee are natural alliances for the library. Staff expertise has been called upon to present a literacy program at the ECD group early in the new year, and the first Conversation Circle for non-English speakers has been planned in conjunction with the Literacy Group. The library has been invited to present on our business resources at the Chamber of Commerce.

Programs with the local Family History Group, the Alzheimer's Society, Credit Counselling Society, and Service Canada have been planned.

Our continued efforts to develop partnerships with a wide variety of community groups allows us to provide high quality, relevant programs and enhanced services for the residents of the City of Pitt Meadows.

CITY OF PITT MEADOWS

Population: 18,850

Month	Circulation	2014 vs 2013	Holds	2014 vs 2013	Programs	2014 vs 2013	Program Attendance	2014 vs 2013
October	121,208	-15.1%	6,522	-10.4%	290	23.9%	7,182	17.3%
November	131,884	-15.1%	6,993	-13.2%	334	22.8%	7,834	14.9%

Terry Fox Library

By Pat Dawson, Library Manager
Meeting of January 7, 2015

FILMS AND THE LIBRARY: Creating A Gathering Place, A Social Connection, And An Awareness Of Our Collection

Recognizing the high demand for DVDs by Terry Fox Library customers, staff saw an opportunity to promote our DVD collection through a series of film nights for adults. Staff already knew that attendance was high at the library's Kids' Day Off movie afternoons for children and their families, so to present a film evening for adults was a logical next step.

In 2013 the library launched an inaugural weekly film presentation series that included Oscar nominees, documentaries, and other films of interest from around the world. The response was small but encouraging. After a short break, staff organized a second series. Attendance more than doubled and a regular group from our community met for the film viewing and a social time together. Staff received film title recommendations from the attendees and notes of thanks for the program.

World Film Night at Terry Fox Library provides another opportunity for the library to be a welcoming space where residents can gather and socialize. The event also promotes a part of our collection that can be overlooked by customers. According to FVRL catalogue records, each film title in the fall 2014 series has been checked out on DVD by Port Coquitlam library customers.

The next series is already planned for January and February 2015.

Library staff works deliberately to meet the needs of our community. We provide welcoming spaces in many ways to many residents. Additionally, by matching our knowledge of customers' borrowing interests with creativity in promoting our collection, we reinforce the library's position as a community gathering place and resource provider.

CITY OF PORT COQUITLAM

Population: 58,522

Month	Circulation	2014 vs 2013	Holds	2014 vs 2013	Programs	2014 vs 2013	Program Attendance	2014 vs 2013
October	315,022	-1.7%	11,183	-11.6%	483	49.1%	13,940	28.8%
November	343,736	-2.0%	12,196	-11.1%	546	43.7%	15,707	28.3%

White Rock Library

By David Thiessen, Library Manager
Meeting of January 7, 2015

WRITING INTO THE HOLIDAYS

In his bestselling book *Man's Search for Meaning*, Victor Frankl posited the idea that the main search of mankind is not happiness or pleasure, but meaning.

Writers are uniquely gifted to find meaning for themselves and to help others find meaning. We write to bring meaning to the world. In fact, this has always been the main task of storytellers. Every story matters to the person living it, and our main job—the job of the library—has always been to tell, or facilitate others to tell, these stories.

For the past several months the White Rock Library has been helping create meaning for local residents through a significant series of writing workshops led by writing coach Marilyn Kroeker-Hahn.

Residents from all walks of life first learned about *Memoir Writing*. The initial workshop was such a success that a second memoir writing was held, this time focusing on the power of symbols in memoirs. Based on feedback from a full crowd of participants at that workshop, a 6-week *Writing for the Beginner* series was developed.

Here the White Rock Library offered a step-by-step writing basics course, where participants untangled the mysteries of commas and colons, sentence design, and overcame the fear of reading in front of others.

At the same time, customers also could select to participate in an eight-week workshop on writing as therapy, entitled *Grief and Your Healing Journey*, where participants were encouraged to journey through their grief experiences using techniques and research based on Dr. Barbara Fredrickson's ground-breaking work.

The last session of these workshops concluded in November, just in time for the holiday season. We can be sure they added a little flavour to each greeting written by participants. More importantly, they added meaning to the lives of many White Rock residents.

CITY OF WHITE ROCK

Population: 19,211

Month	Circulation	2014 vs 2013	Holds	2014 vs 2013	Programs	2014 vs 2013	Program Attendance	2014 vs 2013
October	183,243	-7.8%	9,940	-6.6%	516	26.8%	7,642	3.7%
November	200,793	-7.7%	10,864	-6.6%	566	24.1%	8,445	2.6%

Yale and Boston Bar Libraries

By Nicole Glentworth, Library Manager
Meeting of January 7, 2015

WINTER WONDERLAND IN THE UPPER FRASER VALLEY

Winter traditionally has been a time when library customers seek out items to take home to keep them warm during those cold and gloomy nights. Yale and Boston Bar Libraries' customers are no exception to that. The collection has something for everyone no matter what their age group or interest may be. With local programs, it also expands the interest of those who attend out of curiosity or passion for the subject matter. When programs are offered, books focusing on the subject matter also are brought into the local library, making it easier for customers to browse through the books before checking them out. This makes for a more informed and enthusiastic community.

FRASER VALLEY REGIONAL DISTRICT (Yale and Boston Bar)

Population: 14,525

Month	Library	Circulation	2014 vs 2013	Holds	2014 vs 2013	Programs	2014 vs 2013	Program Attendance	2014 vs 2013
October	Boston Bar	8,186	-5.7%	937	2.5%	50	13.6%	385	-5.4%
	Yale	6,705	-12.5%	955	4.7%	50	35.1%	207	8.4%
	Total	14,891	-8.9%	1,892	3.6%	100	23.5%	592	-1.0%
November	Boston Bar	9,171	-4.1%	977	-6.1%	59	25.5%	474	12.1%
	Yale	7,479	-11.0%	991	-10.6%	61	56.4%	321	4.9%
	Total	16,650	-7.3%	1,968	-8.4%	120	39.5%	795	9.1%

Library Live and On Tour

By Heather Scoular, Manager – Outreach Services
Meeting of January 7, 2014

Every Day is Christmas with Library Live and On Tour

The Christmas season is particularly busy for *Library Live and On Tour* (LiLi). The LiLi car was featured in several communities Christmas parades in Mission, Chilliwack, Aldergrove, Boston Bar, Fort Langley, Ladner and Hope. Connecting the *Library Live and On Tour* message at this time of year is so important. Local food banks, agencies, and educators are often introduced



LiLi at Mission food bank

to FVRL's award-winning inclusive outreach service, LiLi, at events like parades. Visiting the local food banks in our communities is an ongoing LiLi initiative. However, at Christmas it takes on new meaning.

2014 Themes of Appreciation

The ongoing appreciation of young moms being able to return to the library with their children was the story we heard this season over and over again. Reconnecting them with the local library and getting information to them that they

Local libraries report many more new families visiting their libraries with their new partial-access library cards.*

New Partnerships for 2015

The power of *Library Live and On Tour* is its unique ability to make and support new connections with marginalized individuals and groups. Local high schools have realized that teens are a group that is often hard to engage and that *Library Live and On Tour* opens the door to the world of ideas and possibilities like nothing they have seen before. Building on this realization, *Library Live and On Tour*, in cooperation with FVRL local libraries, has begun pilot partnerships with some local high schools to engage teens and connect them with their local library.

* FVRL's partial access library cards are issued to residents in special circumstances such as, for example, to residents without proof of address, and can be upgraded to a full membership when proof of address is supplied.



Proposed
**2015 FVRL BOARD
MEETINGS & EVENTS**

REGULAR BOARD MEETINGS

Wednesdays, 9:00 am to 12 noon
FVRL Administrative Centre:
34589 DeLair Road, Abbotsford, BC V2S 5Y1

January 7

February 4

(if needed for more budget discussion)

February 25

March 25

May 27

June 24

July 22

September 16

October 21

November 25

December 16, 2015

ANNUAL PLANNING DAYS

8:00 am to 4:30 pm
Ramada Plaza Inn & Conference Centre
36035 North Parallel Road, Abbotsford, BC

April 22 & 23

Note: Lower Mainland Local Government Association Convention: May 6-8, 2015; Federation of Canadian Municipalities Convention: June 5-8, 2015; Union of BC Municipalities Convention: September 21-25, 2015



Administrative Centre | 34589 Delair Road | Abbotsford, BC | V2S 5Y1
Tel: 604-859-7141 | Toll-free: 1-888-668-4141 | Fax: 604-852-5701

December 22, 2014

Dear Directors of Finance of FVRL Member Local Governments:

Thank you for your support and patience with the development of the 2015 DRAFT Final Budget ("2015 Budget"). What follows is an overview of the 2015 Budget that provides an explanation of the 2015 *status quo* budget over the 2014 Budget, and details three increased service level options (referred to as "Decision Packages") for the Board's consideration.

Attachment A

Attachment A to this letter details the related 2015 Member Assessments, including the estimated impacts of the stated Decision Packages, which are included in the 2015 Budget at this stage.

2015 Budget Total Member Assessment

The 2015 Budget Total Member Assessment is **\$23,557,675**, which is \$830,474 or 3.65% greater than the 2014 Total Member Assessment. This change remains materially similar to the 2015 PRELIMINARY Budget Estimate provided to you in mid-November, of \$783,314 or 3.45%.

Basis for 2015 Budget Preparation

The 2015 Budget was prepared on the following basis:

- Service levels for all service areas are unchanged from fiscal 2014, with the exception of specifically identified new items (i.e., Decision Packages), which are separately identified for Board approval.
- Some "fine-tuning" and changes to staff structure and levels are included in this budget. These changes are contained within existing resources and do not impact current service levels.
- Includes known cost and anticipated inflationary impacts, incorporating a 2% increase on all salaries (as per the Union Contract), 7% increase in benefits, 0-2% for inflation on other expenses and 5% for hydro costs. The 7% increase in benefits reflects a 2.26% estimated increase for fiscal 2015 plus an adjustment to the 2014 base to more accurately reflect estimated actual benefit expenses of 4.74% (2.26 + 4.74 = 7%).
- Fines revenue and the Provincial Library Grant are reduced to reflect expected 2015 actuals. The fines revenue reduction is based on revenues to date in fiscal 2014. The fine revenue reduction is primarily due to the Board's decision to eliminate or reduce some fines in 2013, along with changes in public usage patterns trending toward greater use of no, or lower fine, materials.

- The addition of the first full year repayment on the \$475,000 2014 ERP (new computer system) capital lease (\$104,543/year).

It also should be noted that a number of corrections in the classification of expenses and revenues for fiscal 2015 have been made to better reflect the requirements, and intent, of the current funding formula.

Reasons for 2015 Budget Increase

The key reasons for the 2015 Budget increase over the 2014 Budget of \$830,474 are detailed as follows:

REASONS FOR 2015 BUDGET INCREASE		
Reason	Dollar	Percent
Increase in all salary & benefits (including temporary Finance support)	\$298,980	1.32%
Decrease in Library and other FVRL department fines revenue	256,872	1.13%
Decrease in Province of BC Operating Grant	24,100	0.11%
Increase in capital lease payments (for ERP computer system)	104,543	0.46%
Decision Package: Increase in Library Materials beyond 2% (inflation) - Plus 3%	113,894	0.51%
Decision Package: Increase in Library Materials beyond 2% (inflation) - Plus 2.5%	95,745	0.42%
Decision Package: Actuarial on post-retirement and related benefits	20,000	0.09%
Actuarial Funding - From Reserves	(20,000)	-0.09%
Net reductions in other areas	(64,660)	-0.28%
Total	\$830,474	3.65%

The impacts of the first four, and last, items listed in the above table, drive a member assessment increase of 3.01% (1.32% + 1.13% + .11 % + (0.46%)), and are essentially required in order to maintain the budget at current/*status quo* levels.

INCLUDED DECISION PACKAGES

Included Decision Packages (i.e. new items) are:

1. Library Materials

Additional 5.5% beyond 2% for inflation (\$114,894+\$95,745=\$210,639)

- This Budget contains an increase in total Library Materials of 7.5% over the 2014 Budget.
- 2% of the increase reflects basic cost increases, and the remaining 5.5% are included as two separate Decision Packages (for an additional 3% and 2.5% budget increase).

Directors of Finance of FVRL Member Local Governments

December 22, 2014

Page 3

- This increase is desired to help reverse the trend in reduced library materials available in the FVRL Libraries that have been eroded over a number of years, for a variety of reasons.

2. Actuarial on Post retirement and Related Benefits

(\$20,000 Expense; \$0 Net expense)

- This proposal provides funding to engage a professional actuary to estimate FVRL's post-retirement and sick leave employee benefit liabilities.
- The 2013 audited Financial Statements have valued the post-retirement benefit at \$487,000 and the sick leave liability at \$0.
- Both liabilities were determined based on an estimate completed by the Finance Officer.
- The Auditor's related letter to the Board supporting the 2013 audit, states that they believe that the post-retirement liability is understated by \$81,000. (The existence of this understatement was not considered material, and accordingly did not affect the audit opinion.)

Summary of 2015 Draft Final Budget Member Assessments

Please refer to Attachment A, "Summary of the 2015 DRAFT FINAL Budget Member Assessments."

The 2015 Budget will be presented to the Board at the January 7, 2015 Board meeting. The Board's weighted vote on the 2015 Budget will occur at the February 25, 2015 Board meeting. Between these two dates Board representatives will have time to bring the 2015 DRAFT FINAL Budget back to their respective councils for discussion.

Should you have any questions or concerns, please contact me. Let me suggest that you contact me by email (gillian.mcleod@fvrl.bc.ca) because I will be out of the office for parts of the Christmas break.

Best wishes for the holiday season and coming year!

Gillian McLeod

Acting Senior Manager - Finance | Library Manager - Delta

ATTACHMENT A: SUMMARY OF THE 2015 DRAFT FINAL BUDGET MEMBER ASSESSMENTS

SUMMARY OF THE 2015 DRAFT FINAL BUDGET MEMBER ASSESSMENTS								
FVRL Member Local Government	Member Assessment					Estimated Impacts of Decision Packages		
						INCLUDED in 2015 Member Assessment		
	2015 Per Capita	2015 Total	2014 Total	\$ Change	% Change	Inc. Materials Budget 3%	Inc. Materials Budget 2%	Actuarial
Total Fraser Valley Regional District	14.85	\$249,324	\$246,619	\$2,704	1.10%	\$2,737	\$2,281	0
Total District of Kent	52.72	313,499	296,007	17,492	5.91%	970	808	0
Total District of Hope	53.88	319,507	323,472	(3,965)	-1.23%	967	806	0
Total City of Chilliwack	36.40	2,950,147	2,837,634	112,512	3.97%	13,216	11,013	0
Metro Vancouver	11.76	2,000	2,000	0	0.00%	28	23	0
Village of Harrison Hot Springs	39.87	60,124	58,667	1,457	2.48%	246	205	0
Total City of Abbotsford	27.58	3,831,737	3,691,801	139,935	3.79%	22,652	18,877	0
Total District of Mission	34.69	1,302,401	1,276,709	25,692	2.01%	6,123	5,102	0
Total City of Langley	46.14	1,213,598	1,189,174	24,424	2.05%	4,289	3,574	0
Total Township of Langley	34.32	3,859,403	3,663,566	195,838	5.35%	18,335	15,279	0
Total City of White Rock	44.05	847,862	840,438	7,423	0.88%	3,139	2,616	0
Total Corporation of Delta	33.57	3,421,192	3,263,112	158,080	4.84%	16,618	13,848	0
Total City of Port Coquitlam	27.72	1,637,263	1,537,916	99,348	6.46%	9,630	8,025	0
Total City of Maple Ridge	33.11	2,620,542	2,613,729	6,813	0.26%	12,905	10,754	0
Total City of Pitt Meadows	49.82	929,078	886,357	42,721	4.82%	3,041	2,534	0
FVRL IN TOTAL	33.43	\$23,557,675	\$22,727,201	\$830,474	3.65%	\$114,894	\$95,745	0



ADMINISTRATIVE CENTRE
 34589 Delair Road, Abbotsford, BC Canada V2S 5Y1
 Tel: 604-859-7141 TF: 1-888-668-4141
 Confidential Fax: 604-859-4788 Web Site: www.fvrl.bc.ca

BOARD MEMBER INFORMATION

This information will remain confidential and will be used for FVRL and Canada Revenue Agency purposes only.

Title Mayor Councillor Director Date _____

Name* _____ Spouse _____ N/A
Given Initial (required by CRA) Surname Given Surname

The Local Government That I Represent _____

Date of Birth* ___/___/___ Are you at arm's length from all other members of this Board?* Yes No
Month Day Year

ADDRESSES

Residence* _____
Street Address City Postal Code

My Business Name /Employer _____ My Title/Position _____

Business _____
Street Address City Postal Code

TELEPHONE, FAX, E-MAIL

Residence* Tel: 604-_____ Fax: 604-_____	Business Tel: 604-_____ Fax: 604-_____	Cell Phone Cell 1: _____ Cell 2: _____
Email 1 _____		Email 2 _____

CONTACT METHODS & PREFERENCES

FOR ROUTINE CONTACT

The **BEST** way to contact me is:

Telephone Fax E-mail Cell Phone

The best **TELEPHONE** number to use during office hours is:

My local government office Residence Business Cell Phone

If you don't reach me there, then please:

leave a voicemail message leave a message with _____
 call me at _____ other _____

I check my **E-MAIL**:

several times daily daily every few days weekly occasionally

Please deliver **MAIL AND COURIER** packages to:

My local government office Residence Business

IF URGENT CONTACT IS REQUIRED

The best way to contact me regarding **urgent** matters is:

Telephone Fax E-mail Cell Phone

Other details to note: _____

* This information is required by Canada Revenue Agency for FVRL's charitable tax return.