



AGENDA

Greater Victoria Public Library Board Board of Trustees Regular Meeting

Date: Tuesday, October 28, 2025

Time: 12:00-1:00 PM

Location: In Person: Community Room, Central Branch, 735 Broughton Street, Victoria, BC
Electronically: Microsoft Teams

1. Call to Order

2. Territorial Acknowledgement

Greater Victoria Public Library's service area is located on the unceded traditional territories of the Songhees and Xwseps'am (Esquimalt) Nations, the WSÁNEĆ Nations of STÁUTW(Tsawout) and WJOLELP (Tsartlip), and the Sc'ianew (Beecher Bay) Nation.

Colonization and systemic racism still impact the lives of Indigenous Peoples today. Their historical and cultural relationship with the land and sea continues as they steward these sacred lands as they have since time immemorial.

3. Welcome and Introductions

4. Consent Agenda

Motion to Approve

4.1. Approval of Agenda

4.2. Approval of Minutes – September 16, 2025 Attachment 4.2

4.3. Chair Report Attachment 4.3

4.4. CEO Report Attachment 4.4

4.5. Correspondence

4.5.1. Email from Patron received September 13, 2025 Attachment 4.5.1

4.5.2. Response to Patron email received September 13, 2025 Attachment 4.5.2

5. Chair's Remarks

For Information

6. Committee Reports

6.1. Finance Committee- Oral Report

For Information

6.1.1. Budget Fiscal 2026 and Five-Year Financial Plan Attachment 6.1.1

Motion to Approve

7. New Business

7.1. IslandLink Library Federation Update

For Information

7.2. Staff Presentation- The Collection- R. Rogers

For Information

7.3. 2026 Board Meeting Schedule Attachment 7.3

Motion to Approve

8. In-Camera

Motion to Approve

9. Next Meeting Date

November 25, 2025 12:00pm – 1:00pm

For Information

10. Adjournment



MINUTES
REGULAR BOARD MEETING
GVPL Central Branch, 735 Broughton Street
Community Meeting Room & MS Teams
September 16, 2025

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

Board Members:

Trustee A. Appleton
Trustee K. Boehnert
Trustee D. Cavens (Vice Chair)
Trustee S. Donaldson
Trustee D. Grove
Trustee R. Henderson
Trustee S. Kim
Trustee S. Lansdowne
Trustee G. Lemon
Trustee R. McClure
Trustee M. Morley
Trustee R. Ranjan
Trustee K. Roessingh
Trustee N. White
Trustee M. Wey

Regrets

Trustee S. Khair (Chair)
Trustee G. Newton
Trustee T. Phelps Bondaroff
Trustee R. Stromberg

Staff:

M. Sawa, CEO/Board Secretary
M. Barnes, Assistant Director, Finance
D. Fergusson-Hirmer, Director, People & Culture
D. Joyce, Acting Director, Library Services
R. Rogers, Acting Assistant Director, Collections and Technical Services
D. van der Linde, Acting Assistant Director, Service Design
E. Russell, Recording Secretary
C. Ottenbreit, Vice President, CUPE 410

1. CALL TO ORDER

D. Cavens called the meeting to order at 12:00 pm.

2. TERRITORIAL ACKNOWLEDGEMENT

D. Cavens provided the Indigenous Acknowledgement.

3. WELCOME AND INTRODUCTIONS

The Vice Chair welcomed GVPL staff D. van der Linde, R. Rogers and D. Joyce and congratulated them on their new interim roles as members of the Senior Leadership Team.

4. APPROVAL OF CONSENT AGENDA

Move Item 4.5.2 from the consent agenda, and move it to New Business item 7.1

Moved by Trustee Roessingh; Seconded by Trustee Kim,

THAT items 4.1 & 4.2 be approved, items 4.3 to 4.5 be received for information.

4.1 Approval of Agenda

4.2 Approval of Minutes – May 27, 2025

4.3 Chair Report

4.4 CEO Report

4.5 Correspondence from Patron

4.5.1 Province of BC, Ministry of Municipal Affairs: Public Library Grants Awards Letter received
July 4, 2025 Attachment 4.5.1

4.5.2 Email received Patron received August 8, 2025 [Attachment 4.5.2](#)

4.5.3 Email received from Patron August 9, 2025 [Attachment 4.5.3](#)

4.5.4 Response to email re: Ukrainian Language book collection [Attachment 4.5.4](#)

MOTION CARRIED

5. CHAIR'S REMARKS

D. Cavens, Vice Chair, welcomed trustees back after a busy summer. He thanked members of the Planning and Policy Committee, and the Finance Committee for their work In July and August. D. Cavens noted that the new DigiLab will be opening in the Esquimalt Branch on Thursday September 18.

He invited M. Sawa to provide details regarding the upcoming ABCPLD (Association of B.C. Public Library Directors) reception that will be held at the sɣʷeŋxʷəŋ tənəxʷ James Bay Branch on September 23 during the UBCM conference that is taking place in Victoria. All trustees are encouraged to attend.

6. COMMITTEE REPORTS

6.1. Planning and Policy Committee update

N. White provided an update on progress made by the Planning and Policy Committee since the last board meeting in June to review and update policies V.1 Intellectual Freedom, Policy O.1 The Collection and O.7 Meeting Rooms.

6.1.1. Policy Updates

Policy V.1 Intellectual Freedom: The BC Library Association (BCLA) is process of an extensive review of their own Statement of Intellectual Freedom. The decision was made by the committee to pause on any changes to the policy until BCLA has finalized their review and released their update in 2026.

Policy O.1 The Collection, A comprehensive review and update has been completed, the revised policy was endorsed by the Committee for approval by the GVPL Board.

Policy O.7 Meeting Rooms- this review has been postponed.

Moved by Trustee Ranjan; seconded by Trustee Roessingh

THAT the Board of Trustees approve the revised Policy 0.1 The Collection

MOTION CARRIED.

6.2 Finance Committee

K. Roessingh provided an oral report of the August 26 Finance Committee meeting when the initial draft of the 2026 Budget and Five-Year plan was reviewed. The final draft of the budget will be reviewed at the October 14 Finance Committee meeting and subsequently presented for approval at the October 28, 2025, Board meeting.

7. NEW BUSINESS

7.1. Email received from Patron received June 24, 2025

M. Sawa advised that over the summer a significant recruitment effort was undertaken to fill vacancies in key roles to support increased delivery.

8. IN CAMERA

Moved by Trustee Roessingh seconded by Trustee Kim

THAT the Board of Trustees move in camera

MOTION CARRIED.

9. NEXT MEETING DATE:

October 28, 2025; 12:00 pm - 1:00 pm

10. ADJOURNMENT

Moved by Trustee Kim, Seconded by Trustee Roessingh

THAT the September 16, 2025, Regular Board Meeting be adjourned.

MOTION CARRIED

Board Chair

Board Secretary



October 28, 2025

This month is all about celebrating Canadian Library Month, an opportunity to acknowledge the profound impact of public libraries. Across Greater Victoria and nationwide, public libraries are essential pillars of community, supporting healthy and engaged societies. This past September, GVPL showed its dedication to community connection through a couple of major events.

Esquimalt Media Lab Now Open!

Last month saw the launch of The Lab: Preserve Your Past, GVPL's new, self-serve analog-to-digital media lab at the Esquimalt Branch. The official launch was Thursday, September 18th. Vice Chair Cavens and I had the pleasure of attending the opening and demonstration. We met with Township of Esquimalt Mayor Barbara Desjardins, GVPL CEO Maureen Sawa, and many wonderful library staff.

The Lab enables library cardholders to convert their old analog media, like precious family photos, slides, and VHS, into digital formats. As we saw in the demo, this service is a powerful way for users to save priceless memories and share their histories with future generations. This project aligns with GVPL's goal of supporting digital literacy.

KULA Library Futures Academy Launch

The CEO and the Board Chair attended the launch of the Kula: Library Futures Academy, a major new initiative of the University of Victoria Libraries. The launch included a two-day symposium focused on "Truth, Knowledge and Society" from September 15–16. The goal of Kula is to drive collaboration across libraries, academia, and media in addressing shared challenges and opportunities at the intersection of technology and knowledge production.

Advocacy at UBCM

In September, we hosted the 'Library Lovers' Reception at our sx̱w̱eṟx̱w̱əŋ taṉ'exw James Bay Branch for the Union of BC Municipalities convention. The event, led by the Association of BC Public Library Directors (ABCPLD), brought together municipal councillors, MLAs, and other guests attending the conference to celebrate the work of BC's public libraries. My sincere thanks to the GVPL staff who ensured the event was a big success! We had a fantastic turnout, including many Trustees – who's presence made a huge difference. See below for photos from the event.

The convention was a critical opportunity to advocate for BC public libraries regarding provincial funding (- and kudos to the Vice-Chair for getting a direct question into the Premier on this topic!). GVPL plans to keep the momentum going with an upcoming OpEd piece about provincial library funding.

2026 Budget Planning

Finally, I'd like to acknowledge the good work done earlier this month by the Finance Committee to finalize the 2026 budget. Thank you to the committee and staff for their dedication and collaborative work. It will be presented for approval at this month's Board meeting. Your commitment and

4.3 Chair Report

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communication with your fellow municipal councillors is essential for keeping the library financially healthy as we look ahead.

Shahira Khair

GVPL Board Chair



Fantastic turn out for the ABCPLD reception by attendees from the Union of BC Municipalities conference



GVPL Trustees David Grove, Shelly Donaldson and Geri Lemon



GVPL Board Vice Chair Duncan Cavens; CEO Maureen Sawa; BC Minister of Housing and Municipal Affairs- Hon. Christine Boyle; and GVPL Board Chair Shahira Khair



GVPL Board Trustees Teale Phelps Bondaroff and Andrew Appleton



October is Canadian Library Month - a time to celebrate the vital role public libraries play in inspiring learning, fostering creativity, and connecting communities. This year's theme, *Libraries for Life*, highlights how life is richer with a library card. Every day at GVPL, we see the difference a library can make by helping people discover new ideas, explore their interests, feel a stronger sense of belonging, and enjoy being in a safe space. My thanks to all staff for their dedication, professionalism, and the excellent work they do in support of the communities we serve.

Esquimalt Digital Media Lab Opening

We officially opened the new digital media lab at the Esquimalt Branch on September 18. This milestone reflects years of planning and collaboration and directly supports our strategic goal of improving digital literacy and access. The Lab has been getting a lot of uptake – it is very popular. Both the Lab spaces and the Lab Orientations have been largely booked up. The software is proving to be very intuitive. People are viewing images in formats - slides, old videos, etc. - that they have not been able to see in many years (in one case, around 40 years), which has sparked some strong emotions.

Vital Signs Report 2025

September 18 was also the day the 2025 Vital Signs report was released. This is the 20th consecutive year that the Victoria Foundation has produced their Vital Signs report <https://victoriavitalsigns.ca>. A community check-up to connect philanthropy to community needs and opportunities, the report measures the vitality of our region, identifies concerns, and supports action on issues critical to our quality of life. Of particular interest is the report's [reference to library use](#).

UBCM

I joined several of our councillor trustees at the [Union of British Columbia Municipalities \(UBCM\) Convention](#), where funding for libraries will be a key topic of discussion. As part of the event, a reception organized by the Association of BC Public Library Directors was held at our sɣwɛŋxwəŋ tənəxw James Bay Branch on Tuesday, September 23. The reception was very well attended and provided an opportunity to thank municipal supporters and emphasize the importance of stable provincial funding for libraries. Thanks to all board members who participated.

Emerging Local Authors Collection

The call for applications for the 11th Emerging Local Authors Collection (ELAC) opened on October 1. The deadline for submissions will be January 18, 2026. ELAC is an important initiative developed by GVPL to celebrate Greater Victoria's rich writing culture. To date, over 1,600 unique titles have been added to the collection, showcasing the diverse voices and stories of our local authors. This initiative not only supports local authors by providing visibility and recognition but also enriches our library's collection, ensuring that our patrons have access to a diverse array of voices and stories.

Nellie McClung Branch

We are meeting with the District of Saanich regarding plans for our new library at 3950 Cedar Hill Road. While these discussions are still in the early stages, they mark an exciting step forward as we work together to envision a space that will serve our growing community for decades to come. Updates regarding the

Saanich's new library and affordable housing project can be found on the District's website: <https://www.saanich.ca/EN/main/community/community-planning/real-estate-services-division/library-and-affordable-housing-project.html>

Canadian Urban Libraries Council

The Canadian Urban Libraries Council (CULC) held their Fall meeting in Winnipeg at the Winnipeg Public Library's Millennium Library earlier this month. I was pleased to join my CEO colleagues to share insights, ideas and issues that large urban public library systems are dealing with across Canada. Agenda items included such timely and pertinent topics as safety and security, AI, intellectual freedom, indigenous literacy, publishing industry trends and more.

Collection Enhancements

This month we introduced some exciting new additions to our children's collection: read-along books with built-in audio and Yoto players that pair with story cards. Families can borrow players with card bundles, or just the cards for those with devices at home. We are among the few libraries in British Columbia to offer Yoto. At the October Board meeting, staff will present more information regarding these and other updates regarding GVPL's collections.

Safety & Security

Ensuring the safety and security of our staff and library users remains our foremost priority. Libraries, like all public spaces, are impacted by the complex challenges of the communities they serve. Several measures and investments in strengthening safety and security have been implemented over the recent months, including the operational roll out of GVPL's updated Board Policy 1.8: Responsibilities of Library Users. Thanks to our Safety, Security and Risk Management team and all staff for their collective efforts.

Recruitment

GVPL has achieved a significant milestone in staffing this month, with the regular vacancy rate reaching an all-time low of 9%, down from 20% at the beginning of 2025. This marks a notable improvement in organizational capacity and reflects sustained efforts to attract, retain, and onboard talent effectively. I would like to recognize the leadership and tremendous efforts of our People and Culture team for all they have done to move things forward.

Senior Leadership Team

We are delighted that Rina Hadziev, Executive Director of the British Columbia Library Association, has returned to GVPL to work with us on a short-term, part-time contract as Acting Director, Special Projects. Rina brings deep expertise and an exceptional understanding of our organization.

Maureen

Attachment 4.5.1

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Oak Bay Library experience
Date: September 22, 2025 11:09:59 AM

Good morning,

Your email has been received and shared with GVPL Board Trustees as requested. A written response is forthcoming.

Regards,

[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: September 13, 2025 5:25 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: Oak Bay Library experience

You don't often get email from [REDACTED] [Learn why this is important](#)

*** [This message originated from outside GVPL. Do not click links or open attachments unless you recognize the sender and know the content is safe.] ***

Dear Greater Victoria Library Chair and Board Members,

I visited your Oak Bay branch yesterday (Sept13th) to renew my Library card, which is required to be done every 3 years.

While in the Reception/ Checkout area, I noted four Rainbow Flags/posters in this space, but only one Canadian flag, and no Province of BC flag nor Cdn Indigenous flag.

My questions to you following this experience:

1- Why were there four Rainbow flags/posters in the checkout area, but only one

Canadian flag?

2- What is the Library's policy on hanging/displaying flags in public libraries across your network?

3-Are Library employees free to hang any flag that they wish to display in the Library?(ie; can an employees display a Ukranian flag, BLM flag, Sacred Heart of Jesus flag, Israeli flag... etc)

4-Does the Board agree that allowing some minority groups to hang/display their flag in the Library, while not allowing the flags of other minority groups, is an act of favoritism and/or discrimination?

5-Would the Library Board support the introduction of a new regulation whereby all GVP Libraries funded by taxpayer money are to be deemed IDEOLOGICALLY AND POLITICALLY NEUTRAL spaces?

When I go to the Library, it is to explore and read books and other materials offered at the Library.

While availing of the Library's services, I object to being subjected to the ideological messaging of library employees abd minority groups in our community.

While I respect the right of each library employee to their personal views and opinions, your employees should not have the right to display and promote their personal views to citizens who use the Library.

I find such messaging in a publically funded space to be highly inappropriate and it causes me to feel unwelcome in your Oak Bay branch.

Libraries must return to being ideologically and politically neutral spaces, where all views are treated equally and all citizens feel welcome.

I am requesting that my email be circulated to all GVPL Board members. I have copied [REDACTED] who is listed on your website as the Oak Bay Trustee.

Please note that I request a written response to my above questions.

Thank you.

[REDACTED]

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██████████

11/11/2016

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Administration & Central Branch: 735 Broughton St, Victoria, BC V8W 3H2 • **Customer Service:** 250 940-4875 gvpl.ca

Langford Heritage Branch • Nellie McClung Express Branch • Oak Bay Branch • Saanich Centennial Branch • sx^wenx^wən tənəx^w James Bay Branch



GREATER VICTORIA PUBLIC LIBRARY

2026 DRAFT Budget and 2026-2030 Five Year Financial Plan

Review / Approval Dates:

Review - Finance Committee: August 26, 2025

Review – Finance Committee: October 14, 2025

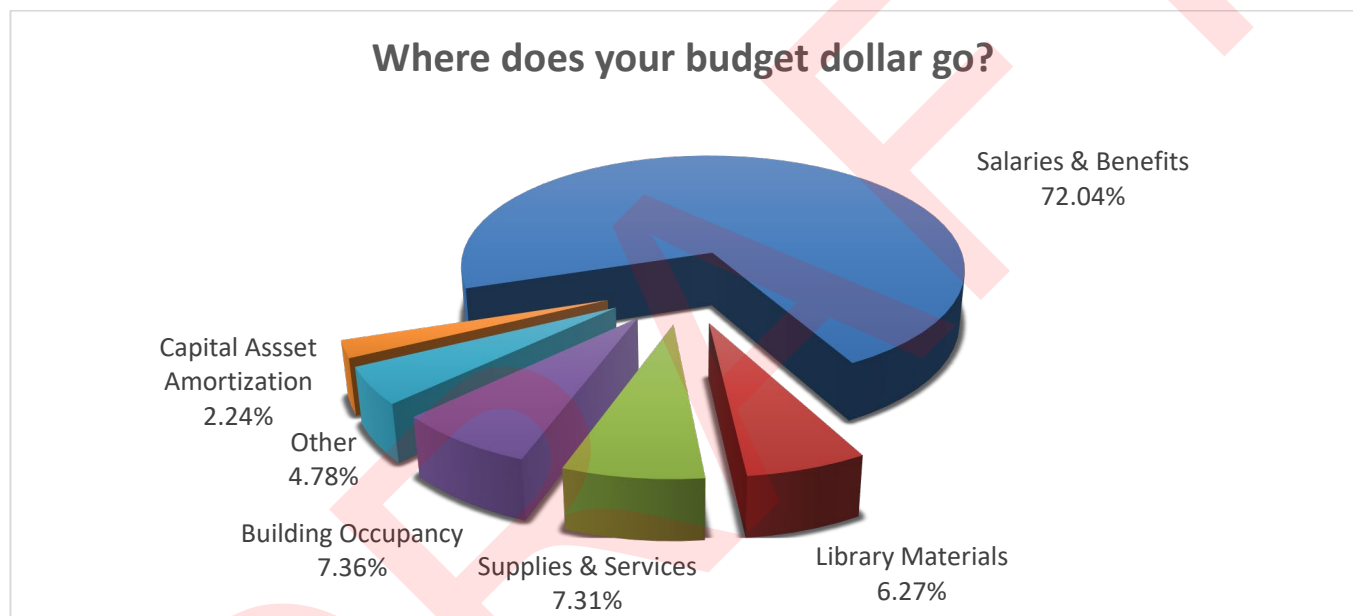
Approval – Board of Trustees: October 28, 2025

DRAFT 2026 Budget Executive Summary

Public libraries are a vital part of vibrant communities and support building strong local economies. The Greater Victoria Public Library (GVPL) supports literacy and lifelong learning by providing free and equitable access to information, space, tools, and expertise. There are 12 branch locations within 10 local municipalities serving more than 380,000 residents. The virtual branch at gvpl.ca is open anytime, anywhere.

GVPL's operating budget is funded primarily by our ten municipal partners, with remaining revenues from provincial and other grants. A key objective is to maintain municipal contribution increases within an acceptable range. As the role of public libraries has expanded dramatically in the past few years, budget increases are necessary to meet the growing needs of the communities we serve. GVPL is committed to supporting the wellbeing of our community by providing safe and inclusive spaces for all.

The Greater Victoria Public Library budget is allocated as illustrated below.



The Fiscal 2026 Budget will be impacted by a number of factors.

Staffing costs for the 2026 budget reflect a projected reduction in the vacancy rate along with increased service demands and expanded weekend operations. Planned staffing adjustments include increased supervisory support, additional People and Culture and IT resources to maintain weekend operations and strengthened safety and security initiatives such as enhanced training and emergency preparedness. GVPL continuously reviews staffing levels to ensure alignment with community needs. Staff investments are guided by GVPL's commitment to operational excellence, equitable service across communities, and a safe, sustainable work environment for all employees.

Sunday operations costs, including both branch operations and support service costs, are included in the 2026 budget.

The current collective agreement expired on December 31, 2024, and negotiations are ongoing.

The five-year financial outlook anticipates additional salary and branch related cost increases in 2028 to support operations at the anticipated newly expanded Nellie McClung Branch. There are uncertainties related to the timing and costs of the new Nellie McClung branch development project. Any changes to the assumptions used to create the original estimates may result in unanticipated increases.

Costs related to existing branch service delivery and facilities related requirements are budgeted in 2026 and future years at 2025 service levels. Support costs for providing library services continue to increase due to escalating costs of collections, safety and security requirements and system infrastructure costs.

As with the 2025 Budget, the 2026 Budget utilizes Reserve funds for system and infrastructure projects, security improvements, facility projects and funding the first year of new FTEs.

Key increases:

	2026	2027	2028	2029	2030
Total Budget - Funded	6.0%	3.4%	5.1%	2%	2%
Municipal Funding increase	8%	6.5%	6.5%	4.5%	3.5%

The cost drivers that result in the 6% increase for the 2026 Total Funded Budget are:

- Salaries inflation, new FTEs and decrease in estimated vacancy rate - \$1.63M
- Non-salary inflation and costs - \$268K
- Change in other funding sources (Grants, Donations) - \$140K
- Offset by increased use in Reserves - \$292K

GVPL is committed to operating efficiently and effectively to deliver library services to our 10 member municipalities. The library system leverages more than 100 active community partnerships to expand programs and lifelong learning opportunities for Greater Victoria residents. The Cost per Capita in the 2026 Budget is \$61.19, an increase from the 2025 Budget, \$57.58.



GREATER VICTORIA PUBLIC LIBRARY

DRAFT BUDGET AT A GLANCE

	<u>2026</u>	<u>2025</u>
Total Budget - Funded ¹	\$ 26,753,194	\$ 23,323,204
Total Budget Increase (Decrease)	6.02%	7.24%
Operating Budget ²	\$ 26,645,078	\$ 25,102,972
Operating Budget Increase (Decrease) ³	6.47%	6.73%
Capital Budget	\$ 2,055,166	\$ 2,035,749
Capital Budget Increase (Decrease)	0.95%	13.42%
Municipal Contribution - Total	\$ 23,594,459	\$ 21,846,722
Municipal Contribution - Increase	\$ 1,747,737	\$ 1,138,929
Municipal Contribution - Increase (%)	8.00%	5.50%
Funded from Municipal Cont. (%)	88.19%	86.58%
Use of Reserves	\$ 1,924,080	\$ 1,687,027
Funded from Reserves (%)	7.20%	7.97%
Other sources of Revenues	\$ 1,234,655	\$ 1,374,454
Funded from Other Revenues (%)	4.61%	5.45%
Cost per Capita ⁴	\$ 61.19	\$ 57.58
Cost per Capita Increase ⁵	\$ 4.53	\$ 3.00
Population (Member Municipalities) ⁶	385,596	379,404

Note 1 – Total budget funded is equal to Expenses (Operating budget) less amortization (non-funded expense) plus capital budget

Note 2 – Operating budget consists of operating expenses only

Note 3 – Net of Amortization

Note 4 – Municipal Contribution Total divided by Population

Note 5 – Municipal Contribution Increase divided by Population

Note 6 – As per BC Stats, 2024 Sub-Provincial Population Estimates



GREATER VICTORIA PUBLIC LIBRARY

2026 DRAFT Budget and Five-Year Financial Plan

	<u>2025</u>	<u>2026</u>	<u>Change</u>	<u>Change%</u>	<u>Notes</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
Revenues									
Municipal Contributions - Operating	\$ 21,846,722	23,594,459	\$ 1,747,738	8.00%	1	\$ 25,128,099	\$ 26,761,426	\$ 27,965,690	\$ 28,944,489
Municipal Contributions - Start-up	-	-	-		2	-	-	-	-
Provincial Grants	712,372	678,372	(34,000)	-4.8%	3	678,372	678,372	678,372	678,372
Federal Grants	-	-	-	0.0%		-	-	-	-
Fees and Misc.	25,757	29,400	3,643	14.1%	4	29,400	29,400	29,400	29,400
Contracts for Service	32,890	32,890	-	0.0%	5	32,890	32,890	32,890	32,890
Investment Income	400,000	400,000	-	0.0%	6	400,000	400,000	400,000	400,000
Donations and Other Grants	203,436	93,993	(109,443)	-53.8%	7	94,043	94,084	94,125	94,168
	23,221,176	24,829,114	1,607,938	6.9%		26,362,804	27,996,171	29,200,477	30,179,319
Expenses (Operating Budget)									
Salaries and Benefits	17,486,121	19,194,782	1,708,661	9.8%	8	20,541,867	21,813,464	22,249,733	22,694,728
Library Materials	1,624,966	1,671,447	46,481	2.9%	9	1,713,233	1,747,498	1,782,448	1,818,097
Amortization	1,905,517	1,947,000	41,483	2.2%	10	1,947,000	1,947,000	1,947,000	1,947,000
Supplies and Services	2,229,537	1,960,256	(269,281)	-12.1%	11	1,639,013	1,670,793	1,703,209	1,736,273
Building Occupancy	1,271,002	1,274,241	3,240	0.3%	12	1,304,847	1,318,517	1,344,888	1,371,785
Other Expenses	585,829	597,352	11,523	2.0%	13	612,285	624,531	637,022	649,762
	25,102,972	26,645,078	1,542,107	6.1%		27,758,246	29,121,803	29,664,299	30,217,645
Annual Surplus/(Deficit)	(1,881,795)	(1,815,964)	65,831	-3.5%		(1,395,442)	(1,125,632)	(463,822)	(38,326)
Add back: Unfunded Amortization	1,905,517	1,947,000	41,483	2.2%	11	1,947,000	1,947,000	1,947,000	1,947,000
	23,722	131,036	107,314			551,558	821,368	1,483,178	1,908,674
Total Budget - Funded	25,233,204	26,753,194	1,519,991	6%		27,664,115	29,064,730	29,645,024	30,236,925
Total Budget - Funded increase	7.24%	6.02%				3.40%	5.06%	2.00%	2.00%
Municipal Contributions-Operating Increase	5.50%	8.00%				6.50%	6.50%	4.50%	3.50%
Municipal Contributions-Estimated Increase from prior year		4.00%				3.50%	3.00%	3.00%	

Version: 2025-10-28



2026 DRAFT Budget and Five-Year Financial Plan

	<u>2025</u>	<u>2026</u>	<u>Change</u>	<u>Notes</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
Balance forward from Page 1	23,722	131,036	107,314		551,558	821,368	1,483,178	1,908,674
Capital Expenses								
Library Materials - Operating	1,364,249	1,398,541	34,292	2.5% 9	1,433,505	1,462,175	1,491,418	1,521,246
Hardware - Operating	300,000	345,000	45,000	15.0% 14	100,000	102,000	104,040	106,121
Shelving - Operating	80,000	82,400	2,400	14	84,460	86,149	87,872	89,630
Furniture and Equipment - Operating	216,000	151,410	(64,590)	-29.9% 14	155,195	158,299	161,465	164,694
Building Improvement - Operating	75,500	77,765	2,265	3.0% 14	79,709	81,303	82,929	84,588
Vehicles - Operating	-	-	-		-	-	-	-
Branch Start-ups:								
Library Materials	-	-	-		-	-	-	-
	2,035,749	2,055,116	19,367		1,852,869	1,889,926	1,927,725	1,966,279
Transfers								
Transfer to Replacement Reserve	-	-	-		-	-	-	-
Transfer from Replacement Reserve	(400,000)	(412,000)	(12,000)		(422,300)	(430,746)	(394,547)	(7,606)
Transfer from Contingency Reserve	(175,986)	(437,080)	(261,094)		(579,011)	(587,812)	-	-
Transfer from Personnel Contingency Reserve	(481,041)	(400,000)	81,041		(200,000)	-	-	-
Transfer from Consulting Reserve	(200,000)	(400,000)	(200,000)		(100,000)	(50,000)	(50,000)	(50,000)
Transfer from ITS Reserve	(430,000)	(275,000)	155,000		-	-	-	-
Transfer from Library Materials Reserve	-	-	-		-	-	-	-
Transfer from Enhancement Reserve	(325,000)	-	325,000		-	-	-	-
Transfer to/(from) Reserves	(2,012,027)	(1,924,080)	87,947	15	(1,301,311)	(1,068,558)	(444,547)	(57,606)
Transfer to/(from) Accumulated Surplus	-	-	-		-	-	-	-
Debt repayments	-	-	-		-	-	-	-
Financed assets	-	-	-		-	-	-	-
	(2,012,027)	(1,924,080)	87,947		(1,301,311)	(1,068,558)	(444,547)	(57,606)
Financial Plan Balance	(0)	-	0		-	-	(0)	0
Reserve Balance	6,877,306	4,953,226			3,651,915	2,583,357	2,138,810	2,081,204

Version: 2025-10-28


DRAFT 2026 MUNICIPAL CONTRIBUTIONS

	2025		2026					
	Share 2025 (*1)	Total Requisition 2025	Share 2026	Operating Budget	Rent Adjustment (*2)	Total Requisition 2026	Increase	
							\$	%
Central Saanich	5.09%	\$1,121,007	5.05%	\$1,191,520	\$8,939	\$1,200,459	\$79,452	7.10%
Colwood	5.33%	1,171,585	5.44%	1,283,539	7,307	1,290,846	119,260	10.20%
Esquimalt	5.19%	1,129,124	5.18%	1,222,193	-4,819	1,217,374	88,250	7.80%
Highlands	0.76%	167,057	0.71%	167,521	953	168,474	1,417	0.80%
Langford	13.38%	2,941,210	13.96%	3,293,786	18,914	3,312,700	371,490	12.60%
Metchosin	1.52%	334,090	1.50%	353,917	1,993	355,910	21,820	6.50%
Oak Bay	6.02%	1,309,570	5.93%	1,399,151	-5,720	1,393,431	83,862	6.40%
Saanich	31.91%	6,945,630	31.53%	7,439,333	-26,195	7,413,138	467,508	6.70%
Victoria	27.73%	6,055,558	27.64%	6,521,508	-2,564	6,518,944	463,386	7.70%
View Royal	3.07%	671,890	3.06%	721,990	1,192	723,182	51,292	7.60%
Total	100%	\$21,846,712	100%	\$23,594,459	\$0	\$23,594,459	\$1,747,747	8.00%

1 - % Share calculated before Rent Adjustment to be comparative to 2026

2 - The **Rent Adjustment** is calculated in accordance with Section 8.12 (a), (b) and (c) of the Library Operating Agreement and relates to portions of buildings used to benefit all member municipalities: the Collection and Technical Services section of the Juan de Fuca Branch building and the Administrative portion of the Central Branch building. Municipalities which did not contribute to the initial acquisition of such building or who did not subsequently purchase a portion of such building pays reasonable rent to those Municipalities that did.



GREATER VICTORIA PUBLIC LIBRARY

DRAFT 2026 MUNICIPAL PER CAPITA CONTRIBUTIONS

	2026				
	Total Requisition 2026	Population ¹	Cost Per Capita 2026	Increase per capita	increase
Central Saanich	\$1,200,459	18,150	66.14	\$4.38	\$79,452
Colwood	\$1,290,846	22,151	58.27	\$5.38	\$119,260
Esquimalt	\$1,217,374	19,302	63.07	\$4.57	\$88,250
Highlands	\$168,474	2,618	64.35	\$0.54	\$1,417
Langford	\$3,312,700	58,320	56.80	\$6.37	\$371,490
Metchosin	\$355,910	5,331	66.76	\$4.09	\$21,820
Oak Bay	\$1,393,431	18,813	74.07	\$4.46	\$83,862
Saanich	\$7,413,138	125,436	59.10	\$3.73	\$467,508
Victoria	\$6,518,944	102,856	63.38	\$4.51	\$463,386
View Royal	\$723,182	12,619	57.31	\$4.06	\$51,292
Total	\$23,594,459	385,596	\$61.19	\$4.53	\$1,747,747

¹ Source of population figures - BC Stats website: <https://www2.gov.bc.ca/gov/content/data/statistics/people-population-community/population/population-estimates>, 2024, accessed July 2025

General note: Percentage share of costs by municipality are determined based on 50% property assessment value and 50% population estimate. More detailed information on assessment values and population are available on request.

DRAFT Notes to the 2026 Budget and Five-Year Financial Plan

Components of the 2026 budget include the following:

1. Municipal Contributions – Operating

Increase \$1,747,738 or 8.0%

2. Municipal Contributions – Start-up

Nil

This line item represents any funds made available within the operating budget specifically identified for a new branch or relocation of an existing branch. Nellie McClung Express branch start-up costs were incurred in 2025. No costs have been included for the start-up costs for the new Nellie McClung branch or any other alternative service delivery.

3. Provincial Grants

Decrease \$34,000

Regular Provincial funding (operating) for public libraries in British Columbia is based on the base funding received in 2025. The 2025 budget included the use of \$34K of Provincial funding received in prior years for the Esquimalt digital media lab.

4. Fees and Misc.

Increase \$3,643

This revenue category included revenue relating to fees, meeting room rentals and printing. The 2026 Budget includes revenue related to fees only. Policies and procedures related to printing and meeting room rentals are under review.

5. Contracts for Service

No Change

This is an annual payment from the Capital Regional District for service delivery relating to the Juan de Fuca Electoral District. (Willis Point, Durrance, Malahat).

6. Investment Income

No change

Investment revenue is conservatively estimated to reflect projected continuation of modest earnings in the Municipal Finance Authority bond fund and returns for secured GIC's and operating bank interest that reflect current and anticipated interest rates.

7. Donations and Other Grants

Decrease \$109,443

Donations and grants can vary from year to year and are dependent on specific funded programs and services planned during the year. Donations specific to collections are not included as the related collections cost is also excluded. New funding opportunities will continue to be explored.

8. Salaries and Benefits

Increase \$1,708,661

Labour is budgeted at full scheduled hours. Sunday openings based on five branches open for seven months in 2026 have been included. Staff gapping or an estimation of vacancies is included in the budget.

- Increases relate to:
 - Estimated contractually negotiated uplifts (potential) - \$700K including benefits.
 - Additional or increased budgeted positions - \$545K including benefits.
 - Planning for a lower vacancy rate - \$387K
- Personnel Reserve is being utilized to partially fund the cost increase in 2026 \$400K and 2027 \$200K.
- Salaries and Benefits FTE increases include positions that support safety and security and service delivery:
 - Library Services \$286K
 - 3.4 FTEs – 2nd Branch Supervisor at Central Branch Library; 2 Circulation Assistants and 1 Page (safety/security req.)
 - People and Culture \$140K
 - 1 FTE HR Advisor
 - CEO and Senior Leadership Team Executive support - \$56K
 - 0.5 FTE
 - Information Technology (IT) Helpdesk and IT Specialist support \$63K
 - 0.4 increase to current P/T positions; 0.2 increase to IT Specialist

9. Library Materials (Collections) (Expense and Capital)

Increase Expense – eResources and Digital Assets \$46,481

Increase Capital – Physical Materials \$34,292

The library materials(collections) budget is split between expenses for digital and eResources and capital for books, audio visual and other physical formats which are capitalized as assets and amortized over 7 years.

10. Amortization

Increase \$41,483

This is the estimated amortization expense for tangible capital assets, in accordance with the Board's Tangible Capital Asset policy. Since this is an unfunded expense, it is added back to the budgeted annual surplus and does vary year over year depending on capital asset purchases and disposals.

11. Supplies and Services

Decrease \$269,281

The decrease is related to specific one-time initiatives, funded by Reserves in 2025.

Ongoing supplies and services costs that are funded by Municipalities include general and office supplies, telephone, networks, subscription and licensing, professional fees, advertising, printer paper, moving costs and shuttle fuel. This category also includes furniture, computers and other equipment and peripherals under \$1000. The primary reasons for the increase in ongoing costs in this category are related to higher professional services, furniture and equipment moving, and health & safety.

12. Building Occupancy Increase \$3,240

Building occupancy includes building maintenance, security, recycling and refuse collection and utilities. The main cost driver in this category is security services.

13. Other Expenses
Increase \$11,523

Other expenses include insurance, employee recruitment costs, training, and business travel expenses. Printer lease, copy costs and paper are also included in this category. The increase is driven by inflation.

14. Capital Expenditures (Library Materials, Hardware, Shelving, Furniture and Equipment, Building Improvement, Vehicles)
Increase \$19,367

Capital expenditures increases are primarily due to increased IT hardware replacement costs, which are mainly funded by Reserves.

15. Transfer to/(from) Reserves
Change in Net Transfer from Reserves (\$87,947)

The 2026 budget continues to utilize Reserve balances to augment funding for facilities upgrades, implementation of security initiatives and information technology infrastructure; as well as Occupational Health and Safety compliance and phase two of the updated website/virtual branch infrastructure project. Transfers to and from reserves are approved by the Board of Trustees through the Budget approval process or specific briefing notes.



GREATER VICTORIA PUBLIC LIBRARY

Appendix 1 - **DRAFT** Reserve Fund Balances

Reserve Fund	Dec 2024 Balance	2024 Surplus Alloc	Jan 1/25 Balance	Planned 2025	2026 Budget	Planned 2027-2030	Forecasted Balance 2030
Replacement	1,768,274	200,000	1,968,274	(400,000)	(412,000)	(1,255,199)	(98,925)
Personnel	1,429,462	-	1,429,462	-	(400,000)	(200,000)	829,462
Library Material	712,185	24,119	736,304	-	-	-	736,304
ITS Replacement	780,255	363,000	1,143,255	(789,000)	(275,000)	-	79,255
Consulting Reserve	838,794	50,000	888,794	(205,000)	(400,000)	(250,000)	33,794
Contingency	2,187,363	112,471	2,299,834	-	(437,080)	(1,166,823)	695,931
BC Enhancement Grants)	1,147,703	40,095	1,187,798	(1,187,798)	-	-	-
Total Reserve Funds	8,864,036	789,685	9,653,721	(2,581,798)	(1,924,080)	(2,872,022)	2,275,821
Capital Improvement Fund			1,903,612				1,903,612
Total Reserve and Unrestricted Funds			11,557,333	(2,581,798)	(1,924,080)	(2,872,022)	4,179,433



PROPOSED
2026 Greater Victoria Public Library Board
Regular Meeting Dates

January 27
February 24
March 24
April 28
May 26
June 23
September 22
October 27
November 24
December 15*

*All Board meetings are held on the fourth Tuesday of the month from
12:00 PM to 1:00 PM *except for December

No meetings are scheduled in July and August