



REPORT TO COUNCIL

To: **Mayor and Councillors**

Subject: Fraser Valley Regional Library – Capital
Improvement Funding Approval

File #: [Required]

Doc #:

From: Darrin Leite, CPA, CA
Director of Corporate Services

Date: August 31, 2020

RECOMMENDATION:

THAT Langley City Council approve the use of up to \$20,750 of the Fraser Valley Regional Library's Member Salary and Benefit Reserve to be used to upgrade the automatic book sorting machine and installation of a counter top glass barrier at the service check out.

PURPOSE:

The purpose of the report is to seek Council's approval to use up to \$20,750 of the FVRL Salary and Benefit Reserve funds. The funds will be used to upgrade the computer components of the automatic book sorting machine and pay for a portion of the installation costs of the glass barrier installed on the service check out counter to separate the staff and patrons due to COVID-19.

POLICY:

None.

COMMENTS/ANALYSIS:

The FVRL have a policy that 50% of the cost savings that are realized when budgeted staff positions, paid for by the municipality, become vacant during the year, will be transferred to a FVRL Salary and Benefit Reserve. The City can access these funds to make improvements at the City's library.

The City has been advised that there is approximately \$20,750 available in the reserve held by FVRL. The FVRL Board requires a City of Langley Council motion to be passed to authorized the use of these funds.

The automatic book return machine needs an operating system upgrade because the current version is no longer supported by Microsoft.

A sneeze guard glass barrier has been installed on top of the library service counter to allow library staff to safely service the patrons when checking out their books.

BUDGET IMPLICATIONS:

The sorting machine upgrade is estimated to cost \$17,050 leaving \$3,700 available to offset a portion of the \$19,700 cost to install the glass barrier.

A budget amendment will be required to include these expenditures in the 2019 – 2023 Financial Plan.

Respectfully Submitted,



Darrin Leite, CPA, CA
Director of Corporate Services

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I support the recommendation.



Francis Cheung, P. Eng.
Chief Administrative Officer