

## **SECTION 7: FINANCE AND PURCHASING**

### **POLICY 7.3: CAPITAL EXPENDITURES AND DEBT MANAGEMENT POLICIES**

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**Passed:**  
**Amended:**

#### **7.3.1 Capital Improvement Policy**

It is the intent of the Library to undertake ongoing capital improvements in relation to societal growth and community need. Each capital improvement will contribute to the overall plan for major renovation.

- 7.3.1.1 The Prince George Public Library Board of Trustees meets with Council representatives and Municipal staff each year to provide the City of Prince George with its capital requests for inclusion in the Municipal Capital Expansion Plan (CEP).
- 7.3.1.2 The Library will provide advice to Municipal personnel on fund development strategies to help secure infrastructure grants and subsidies that may fall within its jurisdiction or awareness.
- 7.3.1.3 The Library Board will take into account the impact of Capital Expenditures and improvements on subsequent cycles of the Operating Budget.
- 7.3.1.4 Each budget year, the Library will account for ongoing expenditures that may arise from capital improvements to the Library's facilities or infrastructure.
- 7.3.1.5 Capital improvement to the building and long term borrowing shall be reviewed with the City through a special Board presentation to Council.
- 7.3.1.6 Capital improvements to systems shall be subject to a five (5) year cycle of replacement and can either be a capital request to City, or a lease arrangement within the operating budget, as voted by the Board.

#### **7.3.2 Long Term Debt and Accrued Liabilities**

The Library will not incur long term debt. All debt management is in cooperation with the City of Prince George. Any unfunded liabilities shall be balanced with matching funds on an annual basis, held in an account to yield interest, and balanced at year end.

#### **7.3.3 Detailed Financial Plan**

- 7.3.3.1 The Library will provide a detailed financial plan, letter to the Mayor and Council, and an Executive Summary to the City of Prince George, upon formal request each December for the upcoming year.



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- 7.3.3.2 The Prince George Public Library Board of Trustees and its executive, along with the Chief Librarian, will make a formal budget presentation each year to Council on a date selected by Council by formal notification.