



BPL Board Agenda

Regular Meeting

Date Thursday, July 17, 2025
Time 6:30pm
Location Program Room
 Bob Prittie Metrotown Library
 6100 Willingdon Ave Burnaby, BC V5H 4N5

Chair Anna Lu

We respectfully acknowledge that Burnaby Public Library is located on the unceded territories of the [xʷməθkʷəy̓əm \(Musqueam\)](#), [Skwxwú7mesh \(Squamish\)](#), [səlilwətaʔ \(Tsleil-Waututh\)](#), and [kwikwəḷəm \(Kwikwetlem\)](#) Peoples. Each Nation has distinct histories and distinct traditional territories that fully or partially encompass the city of Burnaby.

We encourage you to learn more about the Host Nations whose ancestors have occupied and used these lands, including parts of present-day Burnaby, for thousands of years.

AGENDA	TIME	PAGE NO.
1. Agenda		
1.1 Motion to receive Agenda.		
2. Minutes		
2.1 Motion to adopt the minutes of the regular meeting held May 15, 2025 as circulated.		
3. Delegation		
3.1 Rachel Altman – Political Symbols in Burnaby Libraries	10 min	
4. Reports	10 min	
4.1 Board Chair (verbal)		
4.2 Council Liaison (verbal)		
4.3 InterLINK Representative (verbal)		
5. Items for Information		
5.1 Strategic Plan Report Q2 2025	15 min	3 - 15
5.2 Statement of Financial Information 2024	5 min	16 - 42

6. Correspondence
 - 6.1 Re: Burnaby Public Library 2024 Annual Report 5 min 43
7. Other Business
8. Next Library Board Meeting
September 18, 2025 at 6:00pm at the Cameron branch.
9. Adjournment
 - 9.1 **Motion** that the regular meeting adjourn and that the Board resolve itself into an in camera meeting from which the public is excluded to consider patron bans and budget information.



TO: CHAIR AND TRUSTEES
BURNABY PUBLIC LIBRARY BOARD

FROM: CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY

DATE: JULY 17, 2025

SUBJECT: STRATEGIC PLAN REPORT Q2 2025

RECOMMENDATION:

THAT the Library Board receive this report for information.

REPORT

Connect the Community

- Develop library services that serve the diversity of people living in Burnaby.
- Lower and minimize barriers to library services.
- Provide library services to communities in their preferred language.
- Connect people to the services and resources they need.
- Create opportunities so that library users learn from and feel more connected to each other.

NEW MEMBERS	Q2 2025	Q2 2024	Increase/Decrease	
			Number	%
	7,158	8,686	-1,528	-21%

HLAS – PATRONS SERVED	Q2 2025	Q2 2024	Increase/Decrease	
			Number	%
	819	717	102	12%

COMMUNITY WORK – VISITS	Q2 2025	Q2 2024	Increase/Decrease	
			Number	%
	267	155	112	42%

Harm Reduction Supplies at Cameron

The Harm Reduction Supplies program rolled out at Cameron in April. The supplies have been helpful for patrons who have needed a snack, water or bus ticket in order to meet some basic needs. Recently, Cameron Recreation Centre and the Library worked together to respond to a community member who came to the Recreation Centre in search of a shower facility. The Library was able to offer a bus ticket, and the Recreation Centre connected the patron to the closest Rec Centre with available showers.

Connecting with Patrons in their Home Language

A patron and his daughters visited Cameron to join the library and find books. The patron was looking for beginner-friendly books with familiar characters for his Farsi-speaking daughters. The children were reluctant to speak to the librarian, so the librarian asked a Farsi-speaking staff member to talk to the patrons and ask them about what they like to read. When the staff member introduced themselves, the interaction noticeably shifted. After a Salam, the kids began to share their interests, allowing the librarian to find books the children were enthusiastic about.

Teen Connections at McGill

At McGill, Teen Librarian Rhiannon has developed a strong relationship with the nearby Summit Youth Centre, and works with Youth Centre staff to share information about resources available to youth in both locations. During the recent Hats Off Day festivities, many teens taking a break from the heat at McGill were excited when they were told about a free barbecue at Summit, and asked for directions as they had never visited the Youth Centre before. Similarly, Youth Centre staff share information with their visitors about the resources available to them at the McGill library.

Food Hub Connection

In late May, Children's Librarian Vicki accompanied Community Librarian Maité to a local food hub that serves many people with precarious immigration status. Maité had noticed many families attending and felt that a children's librarian's expertise might be helpful. Maité's Spanish fluency combined with Vicki's expertise in serving families and children mean that we are able to connect with community members in their first language and let them know about free drop-in programs in community and the library, including the Summer Reading Club.

English Language Learning

Federal government funding cuts to settlement services earlier this year mean that several local organizations will be unable to offer language instruction beyond basic or beginner level English. Community Librarian Andrea was invited to speak with some of these LINC classes on how students could continue their English-learning journey with resources available at BPL. Earlier this year, Andrea prepared BPL staff on how to better serve language learners when they are seeking assistance with their English language learning in the library.

YWCA Survive to Thrive Program

This quarter, Community Librarian Sue welcomed women from the YWCA Survive to Thrive Program to Cameron. The Survive to Thrive program offers specialized employment and skills training services for survivors of violence and/or abuse. Sue provided a tour of the library, shared resources that supported what the women were learning, and talked about other free resources that could address needs in their lives including: streaming through Kanopy, listening to Naxos Jazz on their daily commute, and World Language collections to support their children's use of their home languages. The women appreciated the visit to the library and they are now aware of another safer space in their community.

Meet the BCAT

BPL staff planned three drop-in events with the Burnaby Community Action Team (BCAT) at the Bob Prittie Metrotown, McGill, and Tommy Douglas locations. Called Meet the BCAT, patrons learned how BCAT is addressing the toxic drug crisis and combating the stigma that surrounds it. Attendees could ask questions, look at resources, check out a book from the library display, and learn about how to identify and respond to toxic drug poisoning. Library staff also participated in the program to learn more about our community's needs in this important area.

Operating Plan Project Updates	
Project	Update
Multilingual Services	Project complete.
Harm Reduction	Cameron launched the service to provide harm reduction supplies (snacks, juice, water, bus tickets) at the end of April. Tommy Douglas and Metrotown are continuing to offer this service to patrons. Work to implement this service at McGill is underway.
Courtesy Phones	An evaluation of the Cameron phone has been completed and includes recommendations and considerations for rolling out courtesy phones at Metrotown, Tommy Douglas, and McGill. Branch Managers are planning for introduction of courtesy phones at these branches by the end of the year.
Accessible Services	The City of Burnaby accessibility plan was approved by Council in late May. The plan can be viewed online and print copies can be borrowed from BPL. The accessibility plan fulfills the final component of the Accessible BC regulation. The accessibility committee and feedback mechanism were previously established. This quarter also saw the completion of the McGill physical accessibility audit, the last branch to be completed. Staff are reviewing the audits and will work with the City on implementation priorities.

Create Welcoming & Innovative Spaces

Provide additional BPL facilities and services to people across Burnaby.

Indigenize the design and naming of library spaces in relation with Host Nations.

Celebrate Burnaby's diverse communities in BPL spaces.

Provide a refuge for people in response to affordability and the climate crisis.

Create accessible, flexible spaces that respond to evolving community needs.

Create physical and digital spaces that inspire play and imagination.

VISITS TO BRANCHES	Q2 2025	Q2 2024	Increase/Decrease	
			Number	%
Metrotown	153,505	144,903	8,602	6%
McGill	94,560	108,233	-13,674	-13%
Tommy Douglas	83,407	80,294	3,113	4%
Cameron	60,114	47,265	12,849	27%
TOTAL	391,586	380,695	10,891	3%

ONLINE VISITS	Q2 2025	Q2 2024	Increase/Decrease	
			Number	%
Website	187,882	195,308	-7,426	-4%
Catalogue	561,929	873,891	-311,962	-36%

ROOM USE BY COMMUNITY GROUPS	Q2 2025	Q2 2024	Increase/Decrease	
			Number	%
Metrotown	833	873	-40	-5%
McGill	36	50	-14	-28%
Tommy Douglas	132	189	-57	-30%
TOTAL	1,001	1,112	-111	-10%

Indigenous Placemaking

In April, Teen Librarian Sarah and Manager, Community Development Noreen Ma worked with an Indigenous consultant to facilitate an in-person consultation with Indigenous community members about how to make BPL spaces more welcoming and inclusive to Indigenous people. The consultation featured a welcoming from Nova Wolf, a 2SLGBTQIA+ artist and cultural worker from the Musqueam and Sumas Nations, bannock tacos and ASL interpretation; all were appreciated by participants in attendance. This was a good first step to invite Indigenous community members into our space, and more consultation is needed.

Interactive Idea Boards at McGill

Children's Librarian Vicki has been creating interactive Idea Boards to encourage connection, creativity, and a feeling of community for the children and families at McGill. Some recent popular questions were, "What are you looking forward to doing in the summer?" and "When have you seen someone doing something kind?".

This last question was inspired by *When We are Kind*, a picture book by Monique Gray Smith, a local Cree and Scottish author, and was shared with McGill families during National Indigenous Peoples Month.

Library as Place Conference

Metrotown Branch Manager Desiree Baron and Finance & Facilities Manager Franca DeLuca attended the Ontario Library Association's Library as Place Conference in North York, Ontario. This unique conference brings together library professionals, architects, and other building professionals. Desiree and Franca toured several new libraries, and attended presentations on award-winning library designs and spaces.



Operating Plan Project Updates

Project	Update
Strategic Facilities Plan	studioHUB completed the bulk of the Strategic Facilities Plan in May. Consultants are waiting for revised figures from the City of Burnaby and a meeting with City Council in late July before finalizing the plan.
McGill Renovation	Project complete.
Indigenous Placemaking	In April, BPL hosted an in-library facilitated consultation with Indigenous people. On National Indigenous Peoples Day, BPL launched a survey to gain more feedback from Indigenous community members; the survey remains open until July 22.
New Cameron	The site is enclosed with perimeter fencing. Three cranes have been installed and are currently in use. In the coming months activity will continue to ramp up on site with the structure progressing east, as

	well as suspended slabs in the west. See aerial photo below.
Cultural Celebrations	The project to create a plan to bring cultural and other celebrations to library spaces kicked off in Q2. A project plan has been completed, and consultation with key staff has begun, examining questions around how we choose celebrations, how we involve community, funding and logistics. The project deliverable is a plan that will guide staff in organizing events, and a pilot event to test the plan.



New Cameron construction, July 2025

Encourage Curiosity & Learning

Provide library services and collections that feed people's curiosity, learning and imagination.

Engage library users in advancing equity issues.

Engage library users in understanding the impacts of settler colonialism, and ways in which we can advance Truth and Reconciliation.

Increase information literacy and civic engagement among library users.

Facilitate community participation in brave dialogues on big issues.

CIRCULATION – PHYSICAL ITEMS	Q2 2025	Q2 2024	Increase/Decrease	
			Number	%
	674,344	649,672	24,672	4%

CIRCULATION – DIGITAL	Q2 2025	Q2 2024	Increase/Decrease	
			Number	%
	124,750	110,165	14,585	13%

TECHNOLOGY USE	Q2 2025	Q2 2024	Increase/Decrease	
			Number	%
Computer Sessions	62,632	46,566	16,066	35%
Digital Studio Sessions	786	682	104	15%
TOTAL	63,418	47,248	16,170	34%

PROGRAMS	Q2 2025	Q2 2024	Increase/Decrease	
			Number	%
	191	181	10	6%

DIGITAL RESOURCES	Q2 2025	Q2 2024	Increase/Decrease	
			Number	%
	25,879	16,837	9,042	54%

Mobile Self-Checkout

BPL staff rolled out mobile self-checkout across locations in April 2025. Previously, patrons could check out items at library service counters and at self-serve checkout kiosks at each branch. Mobile self-checkout provides a third option, allowing borrowers to check out items on their mobile phones using the BiblioCommons app. Borrowers can now check out items as they browse the shelves or directly from the holds area in branches, without waiting in line. One patron wrote to us with the comment, "Very convenient! Quick! I don't need to stand in the queue for borrowing or worry about not

bringing my library card anymore. Love it! Good job!” Another patron commented, “I love the mobile self-checkout. I hope you keep it! I don’t need to pull out my library card or anything. It’s awesome.”

Employment Services

This quarter, the library held Employment Services drop-in programs in partnership with WorkBC at Bob Prittie Metrotown and Cameron, the latter of which is a new location. The Employment Services drop-in supports newcomers, students, and community members with job readiness, including those who may not qualify for help at WorkBC offices. Held once a month, the drop-in sessions are both popular and impactful, and many students and newcomers expressed appreciation for personalized support in crafting resumes and cover letters.

Memory Care Kits

After hearing from patrons and their caregivers who were looking for materials that support brain health and memory, HLAS staff brought this idea to Collections staff as a potential addition to the BPL Collection. Collections Librarian Jen looked into what other libraries provided and sourced different activities and materials that could be useful. Jen worked with HLAS staff and Community Librarians who tried some of the activities and resources on community visits to see what worked well and what didn’t. After months of community consultation, Memory Care Kits are now available for all patrons to borrow. Each kit is unique and contains activities like puzzles, matching games, conversation starters, and re-usable crosswords and word searches. Since launching in May, the Memory Care Kits have been checked out by care homes, community groups for older adults, and brought on visits by community librarians.

She Looks Like Me!

At Cameron, a librarian was helping a young patron find some first chapter books. The librarian pulled a Mindy Kim book off the shelf, explained what the series was about and handed the patron the book. The patron looked at the cover for a longer-than expected time and said, with a quiet smile: “She looks like me.” The librarian agreed, and a conversation was sparked. The young patron shared a little about herself, and told the librarian how excited she was to take the book and try out the series. This story highlights how valuable it is that our collection holds diverse stories and authorship for readers of all ages.

Digital Studio Programs

The Digital Studio hosted a new program called Cold Reads & Fast Takes on New Materials, presented by Melanie Yeats from Playwrights Theatre Centre. Feedback was overwhelmingly positive, as one participant wrote: “Great workshop! Very engaging, fun, and drew my interest. Thank you for offering this.” Feedback also provided good direction for future programs and services such as more hands-on teaching, and Photoshop and video editing seminars.

Civic Engagement

Both Metrotown and Tommy Douglas libraries served as polling stations in the April federal election. Both branches were extra busy on those days. Kudos to staff for their

help in guiding community members to the polling stations, and particular kudos to Building Service Workers for all their work setting up the rooms.

Julia's Studio

BPL Teen Services worked with Burnaby Schools Settlement Workers to plan two creative workshops for newcomer teens. The workshops were part of our ongoing community work with newcomer teens and were funded by the Julia Nelson Trust. Teens from all over Burnaby participated in a crochet workshop and a floral arrangement workshop at the McGill branch. By hosting two year-end activities at the branch, close to other resources, we helped teens to learn about the services available to them outside of their schools. Some teens continued to work on their projects after the sessions and were excited to show their creations to library staff, peers, and settlement workers. At a time when many organizations supporting newcomers are facing budget constraints, this collaboration allowed us to work with other service providers to offer welcoming, fun opportunities that went beyond essential settlement supports, and encouraged newcomer teens to express themselves and build community with each other.

Summer Reading Club

June marks the start of the annual BC Summer Reading Club (SRC), but the Children's Librarian team has been busy preparing for SRC all spring. Children's Librarians visited schools and welcomed classes to the library to share information about the program and help get kids ready to start their summer reading. The visits prompted lots of fun conversations about how the library works, books to read over the summer, and what kinds of reading count for SRC (reading in any language, being read to, etc. – all reading counts!). It's a great opportunity to introduce kids and caregivers to the program, welcome back those who have participated before, and generally get everyone excited to continue reading over the summer.

Accessible Audiobooks

Since the announcement that the Centre for Equitable Library Access (CELA) will stop producing and sending audiobook CDs to CELA users and libraries by the end of July, staff in Home Library and Accessible Service (HLAS) have been navigating the transition with patrons. The HLAS department has purchased new equipment including portable audiobook players that can be pre-loaded with audiobooks, SD cards that can be pre-loaded with audiobooks and inserted into Victor Readers, and other accessible equipment for HLAS patrons to try. As each patron has unique needs, HLAS staff are reaching out to individual patrons that will be impacted by the change and are presenting them with the options that we can provide.

Digital Literacy Programs

A variety of computer skills programs were held this spring including the Computer Basics series, which covers topics like Getting Started with Computers, and Using the Internet, Microsoft Word, and Email. Based on feedback from the staff in the library and out in community, we brought back the Computer Skills for Job Searching program, which covers job search websites, using templates to create resumés and cover letters, preparing for online interviews, and discovering local resources and information on BPL's Job Search and Careers page. Also based on trends and feedback from staff, we held a new program called What is Cloud Storage? at Bob Prittie Metrotown and Tommy

Douglas. In this program, patrons learned about several types of cloud storage, with a focus on Google Drive, including how to share and edit documents with others.

disABLEd Screening

In recognition of AccessAbility Week, BPL featured three film screenings of the documentary “disABLEd” directed by Paolo Oliveros and filmed by Jomarie Anaza. The film highlights two Calgarians – Lionel Migrino and Sarah Harrower – and their experiences navigating their lives with a disability. Librarians followed the screenings with a facilitated discussion. This program marked the first time library staff used live captioning at a program, which we will try again in the future.

Collage Time

In June, Metrotown hosted a collage workshop in partnership with the Burnaby Art Gallery, led by artist Natasha Katedralis and coinciding with Natasha’s art exhibit on the second floor of the building. This program created a warm, welcoming space where participants could relax, be creative, and connect through art. Natasha opened the session by introducing different artists and collage styles and tips to guide the collage-making process. Her inclusive facilitation style helped create a space where everyone felt comfortable sharing and expressing themselves. Participants were engaged and expressed how much they enjoyed the program. One person described it as “so fun and very relaxing—a perfect way to spend a Sunday.” Patrons also shared how satisfying it was to work with the materials Natasha had picked out and brought to the group.

Operating Plan Project Updates	
Project	Update
Mobile Self-Checkout	This project is now complete. Mobile self-checkout was rolled out as a pilot in April, and launched fully at the end of June. We’ve heard positive feedback from patrons and are seeing an increasing number of checkouts via the mobile app. Staff will continue to monitor and promote this new service to patrons over the coming months.
Readers’ Advisory Strategy	Staff continue to work on the research and understanding/assessment phase. Next steps are to develop a set of guiding principles and criteria for developing and evaluating readers’ advisory activities.
Self-serve Checkout Replacement	Project begins Q3 2025.
Curiosity Collection	This project has been delayed and will start in Q3 2025.

Strengthen Organizational Culture

Encourage connection, creativity and fun.

Weave equity, diversity, inclusion and accessibility into BPL's culture and governance.

Strengthen staff and trustee commitment to the principles of Truth and Reconciliation.

Support staff mental health and wellness.

Balance the goals of the organization with the capacity and resources needed.

Support a learning culture for staff and trustees.

Create a supportive environment where members of equity deserving groups can lead and shape the organization.

Anti-bias in Hiring Training

In April, 26 supervisors and managers took part in a full day Anti-Bias in Hiring training delivered by consultants, Inclusive Excellence Strategy Solutions. The training helped supervisors understand essential anti-bias principles, recognize common unconscious biases, and how to apply actionable strategies to disrupt or mitigate biases. In our post-training feedback survey, participants strongly agreed they learned something new even when the topic was challenging. The majority felt confident that they would apply what they learned including being aware of their own biases, and being able to discuss and disrupt unconscious bias for themselves and with others. The Anti-Bias in Hiring project continues as we work with the consultants to develop a continuing training plan and train a team of BPL facilitators to deliver anti-bias training for current and new supervisors.

Congratulations, Neill!

In May, Nature Vancouver awarded former VPL Librarian Neill Vanhinsberg the Kaye Beamish Award for Nature Education. Neill received the award for organizing bird walks and educational programming with the society, and also for his initiative in creating BPL's [Birding Backpack](#) program.

SFU Career Chat

In June, Adult Public Services Coordinator Jamie was invited by SFU's Indigenous Studies and Gender, Sexuality, and Women's Studies departments to participate in a Career Chat. Students were interested in learning more about BPL's values, employment opportunities, and also general career advice and tips. Through quotations in the presentation, the students heard from the Working Groups leads and several information clerks, supervisors, and librarians. In addition to talking about BPL and sharing the BPL Careers page, Jamie also demoed the City of Burnaby's Job Board, the Partnership Job Board, and other resources. The attendees were particularly interested in BPL's equity, diversity, inclusion, and accessibility work and a few even stayed afterwards to ask for advice applying for their Master's in library and information studies.

Operating Plan Project Updates	
Project	Update
Incident Response	Implementation continues, in tandem with recommendations from the Violence Risk Assessment Report.
Staff Communication	This project aims to create more opportunities for staff input and communication. In Q2, the team shared recommendations with staff, and then surveyed staff to prioritize these recommendations. Work continues to assign responsibility for implementing recommendations.
Indigenous Learning	The Indigenous Initiatives Working Group is in the process of developing training with the consultant.
Implement anti-racism commitments	Anti-bias in hiring training was delivered in April (see story above for more details). Senior staff have completed their facilitation community of practice sessions and are committed to implementing their learnings to their work moving forward.
Circulation Tasks	The project team is streamlining tasks across branches. Next steps are to rollout the updated procedures and train all circulation staff.
Customer Service Training	Project is in the research phase and next step is to develop content.
Page Role Review	This project is on hold until a page classification review process is complete.
Implement Scheduling Software	Begin Q2 2025.

Comments and suggestions from patrons

As a newcomer from Ontario, visiting the libraries here has made me feel more at home. The librarian I dealt with at Metrotown was so kind and helpful setting me up with my new card and giving me helpful information.

Metrotown patron

Thank you, BPL for organizing so many beneficial workshops, information sessions, and activities.

Cameron patron

Please bring back mobile printing soon!

Tommy Douglas patron

This is the most efficient library ever! You come in, get what you need and can head right back out so quickly.

Cameron patron

Just want to say how great the support is for people like me with no technical knowledge. Many people have helped me enormously with work on the computer. I am eternally grateful!

McGill patron

My family and I have been frequent patrons of the BPL for several decades and we have always been impressed by my branch, the McGill library, for its cleanliness, staff, and collection. I would particularly like to praise the depart that orders for the adult fiction section. Congratulations on creating one of the best public libraries I have encountered!

McGill patron

I signed up for a one-hour One-on-One session with librarian Nik to help me with a family writing project. As an older adult (not very 'tech savvy'), I needed someone with patience and ability to explain things in a simply way. He did both very well in a short amount of time, I'm so grateful to him! Thank you for having this service available.

Tommy Douglas patron

Thank you to Burnaby Public Library for the resources it provided to me. I began a new career search [after] moving here 2 months ago and found employment that changed my life forever.

Tommy Douglas patron

Beth Davies
CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY



TO: CHAIR AND TRUSTEES
BURNABY PUBLIC LIBRARY BOARD

FROM: CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY

DATE: JULY 17, 2025

SUBJECT: STATEMENT OF FINANCIAL INFORMATION

RECOMMENDATION:

THAT The Library Board receive this report for information.

REPORT

At its *in camera* meeting on May 15, 2025, the Library Board approved the Burnaby Public Library 2024 Statement of Financial Information (SOFI), and approved the release of the SOFI to the regular Board meeting on July 17, 2025.

The SOFI is attached to this report.

Beth Davies
CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY

TABLE OF CONTENTS

Financial Information Act - Statement of Financial Information

Library Name: Burnaby Public Library

Fiscal Year Ended: 2024

Documents are in the following order:

- 1) Table of Contents
- 2) Financial Information Act Submission Checklist
- 3) Board Approval Form
- 4) Management Report
- 5) Financial Statements
 - a. Statement of Revenue and Expenditures
 - b. Statement of Assets and Liabilities
- 6) Schedule of Debt
- 7) Schedule of Guarantee and Indemnity Agreements
- 8) Schedule of Remuneration and Expenses
- 9) Statement of Severance Agreements
- 10) Statement of Changes in Financial Position
- 11) Schedule of Payments for the Provision of Goods and Services

Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Burnaby Public Library

Fiscal Year Ended: 2024

a)	<input checked="" type="checkbox"/>	Approval of Statement of Financial Information
b)	<input checked="" type="checkbox"/>	A Management Report signed and dated by the Library Board and Library Director
		An operational statement including:
c)	<input checked="" type="checkbox"/>	i) Statement of Income
	<input checked="" type="checkbox"/>	ii) Statement of Changes in Financial Position, or, if omitted, an explanation in the Notes to the Financial Statements (audited ¹ financial statements)
d)	<input checked="" type="checkbox"/>	Statement of assets and liabilities (audited ¹ financial statements)
e)	<input checked="" type="checkbox"/>	Schedule of debts (audited ¹ financial statements) If there is no debt, or if the information is found elsewhere in the SOFI, an explanation must be provided in the Schedule.
f)	<input checked="" type="checkbox"/>	Schedule of guarantee and indemnity agreements including the names of the entities involved and the amount of money involved. If no agreements, or if the information is found elsewhere in the SOFI, an explanation must be provided in the Schedule.
		Schedule of Remuneration and Expenses, including:
	<input checked="" type="checkbox"/>	i) An alphabetical list of employees (first and last names) earning over \$75,000
	<input checked="" type="checkbox"/>	ii) Total amount of expenses paid to or on behalf of each employee under 75,000
g)	<input checked="" type="checkbox"/>	iii) If the total wages and expenses differs from the audited financial statements, an explanation is required
	<input checked="" type="checkbox"/>	iv) A list, by name and position, of Library Board Members with the amount of any remuneration paid to or on behalf of the member.
		v) The number of severance agreements started during the fiscal year and the range of months` pay covered by the agreement, in respect of

¹ Municipal Libraries and Regional Library Districts must provide audited financial statements as per the *Libraries Act* section 11(2) and 26(2) (a). Audited statements are not required for the SOFI but if available, please include them.

As per the *Libraries Act* section 40(3)(a) Public Library Associations must prepare annual financial statements in accordance with generally accepted accounting principles. This also applies to Library Federations.

excluded employees. If there are no agreements to report, an explanation is required.

Schedule of Payments for the Provision of Goods and Services including:

- h) ☒ i) An alphabetical list of suppliers receiving over \$25,000 and a consolidated total for those suppliers receiving less than \$25,000. If the total differs from the Audited Financial Statements, an explanation is required.
-

Board Approval Form

Financial Information Act - Statement of Financial Information

NAME OF LIBRARY <i>Burnaby Public Library</i>	FISCAL YEAR END (YYYY) 2024
LIBRARY ADDRESS 6100 Willingdon Avenue	TELEPHONE NUMBER 604-436-5431
CITY Burnaby	PROVINCE BC
	POSTAL CODE V5H 4N5
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Anna Lu	TELEPHONE NUMBER 604-918-7279
NAME OF THE LIBRARY DIRECTOR Beth Davies	TELEPHONE NUMBER 604-436-5431

DECLARATION AND SIGNATURES

We, the undersigned, certify that the attached is a correct and true copy of the Statement of Financial Information of the year ended 2024 for Burnaby Public Library as required under Section 2 of the Financial Information Act.

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*	DATE SIGNED (DD-MM-YYYY) 17-04-2025
SIGNATURE OF THE LIBRARY DIRECTOR	DATE SIGNED (DD-MM-YYYY) 17-04-2025

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Burnaby Public Library

Fiscal Year Ended: 2024

MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the Financial Information Act have been prepared on behalf of the Library Board in accordance with Canadian public sector accounting standards, and the integrity and objectivity of these statements are the Library Board's responsibility.

The Library Board is also responsible for all other statements and schedules of financial information and for ensuring this information is consistent, where appropriate, with the information contained in the financial statements and for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced. The Library Board has the responsibility of assessing the management systems and practices of the Library.

The audit of Burnaby Public Library's financial transactions was conducted in conjunction with the audit of the City of Burnaby's consolidated financial statements for the fiscal year ending 2024 December 31. KPMG provided the opinion that the City of Burnaby's consolidated financial statements present fairly, in all material respects, in accordance with Canadian public sector accounting standards. The City of Burnaby's Finance Department staff have compiled the unaudited Burnaby Public Library financial statements as required under the Financial Information Act.

On behalf of Burnaby Public Library

**Name. Chairperson of the
Library Board [Print]**

Anna Lu

**Signature,
Chairperson of the Library
Board**

**Date
(MM-DD-YYYY)**

04-17-2025

**Name,
Library Director [Print]**

Beth Davies

**Signature,
Library Director**

**Date
(MM-DD-YYYY)**

04-17-2025

City of Burnaby

Burnaby Public Library

Financial Statements & Notes (Unaudited)

For the Year Ending 2024 December 31

BURNABY PUBLIC LIBRARY

Statement of Financial Position (Unaudited)

As at December 31, 2024 with comparative figures for 2023

	2024 Actual (\$)	2023 Actual (\$)
FINANCIAL ASSETS		
Cash	1,792	1,442
Accounts receivable	110,900	90,226
Unexpended funds held by the City of Burnaby (Note 2)	3,687,306	3,910,119
Total Financial Assets	3,799,998	4,001,787
FINANCIAL LIABILITIES		
Accounts payable and accrued liabilities	1,015,365	1,036,956
Employee future benefits (Note 3)	201,000	176,000
Deferred revenue (Note 4)	497,269	778,289
Total Financial Liabilities	1,713,634	1,991,245
NET FINANCIAL ASSETS	2,086,364	2,010,542
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 5)	4,111,237	4,242,127
Prepaid expenses	182,119	228,060
Total Non-Financial Assets	4,293,356	4,470,187
ACCUMULATED SURPLUS (Note 6)	6,379,720	6,480,729

To be read in conjunction with the Notes to the Financial Statements.

BURNABY PUBLIC LIBRARY

Statement of Operations (Unaudited)

Year Ended December 31, 2024 with comparative figures for 2023

	2024	2024	2023
	Budget (\$)	Actual (\$)	Actual (\$)
(Note 10)			
REVENUES			
Municipal contribution	17,432,000	17,162,315	16,756,914
Provincial and federal grants (Note 7)	883,000	820,412	536,238
Fines and fees	64,000	57,492	44,775
InterLINK compensation for non-resident use	140,000	102,647	91,794
Other	0	1,915	933,411
Endowment funds investment income	57,400	75,158	68,047
Endowment funds donations	-	34,287	12,928
Total Revenues	18,576,400	18,254,226	18,444,107
EXPENSES			
Compensation	14,765,600	14,721,824	13,587,509
General services	343,200	481,150	1,382,257
Materials & supplies	744,400	707,146	729,027
Database subscription	198,300	213,106	210,305
Equipment	289,800	329,027	361,481
Gas and electricity	210,000	181,742	208,841
Amortization	1,481,600	1,721,240	1,749,285
Loss on Asset Disposal	-	-	-
Total Expenses	18,032,900	18,355,235	18,228,705
Annual surplus / (deficit)	543,500	(101,009)	215,402
ACCUMULATED SURPLUS, BEGINNING OF YEAR	6,480,729	6,480,729	6,265,327
ACCUMULATED SURPLUS, END OF YEAR	7,024,229	6,379,720	6,480,729

To be read in conjunction with the Notes to the Financial Statements.

BURNABY PUBLIC LIBRARY

Statement of Changes in Net Financial Assets (Unaudited)

Year Ended December 31, 2024 with comparative figures for 2023

	2024	2024	2023
	Budget (\$)	Actual (\$)	Actual (\$)
(Note 1(b))			
Annual Surplus / (Deficit)	543,500	(101,009)	215,402
Acquisition of tangible capital assets	(1,951,500)	(1,590,350)	(1,972,863)
Amortization of tangible capital assets	1,481,600	1,721,240	1,749,285
Loss on sale of tangible capital assets	-	-	-
Proceeds on sale of tangible capital assets	-	-	-
	(469,900)	130,890	(223,578)
Acquisition of prepaid expenses	-	(182,119)	(228,060)
Use of prepaid expenses	-	228,060	149,089
	-	45,941	(78,971)
Change in net financial assets	73,600	75,822	(87,147)
NET FINANCIAL ASSETS, BEGINNING OF YEAR	2,010,542	2,010,542	2,097,689
NET FINANCIAL ASSETS, END OF YEAR	2,084,142	2,086,364	2,010,542

To be read in conjunction with the Notes to the Financial Statements.

BURNABY PUBLIC LIBRARY

Statement of Cash Flows (Unaudited)

Year Ended December 31, 2024 with comparative figures for 2023

	2024 Actual (\$)	2023 Actual (\$)
CASH PROVIDED BY (USED IN):		
OPERATING TRANSACTIONS		
Annual surplus / (deficit)	(101,009)	215,402
Non-cash items		
Employee future benefit expense	59,000	41,000
Amortization of tangible capital assets	1,721,240	1,749,285
	<u>1,679,231</u>	<u>2,005,687</u>
Changes in non-cash working capital		
Accounts Receivable	(20,674)	(5,012)
Prepaid Expenses	45,941	(78,971)
Unexpended funds held by the City of Burnaby	222,813	294,562
Accounts payable and accrued liabilities	(21,591)	(640,428)
Deferred revenue - general	(281,020)	449,025
	<u>1,624,700</u>	<u>2,024,863</u>
CAPITAL ACTIVITY:		
Loss on Asset Disposal	-	-
Cash used to acquire tangible capital assets	(1,590,350)	(1,972,863)
	<u>(1,590,350)</u>	<u>(1,972,863)</u>
FINANCING ACTIVITY:		
Employee future benefits paid	(34,000)	(52,000)
	<u>(34,000)</u>	<u>(52,000)</u>
NET CHANGE IN CASH	350	-
CASH, BEGINNING OF YEAR	1,442	1,442
CASH, END OF YEAR	1,792	1,442

To be read in conjunction with the Notes to the Financial Statements.

BURNABY PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS *(Unaudited)*

The Burnaby Public Library ("the Library"), which is funded and supported primarily by the City of Burnaby ("City"), was established in 1954 by bylaw by the City pursuant to the Library Act of British Columbia (Part 2) as a Municipal Public Library. The Library Board, on behalf of the residents and taxpayers of the City, oversees the management and operation of the Library and further serves as a policy making body for the organization. The Library Board is appointed by the Council of the City.

The Library is economically dependent on the City to provide certain services on behalf of the Library and to provide sufficient operating grants to cover any expenses incurred directly by the Library.

The Library is a registered charity under provisions of the Canadian Income Tax Act. The Library operates in facilities provided free of charge by the City.

BURNABY PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS *(Unaudited)*

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The Library is economically dependent on the City to provide certain services on behalf of the Library and to provide sufficient operating grants to cover any expenses incurred directly by the Library.

The Library is a registered charity under provisions of the Canadian Income Tax Act. The Library operates in facilities provided free of charge by the City.

1. SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Library are prepared by management in accordance with Canadian generally accepted accounting principles for municipal financial reporting as prescribed by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. These financial statements are included in the Consolidated Financial Statements of the City of Burnaby. The significant accounting policies are as follows:

A. BASIS OF ACCOUNTING

I. REVENUE RECOGNITION

Revenues are recognized in the year in which they are earned and measureable. Unrestricted revenues are recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

The Library records the receipts of restricted revenues and contributions as deferred revenue. These are recognized as revenue in the year in which related expenses are incurred.

Endowment Funds have been established by the Library for specific purposes. The principal amount of all endowment donations are maintained in perpetuity. The donations are recorded as revenue when received. As the endowment interest income is not externally restricted, it is recognized as revenue when earned and added to the endowment fund balances reported as part of accumulated surplus.

II. EXPENSE RECOGNITION

Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

B. BUDGET INFORMATION

Budget information reported in the Library's financial statements represent the 2024 component of the City of Burnaby's 2024 - 2028 Financial Plan received by City Council on January 29, 2024 and adopted through Bylaw No. 14633 on February 12, 2024.

C. NON-FINANCIAL ASSETS

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

I. TANGIBLE CAPITAL ASSETS

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to the acquisition, construction, development, or betterment of the asset. The cost, less residual value, of tangible capital assets is amortized on a straight-line basis over their estimated useful lives, commencing the month and year the asset is put into service. Estimated useful lives are as follows:

Asset	Useful life (years)
Vehicles & Mobile Equipment	6
Technology & Telephony	3 to 10
Furniture, Equipment & General	2 to 40

The useful lives noted above are specific to the Library's assets and are within the range of useful lives for assets stated in the City's financial statements. Land and buildings acquired for Library purposes and funded by the City are recorded in the City's financial statements and are not included in these financial statements. The Library uses the land and buildings at no charge.

Contributions of tangible capital assets received are recorded at their fair market value at the date of receipt and recorded as revenue.

D. EMPLOYEE FUTURE BENEFITS

The Library and its employees make contributions to the Municipal Pension Plan (Plan). The Municipal Pension Plan is a multi-employer contributory defined benefit pension plan. These contributions are expensed as incurred.

Sick leave and post-employment benefits are available to Library's employees. The costs of these benefits are actuarially determined based on service and best estimate of retirement ages and expected future salary and wage increases. The liabilities under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

E. GOVERNMENT TRANSFERS

Restricted transfers from government are deferred and recognized as revenue in the year in which the related expenditures are incurred. Unrestricted transfers are recognized as revenue when received.

F. USE OF ESTIMATES

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of financial statements, and the reported amounts of revenue and expenses during the reporting period. Significant areas requiring the use of management estimates relate to the determination of accrued employee future benefits and useful lives of tangible capital assets.

Actual results could differ from the estimates. These estimates are reviewed periodically and, as adjustments become necessary, they are reported in earnings in the year in which they become known.

G. SEGMENT DISCLOSURE

The operations of the Library are comprised of a single function, library operations. As a result, the expenses of the Library are presented by object in the statement of operations.

2. UNEXPENDED FUNDS HELD BY THE CITY

The amount shown as unexpended funds held by the City represent the net cash balance held by the City owed to the Library.

3. EMPLOYEE FUTURE BENEFIT

The Library provides certain post-employment benefits to its employees. These benefits include accumulated vacation deferral, supplementary vacation and retirement gratuity benefits. The liability associated with these benefits is calculated based on the present value of expected future payments pro-rated for services.

Accrued Benefit Liability	2024	2023
	(\$)	(\$)
Balance at Beginning of Year	176,000	187,000
Current Service Cost	29,000	15,000
Interest Cost	15,000	8,000
Benefits Paid	(34,000)	(52,000)
Amortization of Net Actuarial Loss / (Gain)	15,000	(7,000)
Plan Amendment	-	25,000
Accrued Benefit Liability - End of Year	\$ 201,000	\$ 176,000

An actuarial estimate for these benefits was performed to estimate the Library's accrued benefit obligation as at December 31, 2024. The difference between the actuarially determined accrued benefit obligation of \$340,000 and the accrued benefit liability of \$201,000 as at December 31, 2024 is an unamortized actuarial loss of \$139,000. Actuarial gains and losses are amortized over the period equal to the employee's average remaining service lifetime of 12 years.

Accrued Benefit Obligation	2024	2023
	(\$)	(\$)
Liability - End of Year	201,000	176,000
Unamortized Actuarial Loss / (Gain)	139,000	198,000
Accrued Benefit Obligation - End of Year	\$ 340,000	\$ 374,000

Actuarial assumptions used to estimate the Library's accrued benefit obligation are as follows:

	2024	2023
Discount Rate (%)	4.10	4.20
Expected Wage and Salary Inflation (%)	2.50	2.50
Estimated Average Remaining Service Life of Employees (Years)	12.00	12.00

4. DEFERRED REVENUE

The Library records the receipts of restricted revenues and contributions as deferred revenue. These are recognized as revenue in the year in which related expenses are incurred.

	2024
	(\$)
Balance at Beginning of Year	778,289
Amount Received	-
Amount Recognized as Revenue	(281,020)
Deferred Revenue - End of Year	\$ 497,269

5. TANGIBLE CAPITAL ASSETS

2024 Costs	Balance, Beginning of Year (\$)	Acquisitions, Net of Transfers (\$)	Disposals (\$)	Balance, End of Year (\$)
Vehicles & Mobile Equipment	202,988	-	-	202,988
Technology & Telephony	151,224	-	-	151,224
Furniture, Fixtures & Equipment	7,966,047	1,590,350	(1,984,190)	7,572,207
Total	8,320,259	1,590,350	(1,984,190)	7,926,419

2024 Accumulated Amortization	Balance, Beginning of Year (\$)	Amortization (\$)	Disposals (\$)	Balance, End of Year (\$)
Vehicles & Mobile Equipment	(136,358)	(12,958)	-	(149,316)
Technology & Telephony	(23,291)	(32,151)	-	(55,442)
Furniture, Fixtures & Equipment	(3,918,483)	(1,676,131)	1,984,190	(3,610,424)
Total	(4,078,132)	(1,721,240)	1,984,190	(3,815,182)

2024 Net Book Value	Balance, Beginning of Year (\$)	Balance, End of Year (\$)
Vehicles & Mobile Equipment	66,630	53,672
Technology & Telephony	127,933	95,782
Furniture, Fixtures & Equipment	4,047,564	3,961,783
Total	4,242,127	4,111,237

2023 Costs	Balance, Beginning of Year (\$)	Acquisitions, Net of Transfers (\$)	Disposals (\$)	Balance, End of Year (\$)
Vehicles & Mobile Equipment	157,770	45,218	-	202,988
Technology & Telephony	126,974	24,250	-	151,224
Furniture, Fixtures & Equipment	7,641,697	1,903,395	(1,579,046)	7,966,047
Total	7,926,442	1,972,863	(1,579,046)	8,320,259

2023 Accumulated Amortization	Balance, Beginning of Year (\$)	Amortization (\$)	Disposals (\$)	Balance, End of Year (\$)
Vehicles & Mobile Equipment	(118,020)	(18,338)	-	(136,358)
Technology & Telephony	(2,990)	(20,301)	-	(23,291)
Furniture, Fixtures & Equipment	(3,786,883)	(1,710,646)	1,579,046	(3,918,483)
Total	(3,907,893)	(1,749,285)	1,579,046	(4,078,132)

2023 Net Book Value	Balance, Beginning of Year (\$)	Balance, End of Year (\$)
Vehicles & Mobile Equipment	39,750	66,630
Technology & Telephony	123,984	127,933
Furniture, Fixtures & Equipment	3,854,815	4,047,564
Total	4,018,549	4,242,127

6. ACCUMULATED SURPLUS

	2024	2023
	(\$)	(\$)
Endowment funds (Note 8)	2,268,483	2,238,602
Equity in tangible capital assets (Note 5)	4,111,237	4,242,127
Balance - End of Year	6,379,720	6,480,729

7. GOVERNMENT TRANSFERS

The Library recognizes the transfer of government funding as expenses or revenues in the period that the events giving rise to the transfer occurred. The Government transfers reported on the Statement of Operations are:

	2024	2023
	(\$)	(\$)
BC One Card	39,816	39,816
Resource Sharing Grants	7,997	6,651
Per Capita Operating Grant	443,443	443,443
Equity (Literacy)	4,500	4,500
Canada Law Matters Grant	3,500	2,800
COVID-19 Relief Grant	66,696	39,029
Enhancement Grant	254,461	
Balance - End of Year	820,412	536,238

8. ENDOWMENT FUNDS

2024	Principal Beginning of Year (\$)	Donations (\$)	Principal End of Year (\$)
Baraká-Mansour Trust	17,000	-	17,000
Cox Trust	163,538	-	163,538
Nelson Trust	41,345	1,314	42,659
Perrot Trust	102,329	1,392	103,721
Picard Trust	25,563	-	25,563
Simnett Trust	17,325	-	17,325
Sundry	1,324,661	31,581	1,356,242
	1,691,761	34,287	1,726,048

2024	Accumulated Interest Beginning of the Year (\$)	Interest Income (\$)	Expenditures (\$)	Accumulated Interest End of Year (\$)
Baraká-Mansour Trust	8,892	870	-	9,761
Cox Trust	300,453	15,117	58,086	257,483
Nelson Trust	1,905	1,491	-	3,396
Perrot Trust	65,581	5,654	2,000	69,235
Picard Trust	83,365	3,618	5,000	81,983
Simnett Trust	33,201	1,693	500	34,394
Sundry	53,446	46,715	13,978	86,183
	546,841	75,158	79,564	542,435

8. ENDOWMENT FUNDS (CONTINUED)

2023	Principal Beginning of Year (\$)	Donations (\$)	Principal End of Year (\$)
Baraká-Mansour Trust	17,000	-	17,000
Cox Trust	163,538	-	163,538
Nelson Trust	36,544	4,801	41,345
Perrot Trust	101,010	1,319	102,329
Picard Trust	25,563	-	25,563
Simnett Trust	17,325	-	17,325
Sundry	1,317,852	6,808	1,324,661
	1,678,832	12,928	1,691,761

2023	Accumulated Interest Beginning of the Year (\$)	Interest Income (\$)	Expenditures (\$)	Accumulated Interest End of Year (\$)
Baraká-Mansour Trust	8,127	765	-	8,892
Cox Trust	308,289	14,220	22,056.38	300,453
Nelson Trust	665	1,240	-	1,905
Perrot Trust	62,603	4,977	2,000	65,581
Picard Trust	85,031	3,334	5,000	83,365
Simnett Trust	32,197	1,504	500	33,201
Sundry	71,032	42,008	59,594	53,446
	567,945	68,047	89,151	546,841

	2024 Total (\$)	2023 Total (\$)
Baraká-Mansour Trust	26,761	25,892
Cox Trust	421,021	463,991
Nelson Trust	46,055	43,249
Perrot Trust	172,956	167,910
Picard Trust	107,546	108,928
Simnett Trust	51,719	50,526
Sundry	1,442,425	1,378,107
	2,268,483	2,238,602

9. MUNICIPAL PENSION PLAN

The Library and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2023, the plan has about 256,000 active members and approximately 129,000 retired members. Active members include approximately 189 contributors from the Library in 2023 (2023 - 168 contributors).

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The Library paid \$955,278 for employer contributions to the plan in fiscal 2024 (2023 - \$853,959). Employees paid \$876,564 for employee contribution to the plan in fiscal 2024 (2023 - \$817,881).

The next valuation will be as at December 31, 2024, with results available in 2025.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

10. BUDGET DATA

The Community Charter requires council to adopt an annual financial plan bylaw by May 15 of each fiscal year prior to adoption of the annual property tax bylaw. The City of Burnaby prepares the annual financial plan on a revenue and expenditure basis to meet this requirement and on a consolidated basis to report the City's financial activities in accordance with Public Sector Accounting Board requirements.

The chart below reconciles the annual financial plan approved by Council and adopted on February 12, 2024 (Bylaw #14633) to the budget figures reported in these financial statements.

	Budget Amount*
	(\$)
Revenue per financial plan bylaw	18,992,400
Transfer from endowment funds	57,400
Endowment funds investment income	(102,300)
Municipal contribution - asset acquisitions	2,070,000
Municipal contribution - total amortization	(2,401,100)
Revenue per statement of operations	18,616,400
Expenditures per financial plan bylaw	18,992,400
Municipal contribution - Library portion amortization	1,481,600
Municipal contribution - City portion amortization	(2,401,100)
Expenses per statement of operations	18,072,900
Annual surplus per statement of operations	543,500

*Budget figures rounded to nearest hundreds

11. COMPARATIVE FIGURES

Certain comparative information has been reclassified to conform to the financial statement presentation adopted for the current year.

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Burnaby Public Library
Fiscal Year Ended: 2024

The Burnaby Public Library has no long term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Burnaby Public Library
Fiscal Year Ended: 2024

Burnaby Public Library has not given any guarantee or indemnity under the Guarantees and Indemnities Regulation.

Schedule 8 - Remuneration and Expenses
Financial Information Act - Statement of Financial Information

Please enter data only in white fields - leave grey fields untouched.

Library Name:	BURNABY PUBLIC LIBRARY
Fiscal Year Ended:	2024

Note: Total Remuneration and Total Expenses columns MUST REMAIN SEPARATE throughout the form.

Table 1: Total Renumeration and Expenses - Board and Employees

Board Members	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Bartnik , Sarah (Co-Chair)		\$162.76
Yang, Mandy (Co-Chair)		\$105.00
Bhaloo, Hakam (Trustee)		\$0.00
Blishen, Gene (Trustee)		\$804.00
Hundal, Raj (Trustee)		\$0.00
Lu, Anna (Trustee)		\$719.00
Subramanian, Sangeeta (Trustee)		\$105.00
White, Caroline (Trustee)		\$0.00
Total Board Members	\$0.00	\$1,895.76

Detailed Employees Exceeding \$75,000	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Anaya-Paiero, Alex	\$93,284.62	\$52.50
Ashley, Paula	\$81,662.62	\$0.00
Baron, Des	\$128,720.34	\$783.72
Bjorknas, Sarah	\$79,346.95	\$0.00
Busaing, Ramon	\$75,477.70	\$0.00
Calabresi, Ana	\$91,240.81	\$258.30
Castillo Tord, Lucia	\$86,929.85	\$0.00
Chan, Anita	\$105,310.29	\$1,112.76
Davies, Beth	\$241,623.29	\$4,557.26
Davies, Elizabeth	\$123,625.86	\$0.00
DeLuca, Franca	\$105,388.90	\$3,466.89
Donoghue, Vicki	\$95,311.98	\$723.73
Dunne, Ashley	\$90,709.11	\$702.16
Esekhile, Queen	\$80,502.75	\$580.25
Flynn, Georgina	\$100,456.24	\$0.00
Freire, Cristina	\$102,799.12	\$105.00
Gevido, Carlos	\$89,865.80	\$125.00
Gomez, Victoria	\$79,823.93	\$1,148.57
Gorgec, Andrea	\$85,265.78	\$105.00
Guerrero, Emily	\$83,779.64	\$910.40
Han, Maria	\$110,068.84	\$7,228.85
Hansen, Eunice	\$75,604.81	\$0.00
Harrison, Linton	\$122,783.47	\$105.00
Jamal, Yasmin	\$91,524.72	\$949.90
Khan, Sarah	\$92,722.72	\$288.00
Kim, Hana	\$90,581.85	\$0.00
Lam, Andrea	\$94,234.14	\$105.00
Lee, Jessica	\$123,558.35	\$2,915.60
Ma, Noreen	\$116,987.43	\$505.25
Mau, Trish	\$177,371.71	\$2,955.50
McCarthy, Jamie	\$101,872.23	\$141.25
Mitrovic, Nikola	\$93,078.09	\$544.00

Myint, Susu	\$86,670.45	\$544.00
Notarrigo, Sharon	\$83,896.76	\$172.91
Olenick, Duncan	\$90,598.52	\$688.10
Quintana, Eva	\$81,763.74	\$644.43
Schiller, Heidi	\$172,715.16	\$7,186.32
Sousa, Nicole	\$95,624.51	\$564.00
Strain, Kerry	\$79,317.49	\$0.00
Vanhinsberg, Neill	\$89,227.91	\$105.00
Wallace, Rhiannon	\$78,791.84	\$457.67
Wolf, Kristian	\$88,514.45	\$5,928.52
Wolfe, Myles	\$86,753.80	\$0.00
Total Employees Exceeding \$75,000	\$4,345,388.57	\$46,660.84

Total Employees Equal to or Less Than \$75,000	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
DO NOT USE - list totals only	\$7,705,176.31	\$28,199.97

Consolidated Total	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
DO NOT USE - list totals only	\$12,050,564.88	\$76,756.57

Table 2: Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance (Component of Receiver General for Canada Supplier Payment)	\$848,772.52
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Table 3: Reconciliation of Remuneration and Expenses

	Amount
Total Remuneration	\$12,050,564.88

Reconciling Items	Amount
Add Current Year Accruals and Timing Differences	\$94,173.51
Add Employer Contributions not included on T4	\$2,410,841.40
Add Net Taxable Benefits & Non-Compensation Payment	\$166,243.93
Total Reconciling Items	\$2,671,258.84

	Amount
Total Per Statement of Revenue & Expenditure	\$14,721,823.72

	Amount
Variance	\$0.00

Variance explanation (if required):

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Schedule of Changes in Financial Position

Financial Information Act - Statement of Financial Information

Library Name: Burnaby Public Library
Fiscal Year Ended: 2024

A Statement of Changes in Financial Position has not been prepared because this information is provided in the Financial Statements.

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Burnaby Public Library
Fiscal Year Ended: 2024

There were no severance agreements made between Burnaby Public Library and its non-unionized employees during fiscal year 2024.

Schedule 11 - Provision of Goods and Services
Financial Information Act - Statement of Financial Information

Please enter data only in white fields - leave grey fields untouched.

Library Name:	BURNABY PUBLIC LIBRARY
Fiscal Year Ended:	2024

Table 1: Suppliers of Goods and Services

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
Amazon Web Services Canada Inc	\$36,877.76
BC Hydro & Power Authority	\$144,666.93
BC Libraries Cooperative	\$95,180.00
Beijing Bookstore	\$65,784.80
Bibliocommons Inc	\$59,944.41
Carswell a Thomson Reuters Business	\$58,759.59
CVS Midwest Tape LLC	\$91,853.17
Ebsco Canada Ltd	\$76,753.32
Fortisbc Energy Inc	\$55,091.71
Imperial Dade Canada Inc	\$31,594.06
ITC Systems	\$30,749.99
Kanopy Inc	\$36,000.00
Library Bound Inc	\$429,982.78
Lyngsoe Systems Inc	\$59,694.99
Minister of Finance	\$253,191.90
Municipal Pension Plan	\$1,492,010.47
Overdrive Inc	\$530,817.75
PBC Health Benefits Society	\$561,732.49
Proquest Information and Learning	\$53,933.61
Public Library Interlink	\$46,978.46
Raincoast Book Distribution Ltd	\$102,767.21
Receiver General for Canada	\$848,772.52
Rogers Wireless	\$70,750.83
SFU Office of Community Engagement	\$46,942.92
Sino United Publishing (Canada) Ltd	\$84,405.45
Sirsi/Dynix (Canada) Inc	\$79,959.21
The Canada Life Assurance Company	\$80,560.94
Today's Books	\$38,641.67
United Library Services Inc	\$488,299.96
Worksafe BC	\$78,449.11
Total of all suppliers exceeding \$25,000	\$6,131,148.01

Totals	Amount
Total (Suppliers with payments exceeding \$25,000 (total from above))	\$6,131,148.01
Total (Suppliers with payments less than or equal to \$25,000)	\$692,360.91
Consolidated Total	\$6,823,508.92

Table 2: Reconciliation of Goods and Services

Reconciliation of Goods and Services	Amount
Total of Aggregate Payments Exceeding \$25,000 Paid to Suppliers	\$6,131,148.01
Consolidated total of suppliers with payments less than or equal to \$25,000	\$692,360.91

Reconciling Items	Amount
Add Amortization Expense	\$1,721,239.98
Less Capital Acquisitions	-\$1,421,044.58
Add Salary and Benefits	\$11,341,524.45
Less Changes in Accounts payable & Accrued Liabilities	-\$287,758.05
Less Sales tax rebate	-\$118,394.87
Add Non-Cash Expenses	\$296,158.79
	\$0.00
Total Reconciling Items	\$11,531,725.72

Reconciliation	Amount
Total Per Statement of Revenue and Expenditure	\$18,355,234.64
Variance	\$0.00

Variance explanation (if required):



Legislative Services

June 13, 2025

FILE: 02430-07

Burnaby Public Library
Attention: Beth Davies, Chief Librarian
6100 Willingdon Avenue
Burnaby, BC V5H 4N7

Sent Via Email: beth.davies@bpl.bc.ca

Dear Beth:

SUBJECT: Burnaby Public Library 2024 Annual Report
Item No. 6.2, Invited Presentation, Council Meeting June 10, 2025

On behalf of Council, I wish to thank you and Mandy Yang for appearing before Burnaby City Council on June 10, 2025, and providing Council with Burnaby Public Library's 2024 Annual Report.

Council appreciates the valuable work of your volunteers, the Library Board members, and the staff at the libraries across Burnaby.

Thank you again for your presentation to Council.

Regards,

Kathryn Matts
Acting Sr. Mgr. Legislative Services