

BURNABY PUBLIC LIBRARY BOARD

AGENDA

Regular Meeting

DATE: 2023 December 14 (Thursday)

PLACE: Tommy Douglas Library

TIME: 19:00h (7:00pm)

CHAIR: Sarah Bartnik

We would like to recognize we are on the ancestral and unceded homelands of the hən̓d̓əmíḵəḵ and Skwxwú7mesh speaking peoples, and to extend appreciation for the opportunity to hold a meeting on this territory.

PAGE NO.

1. **Motion** to receive agenda
2. **Minutes** (5 minutes incl. agenda)
 - i) **Motion** to adopt the minutes of the regular meeting held 2023 November 16 as circulated
3. **Reports** (10 minutes total)
 - i) **Board Chair** (verbal)
Farewell to departing trustees
 - ii) **Council Liaison** (verbal)
 - iii) **InterLINK Representative** (verbal)
4. **Items for Decision**
 - i) **Staff Presentations to Board 2024** (10 minutes) 2
5. **Items for Information**
 - i) **Anti-Racism** (15 minutes) 3
 - ii) **Ebooks and Print books** (15 minutes) 7
 - iii) **Burnaby Pride** (5 minutes) 10
 - iv) **InterLINK budget** (5 minutes) 16

ENCLOSED

6. Other Business

7. Next Library Board Meeting – 2024 January 18 at 7:00pm at Bob Prittie Metrotown

8. Adjournment

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.



TO: CHAIR AND TRUSTEES
BURNABY PUBLIC LIBRARY BOARD

FROM: CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY

DATE: 2023 DECEMBER 14

SUBJECT: PROPOSED 2024 STAFF PRESENTATIONS SCHEDULE

RECOMMENDATION:

THAT the Library Board approve staff presentations schedule for 2024

REPORT

Library trustees have expressed interest in hearing direct from staff on library issues and on the work of library staff teams. Staff are proposing the following presentations to the Library Board in 2024.

January 18 (Metrotown)	No presentation
March 21 (online)	Home Library and Accessible Services
April 18 (Tommy Douglas)	Public Engagement and Awareness
June 20 (online)	Indigenous Initiatives Working Group
July 18 (online)	Digital Studio
September 19 (Cameron)	Tour of mall Cameron and New Cameron presentation
October 24 (online)	Adult Programming
December 12 (McGill)	Intellectual Freedom

Beth Davies
CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY



TO: CHAIR AND TRUSTEES
BURNABY PUBLIC LIBRARY BOARD

FROM: MANAGER, COMMUNITY DEVELOPMENT
BURNABY PUBLIC LIBRARY

DATE: 2023 DECEMBER 14

SUBJECT: ANTI-RACISM

RECOMMENDATION:

THAT the Board receive this report for information.

REPORT

Background

An anti-racism climate audit was conducted in 2021; and from that audit came BPL's Anti-Racism Commitments that were shared with staff and trustees in March 2022. While some work towards meeting the commitments started in 2021, such as the implementation of the special hiring program through the Human Rights Commission, work began in earnest in 2022 with the formation of the Implementing Anti-Racism Commitments project team and the creation of a project roadmap which provides a high-level overview of the work.

In 2022, the Picard Trust Awards were created to support IBPOC BPL staff and Burnaby residents attending library school. Supports were provided and terms of reference defined for staff leading and participating in the Anti-Oppression working groups including Anti-Racism, Indigenous Initiatives, and Transgender Inclusion working groups. And foundational anti-racism training was provided to all staff.

Status Update

While we acknowledge that many projects are ongoing and ever-changing within the organization and recognize that our anti-racism work is never truly finished, staff implemented some actions in 2023.

- BPL's Code of Conduct has been updated to include a statement that racism, transphobia, homophobia and any other form of discrimination, harassment, and verbal abuse will not be tolerated in the library.
- Bystander Intervention Training in the form of seven Anti-Racism Response Training sessions (two of which were IBPOC only sessions) were offered to 172 staff across all departments and classifications. This training was funded by the BPL endowment fund.
- While not captured in the projects below, efforts have been made to shift towards an anti-racist culture at BPL. Senior staff anti-racism training time has been identified, senior staff have caucused into separate IBPOC and white groups for safety, and facilitated discussions and learning are being prioritized to empower supervisors and

managers to have conversations about racism and how we can apply anti-racist principles to the work that we do.

Below is a snapshot of the different actions from the roadmap. Included is a status update for each of the corresponding projects as a commitment to implementing these actions.

Action	Start Date	Implementation Date
<p>1A. Address racial inequity at exempt level through BC Human Rights Commission special hiring program.</p> <p>Preferential hiring program to recruit exempt staff who are Indigenous, Black or people of colour began in September 2021. The program is approved for five years, with assessment at the midway point (March 2024) and at the end, at which point we can also apply for extension. Four competitions have been conducted so far, and all have had a high-quality pool of IBPOC candidates who are performing well and who are still with BPL. Further communication with staff and board will happen at the midway and end reporting points. It should be noted that this action addresses racial representation, but does not address racial equity.</p>	Q2 2021	Implemented (Q3 2021)
<p>1B. Offer two annual scholarships of \$2,500 to BPL staff who are Indigenous, Black or people of colour enrolled in library school.</p> <p>The program began in 2022. Two scholarships were awarded in March 2022, and two scholarships were awarded in February 2023. The scholarship is open to Burnaby residents in addition to BPL staff. The scholarship applies only to candidates in a Master's Library or Information Studies program, and not to candidates in Library Technician diploma programs.</p>	Q4 2021	Implemented (Q1 2022)
<p>1C. Develop, support and create safe spaces for staff who are Indigenous, Black or people of colour to share experiences.</p> <p>Work began in May of 2023 where group members met to brainstorm, do research, and start creating both in-person and online engagements with racialized staff. We recognize that safer spaces are interpreted differently by everyone, and the goal of the conversations is to learn what staff want at BPL. Staff engagement is set to happen in Q4 2023, with recommendations in early 2024.</p>	Q2 2023	TBD
<p>1D. Work with staff who are Indigenous, Black or people of colour to review and revise hiring, interview, evaluation and promotion practices.</p> <p>External consultants were hired to examine current BPL processes and report findings and recommendations to address gaps. Management/HR will share findings with union, discuss possible changes and develop implementation timelines.</p>	Q1 2023	TBD

<p>1E. Actively support professional development opportunities for staff who are Indigenous, Black or people of colour.</p> <p>This project is on hold due to capacity constraints and will resume in 2024.</p>	TBD	TBD
<p>1F. Train supervisors in anti-bias hiring practices.</p> <p>This project is on hold pending outcomes from 1D.</p>	TBD	TBD
<p>2A. Revise the Code of Conduct to include a statement that harassment, verbal abuse or racism will not be tolerated.</p> <p>The revised Code of Conduct was implemented in July. The new Code includes a statement that racism, transphobia, homophobia, and any other form of discrimination, harassment and verbal abuse will not be tolerated in the library.</p>	Q4 2022	Implemented (Q3 2023)
<p>2B. Create ways to support staff who are Indigenous, Black or people of colour following incidents of racial harm.</p> <p>Information from supervisors and managers has been gathered to determine the current supports that are available to staff. Along with feedback gathered through a staff survey, recommendations should be forthcoming in the new year.</p>	Q4 2022	Q1 2024
<p>2C. Deliver disruptive behaviours training and revise procedures with an anti-oppression and trauma-informed lens.</p> <p>The working group is continuing the consultation and assessment phase of the project. In addition to completing an analysis of a staff survey, the group has done a preliminary review of the Disruptive Behaviours Manual using an anti-racism lens. Next steps are to research innovative approaches to managing incidents and disruptive behaviours, update relevant policies, and research training options.</p>	Q4 2022	TBD
<p>2D. Deliver respectful workplace training with an anti-oppression lens.</p> <p>Work has not yet begun. Work will be informed by the outcomes of 1C.</p>	TBD	TBD
<p>2E. Offer bystander intervention training.</p> <p>In April and May, seven Anti-Racism Response Training sessions (including two IBPOC only sessions) were offered; 172 BPL staff across all classifications and departments attended. The training gave staff practical tools that they could use when encountering racism at work and in life. This training was funded by the BPL endowment fund.</p>	Q4 2022	Implemented (Q2 2023)
<p>3A. Train supervisors on managing conflict and facilitating difficult conversations.</p> <p>Two training sessions have been delivered: a conflict resolution workshop with Kwela Leadership in November</p>	Q4 2021	TBD

2021, and Deep Democracy workshops with small groups of senior staff in spring 2022. Ongoing training is needed so that existing senior staff continue to develop their skills and so that new senior staff receive training.		
<p>3B. Provide time, structure and support for staff leading anti-racism work, including the Anti-Oppression working groups.</p> <p>Since early 2022, members of anti-oppression working groups have been allocated four hours per week. This action is complete in terms of defining terms of reference, setting the number of hours and clarifying expectations with supervisors. There is ongoing work to do in prioritizing this work, in particular for supervisors to make space time for staff to attend and for members to prioritize their working group hours.</p>	Q1 2022	Implemented (Q3 2022)
<p>3C. Build time for anti-racism work into staff schedules.</p> <p>In 2022, supervisors were directed to allocate one hour week for anti-racism training work. This has been communicated, however more follow up is needed on whether this time is being scheduled and taken.</p>	Q4 2022	Q1 2024
<p>3D. Deliver anti-racism training for all staff to build shared understanding of racism and anti-racism concepts such as microaggressions, privilege and institutional racism.</p> <p>Four in-person training sessions, consisting of an anti-oppression introduction and inclusive communication, were delivered to 170 staff in summer 2022. Staff responses to the training were mixed. Although this project is complete, further work needs to be done to identify an appropriate introductory training to staff going forward.</p>	Q2 2022	Implemented (Q3 2022)
<p>3E. Develop a framework to help staff do their work through an anti-racism lens.</p> <p>Work has not yet begun.</p>	TBD	TBD

Next Steps

Work will continue on the projects that are currently in progress, and as we learn more, implement new processes and guidelines that support anti-racism, we can begin work on other actions outlined in the roadmap. At this stage, we are looking at conducting another anti-racism climate audit in 2025 to measure any movement that we've made in living our value of inclusion through intentional action on racism and oppression.



Noreen Ma
MANAGER, COMMUNITY DEVELOPMENT
BURNABY PUBLIC LIBRARY



Burnaby Public Library

TO: CHAIR AND TRUSTEES
BURNABY PUBLIC LIBRARY BOARD

FROM: DIRECTOR, COLLECTIONS AND TECHNOLOGY
BURNABY PUBLIC LIBRARY

DATE: 2023 DECEMBER 14

SUBJECT: DIGITAL LICENSING

RECOMMENDATION:

THAT the Library Board receive this report for information.

REPORT

Trustees have expressed interest in better understanding the cost of digital borrowing compared to print at BPL, and what the impacts of the very high cost of licensed content might mean for collections over time. This report provides a comparison of spending and circulation of materials in physical and digital formats at BPL, and provides information on licensing issues and current advocacy to improve the situation for public libraries.

Current spending at BPL

	2023 budget	% of budget
Physical materials	\$1,411,000	66.2%
E-books & downloadable audiobooks	\$495,000	23.2%
Other digital resources	\$226,000	10.6%
	\$2,132,000	

Spending is projected to increase by 3.5% per year for physical materials, and by \$50,000 per year for e-books and downloadable audiobooks over the next four years. There are no plans at this time to increase spending on other digital resources.

BPL's 5-year capital plan also includes a \$700,000 increase in the budget for physical materials in 2027, to coincide with the opening of the new Cameron Branch.

Spending on circulating items

For circulating materials, digital items account for 27.3% of the budget but just 14.1% of circulation:

	2023 budget	% of budget
Physical materials (circulating only)	\$1,321,000	72.7%
E-books & downloadable audiobooks	\$495,000	27.3%
	\$1,816,000	

Circulation of physical vs digital items

	2023 circulation	% of circulation
Physical materials	1,922,489	85.9%
E-books & downloadable audiobooks	315,024	14.1%
	2,237,513	

Cost per checkout

Analysing cost per checkout also reveals disproportionate spending on digital items compared to items in physical formats:

	2023 budget	2023 projected circulation	Cost per checkout
Physical materials (circulating only)	\$1,321,000	2,563,319	\$0.52
E-books & downloadable audiobooks	\$495,000	420,032	\$1.18
	\$1,816,000	2,983,351	\$0.61

There are some savings related to digital resources, however, that aren't accounted for above. Digital items require the same selection and cataloguing as physical items, but no unpacking, processing or delivery, no physical check-in or out, and no sorting, shelving, or other materials handling by staff.

	2023 budget	2023 projected circulation	Cost per checkout
Physical materials, with processing	\$1,861,000	2,563,319	\$0.73
E-books & downloadable audiobooks	\$495,000	420,032	\$1.18
	\$2,356,000	2,983,351	\$0.79

Benefits of digital resources

Digital resources require less materials handling and processing than physical collections, but that is not their primary benefit. Many patrons prefer digital formats for their convenience: they can be borrowed from home, are easy to carry around, and return themselves automatically, reducing trips to the library. They can't be returned late, and they can't be lost or damaged, so borrowers don't have to worry about fees or other impacts on their library accounts. Audiobooks are an important alternative format for people with perceptual disabilities, and many people simply prefer to listen to books rather than read them. E-books also have resizable, flowable text that makes them

easier to read for many people with low vision. Many items published today aren't available in large print formats, and large print books are often larger and heavier than their regular print counterparts – replacing one barrier with another.

As digital collections grow, libraries are also beginning to realize the benefit of online storage. The 67,000 e-books and digital audiobooks held in digital collections at BPL would require an estimated 372 bays of shelving. These are collections we simply could not own given the physical constraints of our spaces. Digital collections reduce pressure on libraries to weed materials, and items the library acquires under fair licensing agreements (e.g. one copy, one user licenses, where items don't expire after a set period of time or number of checkouts) can be retained for a long time regardless of their rate of circulation.

Digital licensing issues

While there are many clear benefits to digital collections, including some financial benefits, libraries are not getting a fair deal when it comes to purchasing titles in these formats. An e-book that might cost the consumer \$20 can cost the library upwards of \$85. Downloadable audiobooks often cost \$150 or more. The largest publishers also employ restrictive licensing agreements, licensing many titles for only a set period of time or number of checkouts. These “metered access” titles typically expire after two years or 26 circulations. A hardcover print book in comparison can circulate hundreds of times and can last decades.

At the time of writing, 45% of the library's collection is metered access:

Licensing model	Copies held	% of collection
One Copy/One User (OC/OU)	37,213	55.0%
Metered Access (MA)	30,401	45.0%
	67,614	

This is a slight increase since the last report to the board on digital licensing. In 2020, these titles accounted for 44% of the collection. In 2019, however, these titles accounted for just 34% of the collection.

Advocacy on digital licensing issues

The Canadian Urban Libraries Council, Canadian Federation of Library Associations, Canadian Association of Research Libraries, International Federation of Library Associations and others are working to raise awareness of licensing issues for public and other libraries. These advocacy efforts are varied and include inviting open dialogue with publishers on the important value libraries bring to the book market, lobbying government, promoting more equitable platforms for digital lending, exploring alternative lending models like Controlled Digital Lending, and looking at legislative solutions.



Trish Mau
DIRECTOR, COLLECTIONS AND TECHNOLOGY
BURNABY PUBLIC LIBRARY

TO: CHAIR AND MEMBERS
BURNABY PUBLIC LIBRARY BOARD

SUBJECT: BURNABY PRIDE

RECOMMENDATION:

THAT the report titled “Burnaby Pride” dated November 15, 2023, be received for information; and

THAT the report be forwarded to the Parks, Recreation and Culture Commission and the Burnaby Public Library Board for information.

REPORT

Burnaby City Council, at the Open Council meeting held on December 4, 2023 received and adopted the attached report providing information on the activities of Burnaby Pride.

This report is forwarded to the Burnaby Public Library Board for information.

Respectfully submitted,

Blanka Zeinabova
Senior Manager Legislative Services

SOCIAL PLANNING COMMITTEE

TO: *MAYOR AND COUNCILLORS*

SUBJECT: BURNABY PRIDE

RECOMMENDATION:

THAT the report titled “Burnaby Pride” dated November 15, 2023, be received for information; and

THAT the report be forwarded to the Parks, Recreation and Culture Commission and the Burnaby Public Library Board for information.

REPORT

The Social Planning Committee, at its meeting held on November 15, 2023, received and adopted the attached report providing information on the activities of Burnaby Pride.

On behalf of the Social Planning
Committee,

Councillor A. Gu,
Chair

Councillor M. Santiago
Vice Chair

TO: SOCIAL PLANNING COMMITTEE (SPC)
FROM: GENERAL MANAGER PLANNING AND DEVELOPMENT
SUBJECT: **BURNABY PRIDE**
PURPOSE: To provide information on the activities of Burnaby Pride.

RECOMMENDATION

THAT the report titled “Burnaby Pride” dated November 15, 2023, be received for information; and

THAT the report be forwarded to the Parks, Recreation and Culture Commission and the Burnaby Public Library Board for information.

1.0 POLICY SECTION

The support for 2SLGBTQIA+¹ initiatives at the City aligns with the goals and values in the following Council-adopted plans, policies and strategies:

- *Corporate Strategic Plan (2022)*;
- *Equity Policy (2020)*; and
- *Social Sustainability Strategy (2011)*.

2.0 BACKGROUND

In March 2018, the Burnaby Intercultural Planning Table hosted a community forum to better understand the challenges of 2SLGBTQIA+ newcomers and to provide educational opportunities for frontline workers on issues facing the 2SLGBTQIA+ community. At the forum, local service organizations identified the need for more resources and services within Burnaby for 2SLGBTQIA+ audiences and committed to the creation of a Burnaby Pride Planning Committee. The membership consists of representatives from local non-profit organizations (e.g. Burnaby Neighbourhood House, Burnaby Family Life, MOSAIC), Burnaby Public Library, City of Burnaby and community volunteers.

At its meeting on March 09, 2020, Council approved support for Burnaby Pride initiatives through a recurring One Time Funding request of \$70,000 and ongoing staff support to help coordinate Burnaby Pride event held each year (managed by Art Services, held within Parks, Recreation and Culture department). This year marks the sixth year Burnaby Pride events have been held to honour, celebrate and educate about the 2SLGBTQIA+ community in Burnaby. The purpose of this report is to provide an update on the activities of Burnaby Pride as well as to provide information feedback gathered about Pride services in Burnaby.

¹ 2SLGBTQIA+ refers to Two-Spirit (2S), Lesbian (L), Gay (G), Bisexual (B), Transgender (T), Queer (Q), Questioning (Q), Intersex (I), Asexual (A) and people who identify as part of sexual and gender diverse communities who use additional terminologies (+)

3.0 GENERAL INFORMATION

3.1 2021 Census on 2SLGBTQIA+ Members in Canada

The 2021 Census identified that approximately 4% (or 1 million people) of Canada's population identify as 2SLGBTQIA+. Among this population, about 52% are women, 44% are men and 3% are non-binary. These numbers have increased over time and are higher among younger people. Among this population, approximately 58% of those aged 15 to 34 years self-report as 2SLGBTQIA+. Statistics Canada also noted that 2SLGBTQIA+ members reported making proportionally less income compared to those who are not 2SLGBTQIA+, across all personal income levels².

In addition, for the first time, the 2021 Census added 'at birth' to the question that asked people to identify their sex and a new question on gender. This allowed all genders (cisgender, transgender and non-binary)³ individuals to report their gender diversity. Statistics Canada reports that Canada is the first country to provide census data on transgender and non-binary people⁴. Approximately 0.3% (or 100,815) people in Canada are transgender or non-binary aged 15 years and over. In reporting on the 2021 Census results, Statistics Canada also noted the absence of longitudinal statistics and attributed this to historical discrimination that 2SLGBTQIA+ community members have had in Canada (left unacknowledged and even unprotected by human rights law until the mid-1990s) and continued to experience today⁵.

3.2 City's Involvement in Burnaby Pride

Historically, there have been limited services for 2SLGBTQIA+ community members in Burnaby. Those that were in place were largely for youth and provided through the Burnaby School District, SFU and BCIT. In the absence of such programs, individuals travelled outside of Burnaby, primarily to Vancouver and Surrey, in order to access appropriate programming and services.

The City's involvement in Burnaby Pride began in 2018. The annual Pride event illustrates the City's commitment to 2SLGBTQIA+ community members and creates visibility of community inclusion and celebration. The annual Pride event provides an opportunity for community members to connect and learn about resources, particularly for Burnaby young people and their families. As well, the annual event has resulted in partnerships between non-profit organizations and local businesses through means of sponsorships, supplemental events and targeted programs in Burnaby.

For the larger Burnaby community, the Pride event promotes understanding and fosters a sense of belonging while symbolizing the City's and the wider community's commitment to creating inclusion and celebrating diversity. The City's support for Pride demonstrates its commitment towards community inclusion.

² Statistics Canada. 2022. Canada at a Glance: LGBTQ2+ People.

³ Cisgender refers to a person whose sex assigned at birth is the same as their current gender.

Transgender refers to a person whose sex assigned at birth is not the same as their current gender.

Non-binary refers to a person who does not express gender exclusively as male or female.

⁴ Statistics Canada. 2022. Filling gaps in Gender Diversity Data in Canada.

⁵ Statistics Canada. 2023. Improving data on 2SLGBTQ+ populations.

3.3 Burnaby Pride at a Glance

The table below summarizes Pride events that have occurred since 2018 and demonstrates growth in attendance and the number of events hosted in Burnaby year over year.

Year	Attendance	Number of Events Hosted (City supported)	Brief Description
2018	800	1	<ul style="list-style-type: none"> • Pride Street Party (Jubilee Avenue)
2019	1,500	2	<ul style="list-style-type: none"> • Pride Day 1 – Garden Party (Civic Square) • Pride Day 2 – Street Party (Jubilee Avenue)
2020	1,800	1	<ul style="list-style-type: none"> • Virtual Pride due to COVID-19 (Zoom)
2021	1,590	2	<ul style="list-style-type: none"> • Hybrid Queer as Funk Concert (Shadbolt Centre for the Arts & Virtual on three platforms) • Virtual Cabaret (Live streamed from Shadbolt Centre for the Arts on three platforms)
2022	3,265	3	<ul style="list-style-type: none"> • Flag Raising Ceremony at City Hall • Pride BBQ Picnic in the Park (Lobley Park) • Burnaby Pride Celebration (Civic Square) • Note: Community-driven Pre-Pride event held in partnership with Studio Brewing
2023	4,815	4	<ul style="list-style-type: none"> • Flag Raising Ceremony at City Hall • Pride Community BBQ (Keswick Park) • Burnaby Pride Celebration (Civic Square) • Youth Pride Movie Night (hosted in partnership with Alphabet Soup) • Note: Community-driven Pre-Pride events held in partnership with Arc'teryx Metrotown, Steamworks Brewing, Studio Brewing & Taproom and Burnaby Lake Park Association

The events are primarily organized by the Burnaby Pride Planning Committee as noted above, with input from the Pride Community Advisory Network (composed of a wide range of Burnaby community members). City staff from Parks, Recreation and Culture, Social Planning, and the Burnaby Public Library regularly contribute by attending and planning the Burnaby Pride Celebration with other non-profit agencies and volunteers. In 2020, a One Time Funding grant of \$70,000 was approved by Council from the Gaming Interest Reserve fund. Thereafter, the funding request has been included as part of Arts Services’ financial planning (includes the staffing capacity for event planning, infrastructure costs, artist fees to support local talent and promotional activities). Other agencies provide cash and in-kind contributions (staff and volunteers/volunteer time) to support this event as well as any sponsorship received from local organizations and successful grant applications at both a provincial and federal level.

The Burnaby Pride Planning Committee has focused the planning of the Pride Celebration on being both a celebratory and educational event. In 2023, over 30 organizations working with the 2SLGBTQIA+ community were on site to connect with attendees and build awareness of the available services for Burnaby residents. One North Burnaby resident said:

“My favourite part [of Pride] was seeing the performances and visiting booths to learn more about organizations and initiatives I wouldn’t have known about otherwise.”

While the majority of the responses from event attendees have been positive (verbal and survey feedback received by the Planning Committee and volunteers at the information tables and tents), there remains much work to do around awareness and full inclusion.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

Community Engagement

In addition to receiving real-time verbal feedback at varying Burnaby Pride events, a community poster board was displayed at each event to engage the wider community. A survey was also offered online at each event to collect any additional information and feedback about Burnaby Pride, including ways to get involved. This is the first year of collecting information from visitors that come to attend the events.

Communications

Burnaby Pride has built a small and growing presence on the Burnaby Pride website and social media channels⁶. Survey feedback from attendees and performers emphasized the need for more advertising around Burnaby in advance of the event. The communications for Burnaby Pride are coordinated by the Burnaby Pride Planning Committee, however, City assistance with marketing would greatly improve communication efforts.

5.0 FINANCIAL CONSIDERATIONS

In recognition of the significant inflation associated with event production costs, the Parks, Recreation and Culture department has requested a 2024 One Time Funding request of \$85,000, which at the time of writing this report is pending approval.

Respectfully submitted,

E.W. Kozak, General Manager Planning and Development

REPORT CONTRIBUTORS

This report was prepared by Kai Okazaki, Planner 2, and reviewed by Lois Dawson, Coordinator – Festivals and Special Events, Emmaline Hill, Director Cultural Services, Margaret Manifold, Planner 3, and Lee-Ann Garnett, Deputy General Manager Planning and Development.

⁶ Burnaby Pride website: <https://www.burnabypride.com/>



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Joining Libraries Together

<i>Bowen Island Public Library</i>	<i>Pemberton & District Public Library Association</i>
<i>Burnaby Public Library</i>	<i>Port Moody Public Library</i>
<i>Coquitlam Public Library</i>	<i>Richmond Public Library</i>
<i>Fraser Valley Regional Library</i>	<i>Sechelt Public Library Association</i>
<i>Gibsons & District Public Library Association</i>	<i>Squamish Public Library</i>
<i>Lillooet Area Library Association</i>	<i>Surrey Libraries</i>
<i>New Westminster Public Library</i>	<i>Vancouver Public Library</i>
<i>North Vancouver City Library</i>	<i>West Vancouver Memorial Library</i>
<i>North Vancouver District Public Library</i>	<i>Whistler Public Library</i>

December 5, 2023

To: InterLINK Board
Cc: Administrators Advisory Group

Via email

Subject: Provisional 2024 InterLINK Budget

Dear Board Member,

Attached please find the provisional 2024 InterLINK budget. At its meeting on Tuesday, November 28, 2023, the InterLINK Board passed the following motions:

“THAT the Board of Directors of Public Library InterLINK adopt “Schedule A” as amended as the Year 2024 Provisional Budget of Public Library InterLINK and authorize its onward transmittal to member library boards for their consideration and comment

and

THAT a final vote on the 2024 InterLINK Budget take place at the first InterLINK Board meeting in 2024.”

InterLINK Board members should request that the provisional budget be placed as an information item on the agenda of the next meeting of their home board. As noted in the above motion, member library boards are asked to comment on this budget. Member library boards are not required to pass a motion to "approve" the budget; however, boards could pass a motion to receive the budget as an item for information.

As a reminder, the provisional 2024 InterLINK budget shows an increase in the total member levy to \$500,000. The total remains below pre-Covid fees and represents year 2 of a planned stepped increase to ensure the sustainability of InterLINK services. In discussions with their home boards,

InterLINK Board members may wish to highlight Schedule B, which provides the 2024 member levy for each library as well as a comparison to the 2020-2023 levies. Schedule C provides the total 2024 member levy and projected net borrower levy (if applicable). The final non-resident borrowing numbers for 2023 will be provided in the final 2024 InterLINK Budget as noted above.

Please do not hesitate to call if you have any questions,

Sincerely,

A handwritten signature in cursive script, appearing to read "Leigh Palmer", written in black ink.

Leigh Anne Palmer

Executive Director



2024

PROVISIONAL BUDGET

November 29, 2023

**2024 Provisional InterLINK Operating Budget
Schedule A - with projected borrowing**

	2023 Budget			2024 DRAFT BUDGET
REVENUES:	Budgeted	YTD (Sept)	Projected	Budgeted
Provincial Grant	601,000	605,180	605,180	605,000
Prov. Grant - COVID / Enhancement (for fiscal year)	425,000	335,000	110,000	200,000
Net Borrower Library-Contribution	55,376	55,376	55,376	61,427
Member Levies	410,000	410,000	410,000	500,000
Interest Income	12,000	33,534	66,000	35,000
New to BC	456,000	451,725	575,000	455,000
Admin-New to BC	45,500	42,016	50,000	45,000
Workshops	5,000	28,340	30,200	-
Project LLEAD	-	145,475	145,475	-
Consortial Purchasing	20,000	61,182	61,000	20,000
Transfer from Encumb. Fund - Compensation	48,307	-		-
Total Revenues	\$ 2,078,183	\$ 2,167,828	\$ 2,108,231	\$ 1,921,427
EXPENDITURES:				
GRANT Expenditures - COVID / Enh. (for fiscal year)	-	5,380	110,000	200,000
OFFICE-Audit & Legal	20,000	11,442	22,500	22,500
OFFICE-Board/Committee Expenses	8,000	41,814	45,000	15,000
OFFICE-Building Maintenance	5,000	2,552	3,700	5,325
OFFICE-Computer Repair & Maintenance	2,500	2,866	4,000	4,500
OFFICE-Equipment	2,500	2,025	3,500	3,700
OFFICE-Expenses-Miscellaneous	500	186	500	500
OFFICE-Insurance	6,500	6,658	6,658	7,300
OFFICE-Photocopier / Printer	2,700	1,782	2,500	2,500
OFFICE-Rent	33,000	28,661	37,800	39,500
OFFICE-Utilities	7,000	4,384	5,600	9,500
OFFICE-Postage/Shipping	1,400	696	1,000	1,400
OFFICE-Expenses/Supplies	2,000	2,041	2,500	2,400
PROGRAMS-Audiobooks-Acquisitions	100,000	58,412	100,000	100,000
PROGRAMS-Audiobooks-Supplies & storage	3,200	1,500	3,200	3,440
PROGRAMS-Audiobooks-Website	4,200	3,963	4,000	4,400
PROGRAMS-Consortial Purchasing	20,000	61,627	61,000	20,000
PROGRAMS-New to BC - Federal	456,000	513,830	575,000	455,000
PROGRAMS-ILK admin costs for NBC	17,000	7,788	13,000	17,000
PROGRAMS- Project LLEAD	-	149,397	149,400	-
PROGRAMS-Resource Sharing-Courier Charges	76,000	47,020	73,500	75,000
PROGRAMS-Resource Sharing-Del Suppl / storage	8,400	3,505	6,500	9,200
PROGRAMS-Resource Sharing-Hosting	20,000	-	17,000	20,000
PROGRAMS-Resource Sharing-UBC ILL Charges	3,800	-	5,000	5,000
PROGRAMS-Resource Sharing-Vehicle Operation	20,000	21,153	26,000	28,000
PROGRAMS-Workshops	48,000	7,764	8,000	7,500
PROGRAMS-YSC	33,500	4,112	33,500	33,125
STAFF- Professional Development	500	2,429	2,500	4,000
STAFF-Benefits	50,500	40,801	50,500	50,500
STAFF-Salaries & Wages	417,105	361,874	451,000	458,000
Sub-Total Operating Expenses:	1,369,305	1,395,662	1,824,358	1,604,290
Trfr.Capital Asset Reserve	7,000	-	7,000	10,000
Net Provider Comp.(Operating Bdgt)	221,502	221,502	221,502	245,708
Net Provider Comp.(Borr.Library)	55,376	55,376	55,376	61,427
Deferred Revenue (COVID relief funding)	315,000			-
Total Oper. Exp. & Comp.	\$ 1,653,183	\$ 1,672,540	\$ 2,108,236	\$ 1,921,425
Excess (Deficit)	\$ 425,000	\$ 495,288	\$ (5)	\$ 2

2024 InterLINK Provisional Operating Budget Member Levies Schedule B

NOTE: The 2024 Membership Levies are based upon the latest population figures provided by the Libraries Branch for InterLINK's use

PROPOSED

Library	Population 2023	2020 InterLINK Member Levies	2021 InterLINK Member Levies	2022 InterLINK Member Levies	2023 InterLINK Member Levies	2024 InterLINK Member Levies	Variance from 2023- 2024
BIPL *	4,058	659	463	473	546	\$ 625	\$ 79
BPL	270,264	54,863	35,523	32,753	33,735	\$ 41,618	\$ 7,883
CPL	159,343	33,020	21,053	19,412	19,968	\$ 24,537	\$ 4,570
FVRL **	838,316	85,904	74,607	86,877	106,478	\$ 129,092	\$ 22,614
GibPL *	13,041	2,128	1,497	1,503	1,673	\$ 2,008	\$ 336
LALA *	4,039	709	484	474	521	\$ 622	\$ 101
NWPL	85,708	16,957	11,195	10,322	10,714	\$ 13,198	\$ 2,484
NVCL	62,570	12,668	8,139	7,504	7,775	\$ 9,635	\$ 1,860
NVDPL	94,986	20,531	12,913	11,906	12,181	\$ 14,627	\$ 2,445
PemPL *	6,872	1,050	753	776	850	\$ 1,058	\$ 208
PMPL	36,786	7,863	4,921	4,538	4,648	\$ 5,665	\$ 1,016
RPL	222,954	47,759	29,804	27,480	27,964	\$ 34,333	\$ 6,369
SecPL *	19,825	3,167	2,224	2,260	2,505	\$ 3,053	\$ 548
SqPL *	24,670	3,696	2,514	2,651	3,008	\$ 3,799	\$ 791
SPL	633,308	125,678	82,089	75,687	79,479	\$ 97,523	\$ 18,044
VPL	707,736	114,288	74,847	78,881	89,840	\$ 108,984	\$ 19,145
WVML	48,443	10,622	6,626	6,109	6,250	\$ 7,460	\$ 1,210
WhPL *	14,048	2,061	1,674	1,719	1,865	\$ 2,163	\$ 298
TOTAL	3,246,967	\$ 545,900	\$ 530,620	\$ 371,325	\$ 410,000	\$ 500,000 =22% increase	\$ 90,000
COST PER CAPITA:							
	\$ 0.2076	0.1326	\$ 0.1260	\$ 0.1293	\$ 0.1540		
	2023 Population (est.)	3,246,967					

SUMMARY:

The direct cost per capita is arrived at by dividing the total member levy cost of \$500,000 by the total estimated population of 3,246,967. All libraries are now at 100% and there is no longer a VPL grant.

Please note that the extraordinary circumstances caused by COVID affected non-resident borrowing in 2020-2023, thus levies were temporarily reduced, but are being phased up to "normal" as forecast for, and approved by the AAG and the Board in 2022 and 2023.

Public Library InterLINK

2024 Calculations - circ activity and levies

(using 2023 PLSB pop. estimates; all libraries now at 100% of population)

2023 projected Circulation Activity; Membership Levy based on Data and Budget inputs for 2024)

(using \$0.50 per Net Loan)

Schedule C - p. 1

Library	Population 2023 all libraries now at 100%	Items Lent 2023 Projection	Items Borrowed 2023 Projection	Net Activity 2023 Projection	Net Lender Income \$0.50/net item Projection (0.40/item fr. subsidy)	Net Borrower Levy at \$0.10 per net item Projection
BIPL *	4,058	626	13,608	(12,983)		\$1,298
BPL	270,264	458,616	284,298	174,318	\$87,159	
CPL	159,343	166,139	349,799	(183,660)		\$18,366
FVRL **	838,316	181,795	406,640	(224,845)		\$22,485
GibPL *	13,041	10,083	16,333	(6,251)		\$625
LALA *	4,039	64	323	(259)		\$26
NWPL	85,708	96,519	136,290	(39,770)		\$3,977
NVCL	62,570	93,546	229,065	(135,518)		\$13,552
NVDPL	94,986	214,620	143,594	71,026	\$35,513	
PemPL *	6,872	1,822	5,231	(3,409)		\$341
PMPL	36,786	186,701	71,187	115,514	\$57,757	
RPL	222,954	143,646	109,655	33,991	\$16,995	
SecPL *	19,825	15,395	11,961	3,434	\$1,717	
SqPL *	24,670	1,983	9,556	(7,573)		\$757
SL	633,308	249,554	207,758	41,796	\$20,898	
VPL	707,736	466,464	400,669	65,795	\$32,898	
WVML	48,443	144,169	44,585	99,584	\$49,792	
WPL *	14,048	14,373	5,560	8,813	\$4,407	
TOTALS:	3,246,967	2,446,113	2,446,113	0	\$ 307,135	\$ 61,427

(rounded)

Only net
borrowers pay
this levy

**Public Library InterLINK
Compensation Model - 2024
Schedule C - p. 2**

2024 PROPOSED MEMBER LEVIES					
Based on 2023 population estimates from Lib. Br.					
Library	Proposed 2024 Member Levy	PROJECTED Net Borrower Levy at \$0.10 per net item (rounded) paid in 2024 re: 2023	Total 2024 Member Levy + PROJ. Net Borrower Levy	2023 Member Levy & Actual '22 Net Borrower Levy paid in 2023	Variance betw. 2024 Memb. Levy + PROJ. Net Borr. Levy and 2023 Memb. Levy + Actual Net Borr. Levy
BIPL *	\$625	\$1,298	\$ 1,923	\$1,715	\$ 209
BPL	\$41,618		\$ 41,618	\$33,735	7,883
CPL	\$24,537	\$18,366	\$ 42,903	\$35,327	7,577
FVRL **	\$129,092	\$22,485	\$ 151,577	\$128,191	23,386
GibPL *	\$2,008	\$625	\$ 2,633	\$1,974	659
LALA *	\$622	\$26	\$ 648	\$563	85
NWPL	\$13,198	\$3,977	\$ 17,175	\$15,202	1,973
NVCL	\$9,635	\$13,552	\$ 23,187	\$19,073	4,114
NVDPL	\$14,627		\$ 14,627	\$12,181	2,445
PemPL *	\$1,058	\$341	\$ 1,399	\$1,120	279
PMPL	\$5,665		\$ 5,665	\$4,648	1,016
RPL	\$34,333		\$ 34,333	\$27,964	6,369
SecPL *	\$3,053		\$ 3,053	\$2,723	330
SqPL *	\$3,799	\$757	\$ 4,556	\$3,526	1,031
SL	\$97,523		\$ 97,523	\$79,479	18,044
VPL	\$108,984		\$ 108,984	\$89,840	19,145
WVML	\$7,460		\$ 7,460	\$6,250	1,210
WPL *	\$2,163		\$ 2,163	\$1,865	298
TOTALS:	\$ 500,000	\$ 61,427	\$ 561,427	\$ 465,376	96,051

2024 proposed levies are \$500,000 vs \$410,000 in 2023; projected net borrowing costs are \$61,427 vs \$55,376 for 2022 borrowing (paid in 2023).

InterLINK 2024 Budget FAQs

What is the net borrower library contribution?

InterLINK facilitates “non-resident borrowing”, the ability for anyone living in the InterLINK service area to borrow materials from libraries outside their “home” community. Each time a member library loans an item to a non-resident, they are paid \$0.50 compensation for that loan. Of that \$0.50, \$0.40 comes from the InterLINK budget and \$0.10 is contributed by the borrowing library. Final net borrowing calculations occur after the year end.

Why has the net borrower library contribution amount increased?

Compensation for non-resident lending is budgeted in the year after the circulation activity occurs. That is, circulation activity from 2023 is used to build the 2024 budget. As non-resident circulation continues to trend to pre-2020 levels, net borrower contributions rise.

Will member levies continue to rise?

The drop in member levies in 2021 and 2022 were anomalies. After low borrowing in 2020-2021, InterLINK has seen a steady growth in borrowing, and is projecting increases to non-resident borrowing over the next few years. Other costs (courier, staffing, etc.) also continue to rise. This year’s increase is part of a strategic approach to move levies over time towards pre-pandemic levels in order to ensure sustainable services.

What does Schedule B show?

Schedule B provides the member levy, based on population, that each member library pays. The schedule provides a comparison of the member levy from 2020 to 2023. The 2024 total levy of \$500,000 is reflected as revenue on the draft operating budget (Schedule A).

What does Schedule C show?

Schedule C, page 1, provides the projected circulation activity for 2024 and the related compensation for non-resident borrowing. Net lender libraries derive revenue from the compensation model while net borrowing libraries pay into the compensation fund. Schedule C, page 2 combines the member levy and net borrowing (where applicable) to provide a total for each member library. The variance between 2024 and 2023 is also provided.