

BURNABY PUBLIC LIBRARY BOARD

AGENDA

Regular Meeting

DATE: 2022 October 20 (Thursday)

PLACE: via Zoom

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

CHAIR: Mandy Yang

Our dream is:

A welcoming community where all people can explore, learn and connect.

To realize our dream:

We empower the community to engage with and share stories, ideas and information.

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

	<u>PAGE NO.</u>
1. <u>Motion</u> to receive agenda	
2. <u>Minutes</u> (5 minutes incl. agenda)	
i) <u>Motion</u> to adopt the minutes of the regular meeting held 2022 September 15 as circulated	<u>ENCLOSED</u>
ii) <u>Motion</u> to adopt the minutes of the Finance Committee meeting held 2022 April 12 as circulated	<u>ENCLOSED</u>
3. <u>Reports</u> (10 minutes total)	
i) <u>Board Chair</u> (verbal)	
ii) <u>Council Liaison</u> (verbal)	
iii) <u>InterLINK Representative</u> (verbal)	
4. <u>Items for Decision</u>	
i) <u>Proposed 2023 Meeting Dates</u> (5 minutes)	<u>1</u>
ii) <u>Holiday Closures</u> (10 minutes)	<u>2</u>
iii) <u>Period 8 Reports</u> (15 minutes)	<u>3-4</u>

5. Items for Information

- i) Strategic Plan Report Q3 2022 (10-15 minutes)

5-16

6. Other Business

7. Next Library Board Meeting – 2022 November 17 at 7:00pm via Zoom.

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 financial matters.



TO: CHAIR AND TRUSTEES
BURNABY PUBLIC LIBRARY BOARD

FROM: HUMAN RESOURCES COORDINATOR - LIBRARY
BURNABY PUBLIC LIBRARY

SUBJECT: PROPOSED 2023 MEETING DATES

DATE: 2022 OCTOBER 20

RECOMMENDATION:

THAT the Board approve meeting dates for 2023.

REPORT

1. Background

The following schedule is recommended for Library Board meetings for the coming year. All regular meetings are scheduled for 7:00pm on the third Thursday of the month. The Board has traditionally not met in August and holds its December meeting on the second Thursday of the month.

2. Recommended Schedule

January 19	July 20
February 16	<i>(no meeting in August)</i>
March 16	September 21
April 20	October 19
May 18	November 16
June 15	December 14

Sharon Notarrigo
HUMAN RESOURCES COORDINATOR - LIBRARY
BURNABY PUBLIC LIBRARY



Burnaby Public Library

TO: CHAIR AND TRUSTEES
BURNABY PUBLIC LIBRARY BOARD

FROM: CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY

SUBJECT: HOLIDAY CLOSURES

DATE: 2022 OCTOBER 20

RECOMMENDATION:

THAT the Library Board approve all branches closing at 1:00pm on Christmas Eve and 5:00pm on New Year's Eve.

REPORT

This holiday season, all library locations will be closed on Sunday, December 25, Monday, December 26, Tuesday, December 27, Sunday, January 1 and Monday, January 2. City Hall traditionally closes on Christmas Eve at Noon and on New Year's Eve at 4:45pm.

In keeping with past practice, it is recommended that all library branches close at 1:00pm on Christmas Eve and at 5:00pm on New Year's Eve.

A handwritten signature in black ink, appearing to read 'Beth Davies'.

Beth Davies
CHIEF LIBRARIAN
BURNABY PUBLIC LIBRARY

Operating Budget to Actual Variance - BPL

2022 P1 - P8

	2022 P1 - P8			2022 Annual			Period 1 to 8: Variance Explanation	End of Year Forecasted Variance	Budget Explanation
	Actual	Budget	Residual	Actual	Budget	Residual			
Revenue & Expenditures (No settlements)	9,773,703	10,501,522	727,819	9,959,130	15,096,394	5,137,264		453,500	
Revenue	(700,080)	(568,993)	131,088	(700,947)	(1,323,501)	(622,554)		-184,000	
Sale of Goods and Services	(67,010)	(93,993)	(26,983)	(67,876)	(312,347)	(244,471)	Reduced printing revenue partly due to Metrotown renovations, elimination of book sales and reduced revenue from fines and fees. Union recovery	-68,000	Revenue from InterLINK, Fees and Fines, Printing, Union Recovery, Misc. Sales and Donations
Grants & Others	(598,071)	(475,000)	123,071	(598,071)	(475,000)	123,071	123k Prov Covid relief grant	123,000	Provincial government grant
Transfer from Own Funds	(35,000)		35,000	(35,000)	(536,154)	(501,154)	Use of Endowment Fund for contribution to CULC and the Association of BC Public Library Directors	-239,000	Transfers from Endowment Fund and City One Time Funding
Expenditures	10,473,783	11,070,514	596,731	10,660,077	16,419,895	5,759,818		637,500	
Compensation	6,761,677	7,468,403	706,726	6,762,263	12,078,354	5,316,091	Unfilled positions - Info Clerks and pages. MTD & LTD. Short Term Sick.	808,000	Salaries
Books & Publications	552,239	492,204	(60,035)	595,355	698,610	103,255	eBooks	-250,000	eBooks
Communications	35,205	31,909	(3,296)	53,136	51,970	(1,166)		0	Mobile phones and data for devices
Professional Development	67,088	99,646	32,558	67,863	116,426	48,563	Lower InterLink membership fees Less Training and conference.	38,000	Training, Conferences, Membership
Travel & Accommodation	1,024	1,468	444	1,024	4,000	2,976		0	Mileage, Conferences, Membership
Computer Supplies & Software	151,985	132,231	(19,754)	158,370	137,000	(21,370)	Added more languages to Bibliocommons	-20,000	
Equipment Purchase & Maintenance	9,613	6,693	(2,920)	14,428	10,300	(4,128)		0	
Utilities	118,985	131,429	12,444	118,985	213,572	94,587	Reduced hours.	20,000	Gas, electricity
Materials and Supplies	114,001	118,185	4,184	119,927	214,550	94,623		10,000	Janitorial/office supplies
General Services	20,295	22,459	2,164	63,699	86,582	22,883		0	Print Services, Advertising, postage
Rentals and Leases Expense	18,641	9,235	(9,406)	34,680	17,050	(17,630)	MT fire - Eco bin & Cart Rental - Recoverable	0	Rental and leases
Donations & Grants	40,000	2,500	(37,500)	40,000	2,500	(37,500)	Unbudgeted use of Endowment Fund for contribution to CULC and the Association of BC Public Library Directors.	-37,500	Picard Bursary
Financial Charges	2,214	7,649	5,435	2,268	12,430	10,162		0	Point of Sale, Armoured car services, credit/debit/exchange fees
Contracting & Consulting Services	27,341	41,438	14,098	63,831	215,000	151,169	Website Maintenance invoice timing difference. Waste Control.	109,000	Contracted services i.e. waste control, consult fee, Honoraria
Insurance & Financial Services	117,208	67,410	(49,798)	117,208	67,410	(49,798)	Higher facility insurance premium.	-50,000	Building Insurance
Building Services	6,405	6,154	(251)	16,665	10,000	(6,665)		0	Building/Facility Maintenance
Depreciation	2,401,122	2,401,122	0	2,401,122	2,401,122	0		0	
Allocation, Overhead/Internal Expenditures	28,741	30,378	1,637	29,294	83,020	53,765	Less than budgeted.	10,000	Internal charge - water/sewer/garbage, Cameron rent, shop labour allocation

Capital Plan to Actual - BPL

2022 P1 - P8

Program	Project	2022 Plan	2022 Actuals & Commitments	Residual	Plan to Actual & Committed %	2022 Status Update
Library Materials	Library Materials	1,363,000	799,958	563,042	59%	Project is on schedule and expected to spend to plan by year end.
Library Materials Total		1,363,000	799,958	563,042	59%	
Equipment	Automated Materials Handling	391,543	324,177	67,366	83%	Project is under spent due to lower cost of equipment. Remainder of money will be used for Citizen Printing Software project. On schedule to complete by year end.
	Recording studios and tech space at Metrotown	240,000	-	240,000	0%	Renovations are delayed which will impact the Recording Studio and Tech Space, approximately 20k will be spent by year end, and remainder will be carried over into 2023. Partial funds will be used for over in OHS project.
	Printing Software	110,000	10,927	99,073	10%	Project is forecasted to be overspent due to higher quotes than expected. Funding will be transferred from the Automated Materials Handling project. On schedule to complete by year end.
	Replace all public seating at McGill	110,000	-	110,000	0%	Project is in the process of RFP with the city. On schedule to complete by year end.
	Self Checkout Stations (LIB)	12,000	-	12,000	0%	Project is deferred to 2023 to align with planned purchases of other SCKOs
Equipment Total		863,543	335,104	528,439	39%	
Buildings	Library Occupational Health & Safety Project - Computer & Furniture (LIB)	125,000	117,473	7,527	94%	Project is expected to be overspent by 100k. Funding will be transferred from Recording Studios project. On schedule to complete by year end.
	Library Occupational Health & Safety Project - Building (COB)	40,000	32,645	7,355	82%	Project on budget and on schedule to complete by year end.
	Tommy Douglas Teen Space (LIB)	40,000	39,061	939	98%	Project completed
	Metrotown Branch Multi Purpose Room (LIB)	8,457	8,457	-	100%	Project completed
Buildings Total		213,457	197,636	15,821	93%	
Vehicles - New	EV KIA SOUL	50,500	-	50,500	0%	Project carried over into 2023 due to delays in procuring electric vehicles.
Vehicles - New Total		50,500	-	50,500	0%	
		2,490,500	1,332,698	1,157,802	54%	