

Minutes of the VPL Board Meeting held on Wednesday, November 22, 2023 at 5:30 p.m. at the Level 8 Morris J. Wosk Boardroom, 350 West Georgia St., Vancouver, BC.

**Present:** Tim Bottomer  
Victor Huang  
Emily Lapper  
Kevin Lowe — Chair  
Melody Ma  
Raji Mangat — Vice Chair  
Clr. Peter Meiszner — Vancouver City Councillor  
Harlan Pruden  
Karen Spears  
Ziming Yang  
Abeer Yusuf

**Board Liaisons:** Victoria Jung — Chair, Vancouver Board of Education

**Management**

**Present:** Christina de Castell — Chief Librarian & CEO  
Maryn Ashdown — Director, Neighbourhood & Youth Services  
Kay Cahill — Director, Information Technology & Collections  
Julia Morrison — Director, Corporate Services & CFO  
Carol Nelson — Director, Planning & Communication  
Balwinder Rai — Director, Human Resources

**Staff:** Scott Fraser — Manager, Marketing & Communications

**Guests:** Liza Saayman — President, CUPE Local 391  
Jenny Marsh — Executive Director, VPL Foundation  
Christian Kruse — Co-Chair, Friends of VPL

**Recording Secretary:** Chrysalyn Tolentino — Executive Assistant

**INTRODUCTION**

**1. Land Acknowledgement**

Board Chair Lowe acknowledged that our work takes place on the unceded, ancestral and contemporary lands of the Musqueam, Squamish and Tsleil-Waututh Nations. He reflected

on the year end and our own continual learning. He noted that he has been watching videos by Les George (VPL 2023 Indigenous Storyteller-in-Residence) on Tsleil Waututh and Coast Salish culture and encouraged others to also learn from them, in particular noting land rights as a starting point for conversations on Indigenous Rights and Reconciliation, and our responsibility as individuals and as an institution to learn about the Indigenous cultures and languages of this land to advance this work.

Trustee Harlan Pruden commented that he is honoured to witness VPL leadership around Reconciliation and as an example to other organizations. Trustee Melody Ma echoed the sentiment and noted other libraries are now talking about Reconciliation and how to incorporate this into their own systems.

## **ADMINISTRATION**

### **2. Consent Agenda - Removal of Items and Approval**

Moved by Harlan Pruden and seconded by Tim Bottomer

*THAT the following be approved on consent:*

- Letter from Public Libraries InterLINK to Board Chair Lowe re: 2022 InterLINK Grant

*THAT the Board receive the correspondence for information.*

**CARRIED UNANIMOUSLY**

### **3. Approval of the Agenda**

Moved by Melody Ma and seconded Emily Lapper

*THAT the Board approve the regular meeting agenda as received.*

**CARRIED UNANIMOUSLY**

### **4. Minutes**

The draft minutes of the Regular Meeting held October 25, 2023 were presented to the Board for approval.

Moved by Tim Bottomer and seconded by Ziming Yang

*THAT the draft minutes of the Regular Meeting held October 25, 2023 be approved as received.*

**CARRIED UNANIMOUSLY**

## REQUEST FOR INFORMATION

### ➤ **Vancouver School Board**

Victoria Jung shared information about the VSB governance structure and how they are seeking to incorporate Indigenous voices. They have invited an Indigenous student trustee to be part of the Board, and are inviting the Host Nations to be part of every committee.

### ➤ **CUPE 391**

Liza Saayman, CUPE 391 President, shared that she attended the CUPE National Convention with over 2,300 delegates from 717 locals across Canada. She noted that the Strategic Plan Quarterly report demonstrates the high level of service to the public, and the benefits of the change in service hours. She commented that this is the work of front-facing staff members, and that the change in hours and other work is causing high levels of stress, anxiety, and burn-out. She shared that VPL staff have the highest utilization of Homewood services in the City, partly due to VPL promoting its use, but also due to high level of stress and mental health impacts of public work, and that it is important for VPL to provide safe spaces for our staff, in addition to the public.

Board Chair Lowe and other trustees commented that front line library workers are often the unsung heroes and thanked them for their work and their compassion, and Liza for her leadership and advocacy.

### ➤ **Friends of VPL**

Christian Kruse, Co-Chair of the Friends of VPL, shared that the Atrium scaffolding has resulted in reduced sales at Book'mark. He reported that the store will be open during the staff Wellness Conference and that the Friends of VPL Board is wrapping up their long range planning and will present a report in the new year.

### ➤ **VPL Foundation**

Jenny Marsh, Executive Director of the VPL Foundation shared that the Foundation will be donating notebooks for the VPL staff Wellness Conference. She provided an update that 85 donations have been received from the Direct Appeal and annual Cardholder appeal, sent to approximately 200,000 adult cardholders. She also shared that the Foundation has four new Board members who are officially starting on December 12, and that fundraising will be re-starting for the Children's Library Revitalization project. Trustees sought an update on the Children's Library and Chief Librarian & CEO de Castell noted that staff will share the detailed design for the new Children's Library at an upcoming Library Board meeting.

## ITEMS FOR INFORMATION

### 5. Strategic Plan Reporting – Q3 2023

Carol Nelson, Director of Planning & Communications presented an overview of progress on the Strategic Plan for the 3<sup>rd</sup> quarter of 2023. Components include quarterly and annual performance measures, strategic initiative progress updates, activities supporting Indigenous Rights and Reconciliation, a spotlight on key library activities, and a sampling of patron appreciation and engagement. Trustees sought clarification on the timelines for Palace Project launch, Multicultural Capacity Building and the Equity and Inclusion framework and staff provided information in response to these inquiries.

Moved by Abeer Yusuf and seconded by Ziming Yang

*THAT the draft minutes of the Regular Meeting held October 25, 2023 be approved as received.*

**CARRIED UNANIMOUSLY**

### 6. Board Self-Evaluation

Vice Chair Raji Mangat shared that Board Chair Lowe sent the link to the survey on November 17 and requested that trustees complete the self-evaluation survey by December 1, 2023. She thanked Trustee Huang for updating and consolidating the questions for this year to ensure we have greater understanding of the capacity and role of trustees, especially on Truth and Reconciliation.

## ADJOURN

Moved by Melody Ma and seconded by Emily Lapper

There being no further business, the Chair declared the meeting adjourned at 6:30 p.m.

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Kevin Lowe, Chair

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Christina de Castell, Secretary

## MANAGEMENT REPORT

Date: January 16, 2024  
Author: Julia Morrison, Director of Corporate Services & CFO  
VanDOCs #: DOC/2024/007677  
Meeting Date: January 23, 2024

TO: Library Board  
FROM: Julia Morrison, Director of Corporate Services & CFO  
**SUBJECT: 2024 OPERATING BUDGET – APPROVED BY COUNCIL**

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### **SUMMARY**

This report presents the 2024 Operating Budget that was approved by City Council on December 12, 2023. The approved Council budget provides an additional \$180K of ongoing annual operating funding to open two more branches on Mondays. Based on community need and existing use, management have identified Champlain Heights and South Hill branches to open on Mondays, and anticipate that the new hours will begin in early April 2024.

### **PURPOSE**

This report is for decision.

### **RECOMMENDATION**

THAT the Board receive this report for information, and

THAT the Board approve the Council-approved VPL 2024 Operating Budget of \$62,876,898.

### **POLICY**

The BC Library Act identifies under section 10(1) that the Library Board must prepare and submit a budget to Council annually, which Council may approve with or without amendment, and identifies under section 11 that the Library Board has, subject to the approved budget, exclusive control over the expenditure of all money provided by the municipal council for library purposes.

### **STRATEGIC IMPLICATIONS**

The operating budget drives VPL's ability to meet the objectives in its strategic plan.

## **INDIGENOUS CONSIDERATIONS**

VPL's operating budget determines our ability to deliver services to Vancouver's urban Indigenous communities and to the Musqueam, Squamish and Tsleil-Waututh Nations. For many years, VPL has dedicated operating funding to public programs, collections and staff training in response to the Truth and Reconciliation Commission's Calls to Action, and to enhance understanding of Indigenous ways of knowing, being and doing. In recent years, City Council increased VPL's operating budget to fund a permanent Indigenous Planner position. The investment in the Indigenous planner position enables VPL to build stronger relationships with the Musqueam, Squamish and Tsleil-Waututh Nations, and increases the capacity of VPL to advance its priorities around Indigenous Rights & Reconciliation. Further investments in equity-related roles would continue to improve inclusion for Indigenous staff, including specific efforts to support the recruitment and retention of Indigenous staff.

## **BACKGROUND**

Each summer, the City begins the development of next year's operating budget. The budget is typically based on the current year's budget and adjusted for next year's known fixed cost increases. Fixed cost increases include costs related to ongoing services, such as debt service charges, building occupancy, insurance and utility costs, salary increments as well as wage increases in collective agreements. Revenue budgets are also updated to reflect any anticipated changes to next year's fees and rates. This preliminary work provides a starting point to see how close the overall City budget is to being balanced, and/or how much of a gap there is between revenues and expenses. If there is a gap, it needs to be eliminated either through increased revenues, including increases in property taxes, reduced expenses, or a combination of both.

If the preliminary budget numbers indicate that expenses are greater than revenues, the City may set each department and Board a budget savings target within the context of the overall City budget gap. The City may also ask departments and Boards to put forward priority areas for investment, if there is funding available within the overall City budget to support new investments.

Vancouver City Council approves the Library's operating budget with or without amendments. Generally, the Board approves the budget in October or November subject to Council approval in December. After Council has approved the Library's Operating Budget, the Board approves any final adjustments.

While it was not anticipated that there would be opportunities for new investments in 2024, the VPL Board considered and approved options for 2024 priority investment areas in preparation for the budget process.

At its November board meeting, the Board approved the 2024 draft Operating Budget of \$62,696,898, subject to City Council approving this amount, and directed management to report back if this amount was not approved by City Council.

## **DISCUSSION**

Historically, City Council is presented with a recommended budget and property tax increase for decision in December. After Council approves the Library's operating budget, the Board approves any final adjustments.

On December 12, 2023, Council approved a 2024 operating budget for the City of Vancouver with a 7.5% property tax increase. The overall City budget amount varied from the draft budget, with additional property tax-funded budget added to some City departments and Boards.

The VPL budget of \$62,876,898 was approved, in alignment with what the Board approved in November, with the following addition:

- \$180,000 to provide ongoing funding to open two more branches on Mondays

There were no further changes to the VPL 2024 budget.

### **New Monday Branch Openings:**

Currently, nine of our 20 neighbourhood branches are open 7 days/week, with the remaining 11 branches open Tuesday through Sunday. Six of the 11 branches that are currently not open on Mondays are within Vancouver's Eastside, and five are within Vancouver's Westside (Ontario Street marks the boundary in most of Vancouver between thoroughfares designated "West" and those designated "East").

After reviewing costs and priorities, VPL's plan is to open the Champlain Heights and South Hill branches on Mondays, starting in April. Both of these branches are in the South East quadrant of the city, where social services are much less concentrated than in other areas of the city, and where the needs continue to rise as affordability worsens across the region.

After reviewing the materials circulation statistics for the branches currently only open six days a week, the Champlain branch was selected because it has the highest circulation in the Eastside, circulating approximately 261,364 items and receiving 146,525 visits in 2023. This location supports a high number of families within the catchment and also the growing East Fraser Lands (River District) development, where library services are not yet provided.

The South Hill branch, while a smaller location, has been selected for Monday opening due to its rising circulation and traffic, combined with its importance to a catchment area that has fewer than average social services when compared to other parts of Vancouver. South Hill is part of the Sunset neighbourhood, with a diverse population, and an Indo-Canadian hub of vibrant businesses and culture. South Hill circulated 159,354 items in 2023, and received 115,581 patron visits.

These two branches will open for full days (9:30am - 6pm) on Mondays, through a combination of existing staff rescheduling, and new hiring. The planned opening date of April allows for a reasonable planning window for this scheduling, hiring and staff onboarding to occur, and will support programming stability at these locations for events and classes that are already planned with existing staff through March Spring Break.

Management also considered the Marpole branch as a candidate for seven-day opening, but due to lower visitation and circulation than either the South Hill or Champlain Heights branches, and with a redevelopment in the planning stages, the other two locations were selected. Marpole branch will continue to be prioritized as an important community amenity during extreme weather events, as we have heard from the community that it fills a crucial need for indoor space during these times.

### **FINANCIAL IMPLICATIONS**

The Council-approved VPL expenditure and transfer budget for 2024 is \$62,876,898 (2023: \$60,391,407). These expenditures and transfers are funded by budgeted VPL revenues of \$3,798,200 (no change from 2023), and City funding of \$59,078,698 (2023: \$56,593,207).

This is an increase of \$2,485,491 (4.1%) over the 2023 budget, and an increase of 4.4% in the amount of funding that is provided by the City of Vancouver.



The 2024 VPL Council-approved budget is summarized below:

	2023 Approved Operating Budget	2024 Draft Operating Budget	Net Change \$	Net Change %		2024 Council Approved Operating Budget	Net Change \$	Net Change %
<b>Revenues</b>								
Municipal	56,593,207	58,898,698	2,305,491	4.1%		59,078,698	2,485,491	4.4%
Provincial	1,456,300	1,456,300	-	0.0%		1,456,300	-	0.0%
Gifts & Grants	220,400	220,400	-	0.0%		220,400	-	0.0%
Library-Generated	1,822,000	1,822,000	-	0.0%		1,822,000	-	0.0%
Cost Recoveries	299,500	299,500	-	0.0%		299,500	-	0.0%
<b>Total Revenues</b>	<b>\$60,391,407</b>	<b>\$62,696,898</b>	<b>\$2,305,491</b>	<b>3.8%</b>		<b>\$62,876,898</b>	<b>\$2,485,491</b>	<b>4.1%</b>
<b>Expenditures</b>								
Salaries and benefits	45,393,616	47,745,993	2,352,377	5.2%		47,745,993	2,352,377	5.2%
Facilities	6,709,675	6,585,102	(124,573)	(1.9%)		6,585,102	(124,573)	-1.9%
Collections	5,299,733	5,404,600	104,867	2.0%		5,404,600	104,867	2.0%
Supplies and Materials	1,039,600	1,011,700	(27,900)	(2.7%)		1,011,700	(27,900)	-2.7%
Other	1,190,110	1,160,210	(29,900)	(2.5%)		1,340,210	150,100	12.6%
Equipment and Fleet	631,885	660,886	29,001	4.6%		660,886	29,001	4.6%
Transfers	126,788	128,407	1,619	1.3%		128,407	1,619	1.3%
<b>Total Expenditures</b>	<b>\$60,391,407</b>	<b>\$62,696,898</b>	<b>\$2,305,491</b>	<b>3.8%</b>		<b>\$62,876,898</b>	<b>\$2,485,491</b>	<b>4.1%</b>

## MANAGEMENT REPORT

Date: January 15, 2024  
Author: Christina de Castell, Chief Librarian & CEO  
VanDocs#: DOC/2023/251275  
Meeting Date: January 23, 2024

TO: Library Board  
FROM: Christina de Castell  
**SUBJECT: City Council Strategic Priorities 2023-2026**

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### **SUMMARY**

This report presents the Vancouver City Council Strategic Priorities for 2023-2026 and how VPL's priorities and goals align with them.

### **PURPOSE**

This report is for discussion and information.

### **RECOMMENDATION**

That the Board receive the report for information.

### **BACKGROUND**

Vancouver City Council approved *Vibrant Vancouver: City Council's Strategic Priorities, 2023-2026*, on October 31, 2023. The report articulates Council's priorities through to October 2026.

### **DISCUSSION**

This report is provided for discussion and to support Board members in their future discussions with Council members. The following table identifies VPL Strategic Plan priority and goal alignment with Council priorities, as well as operating activities that support Council priorities.

Council Strategic Objective, Priority Outcomes and Key Aligned Work	VPL Strategic Plan 2020-2025 Priority, Goal, and Activities
<b>1. Vibrant and Diverse</b>	
A. Create vibrant public spaces	Priority 2: Shared spaces & experiences <ul style="list-style-type: none"> <li>• Offer free public music / performances in library spaces</li> <li>• Offer outdoor programming for adults and youth across Vancouver (e.g. Bibliobike, dogs in parks)</li> </ul>
B. Enable large-scale sporting, cultural and arts events > Support the local music scene	Priority 1: Learning & Creativity <ul style="list-style-type: none"> <li>• Provide free bookable recording studios</li> <li>• Participate in Vancouver Writers Festival, Word on the Street</li> </ul>
E. Support diverse cultural communities	Priority 3: Belonging & Connection (Goal 3.3: Engage and celebrate the diverse cultures and languages of Vancouver) <ul style="list-style-type: none"> <li>• Offer materials in 16 languages other than English</li> <li>• Support diverse cultures through collections, programming, and events at all 21 locations e.g. Indigenous Storyteller in Residence, Uplift Asian, multilingual children’s programming (virtual/ recorded storytimes).</li> <li>• Support newcomers through Skilled Immigrant InfoCentre</li> </ul>
<b>2. Housing</b>	
C. Work with the Province and other partners to address the homelessness crisis	Priority 3: Belonging & Connection (Goal 3.1: Reduce social isolation and provide affordable access) <ul style="list-style-type: none"> <li>• Provide 400+ public computers and support to enable access to government and social services</li> <li>• Provide programs and materials for affordable learning and entertainment</li> </ul>
<b>3. Supporting Business</b>	
B. Do our part to support local business and ensure the business climate is welcoming	Priority 3: Belonging & Connection (Goal 3.1: Reduce social isolation and provide affordable access)

Council Strategic Objective, Priority Outcomes and Key Aligned Work	VPL Strategic Plan 2020-2025 Priority, Goal, and Activities
<p>&gt; Enhance City supports for local independent business</p>	<ul style="list-style-type: none"> <li>• Provide programs and resources for entrepreneurs through Skilled Immigrant InfoCentre</li> <li>• Host small business workshops and career fairs</li> <li>• Offer affordable meeting room rental and event space in iconic downtown location</li> <li>• Provide fee-based research for local business start ups</li> <li>• Collaborate with business improvement associations to celebrate community events</li> </ul>
<p>C. Provide support to the local film, television, music and digital entertainment industries &gt; Enhance City supports for the film industry</p>	<p>Priority 2: Shared Spaces &amp; Experiences</p> <ul style="list-style-type: none"> <li>• Provide free bookable recording studios</li> <li>• Central Library is a popular rentable filming venue for movies and TV shows and VPL offers experienced staff support</li> </ul>
<p>D. Provide support to green economy sectors &gt; Support a circular economy including recycling and re-use of materials</p>	<p>Priority 1: Learning &amp; Creativity</p> <ul style="list-style-type: none"> <li>• VPL is the foundational civic infrastructure of the sharing economy, with over 2M items available for community lending</li> <li>• Host community seed libraries to support food security and seed sharing</li> </ul>
<p>4. City Services &amp; Infrastructure</p>	
<p>D. Ensure excellent Vancouver civic facilities &gt; Ensure the City's civic facilities are properly maintained/modernized</p>	<p>Priority 2: Shared Spaces &amp; Experiences</p> <ul style="list-style-type: none"> <li>• VPL Foundation is raising funds to support renewal of Central Library Children's Library and Levels 2 &amp; 3</li> </ul>

Council Strategic Objective, Priority Outcomes and Key Aligned Work	VPL Strategic Plan 2020-2025 Priority, Goal, and Activities
<p>&gt; Pursue Britannia Community Services Centre’s long range planning and renewal work in collaboration with VPBR and VSB</p>	<ul style="list-style-type: none"> <li>Actively participating in Britannia redevelopment plan to ensure VPL continues to provide needed services to this community</li> </ul>
<p><b>5. Safety &amp; Security</b></p>	
<p>B. Invest in preventative safety and security programs</p> <p>&gt; Advance actions responding to the MMIWG report</p> <p>&gt; Advance restorative city initiatives</p>	<p>Priority 3: Belonging &amp; Connection (goal 3.4: Establish the library as a forum for civic conversation and understanding)</p> <ul style="list-style-type: none"> <li>Participating in action planning in response to MMIWG</li> <li>Help to combat racism through programs such as Uplift Asian</li> <li>Participating in Hastings-Sunrise restorative city pilot</li> </ul>
<p><b>6. Climate Emergency</b></p>	
<p>A. Incorporate climate change adaptation and resilience measures into our work</p>	<p>Priority 2 Shared Spaces &amp; Experiences (Goal 2.2: Welcoming, accessible, and sustainable facilities)</p> <ul style="list-style-type: none"> <li>All VPL facilities under development align with green requirements at all stages of design</li> <li>Act as cooling centre during climate emergencies. Added water bottle filling stations and AC so available at all locations</li> </ul>
<p>D. Reduce Vancouver’s GHG emissions from transportation in line with overall Climate Emergency Action Plan goals</p>	<ul style="list-style-type: none"> <li>VPL has 2 x electric delivery trucks, an electric fork lift and an electric maintenance vehicle</li> </ul>
<p><b>7. Healthy, Inclusive and Equitable</b></p>	

Council Strategic Objective, Priority Outcomes and Key Aligned Work	VPL Strategic Plan 2020-2025 Priority, Goal, and Activities
<p>C. Work to ensure Vancouver’s cultural communities feel included and respected</p> <ul style="list-style-type: none"> <li>&gt; finalize an anti racism/ anti hate action plan</li> <li>&gt; Further diversify library collections and programming to reflect Vancouver’s communities</li> </ul>	<p>Priority 3: Belonging &amp; Connection (Goal 3.3: Engage and celebrate the diverse cultures and languages of Vancouver and 3.4: Library as forum for civic conversation and understanding)</p> <ul style="list-style-type: none"> <li>• Lend materials in 16 languages other than English</li> <li>• Offer free programs and resources to address and combat racism (eg Uplift Asian)</li> <li>• Monitor census data to ensure that languages offered reflect current community demographics</li> <li>• Provide multilingual materials at locations which reflect the local community</li> <li>• Undertaking study to expand multicultural services</li> <li>• Programming approach recognizes festivals and events of significant meaning to cultural groups in Vancouver e.g. Lunar New Year</li> </ul>
<p>D. Make sure our libraries are dynamic social and learning hubs across the City</p> <ul style="list-style-type: none"> <li>&gt; Open the new Oakridge branch library</li> <li>&gt; Enhance library services for Vancouver children</li> </ul>	<p>Priority 2 Shared Spaces &amp; Experiences</p> <ul style="list-style-type: none"> <li>• Provide free study and remote work spaces for the increasing number of students and workers who are living in smaller homes</li> <li>• Oakridge to include 6 community meeting rooms, a multi-purpose space, 2 recording studios, and early learning space</li> <li>• Children’s Library revitalization supported by VPL Foundation and Growing Communities Fund</li> <li>• Adding more early learning spaces in branches to promote development</li> </ul>

Council Strategic Objective, Priority Outcomes and Key Aligned Work	VPL Strategic Plan 2020-2025 Priority, Goal, and Activities
	Support early learning and out-of-school childcare providers with literacy training, and access to age-appropriate resources on Anti-racism and Reconciliation; provide deposit book boxes at childcare centres
<p>E. Ensure Vancouver is a seniors-friendly, accessible city &gt; Implement the City’s Accessibility Strategy</p> <p>&gt; Enhance library services for seniors</p>	<p>Priority 2 Shared Spaces &amp; Experiences (Goal 2.2: Welcoming, accessible, and sustainable facilities)</p> <ul style="list-style-type: none"> <li>• All new developments meet or exceed accessibility standards (RHFAC)</li> <li>• Numerous accessibility upgrades undertaken following RHFAC assessments including addition of ramp and lift in Alice Mackay meeting room at Central</li> <li>• Partnering with other libraries to develop strategy for Accessible BC Act</li> <li>• Accessible Services (ASV) provides accessible collections, outreach via residential and care home delivery, and lendable accessible technology devices</li> <li>• Relocated ASV into Central Library in 2023 to provide easier access for seniors and people with disabilities</li> <li>• ASV to partner with ConnecTra in 2024 to deliver a book club exploring disability in literature</li> <li>• All zoom programs have closed-caption enabled</li> </ul> <p>Priority 3: Belonging &amp; Connection (Goal 3.1: Reduce social isolation and provide affordable access)</p> <ul style="list-style-type: none"> <li>• Partnership with Seniors First BC, Disability Alliance of BC and others to deliver digital and financial literacy programs to seniors</li> <li>• Numerous programs delivered in branches, virtually, and through VPL spaces provide a welcoming and familiar space for isolated seniors who rely on staff to assist with digital access, navigating government systems, and social connection</li> </ul>

Council Strategic Objective, Priority Outcomes and Key Aligned Work	VPL Strategic Plan 2020-2025 Priority, Goal, and Activities
<p>F. Do our part to ensure Vancouver residents are physically and mentally healthy &gt; Update the City’s Healthy City Strategy</p>	<p>Priority 1: Learning &amp; Creativity and Priority 3: Belonging &amp; Connection</p> <ul style="list-style-type: none"> <li>• Provide free access to more than 2M items including resources for physical and mental health (mindfulness programming, etc.)</li> <li>• Provide opportunities to connect in neighbourhoods and through programs</li> </ul>
<p>8. Reconciliation</p>	
<p>A. Advance the City of Vancouver UNDRIP Task Force Recommended Actions</p>	<p>Reconciliation is an overarching priority</p> <ul style="list-style-type: none"> <li>• VPL has developed an Indigenous Rights and Reconciliation strategy to support UNDRIP</li> <li>• Indigenous Planner is participating in development of City UNDRIP Action 12</li> <li>• VPL action plan aligns with city UNDRIP strategy</li> </ul>
<p>B. Support Indigenous land development and stewardship &gt; Support land use planning for the Jericho Lands</p>	<ul style="list-style-type: none"> <li>• Participating in planning for library services at Jericho Lands</li> </ul>
<p>C. Provide programs and services to support local Indigenous people &gt; Support community-identified urban Indigenous priorities</p>	<p>Priority 2: Shared Spaces and Experiences (Goal 2.1: Reflect and Celebrate Indigenous cultures and histories)</p> <ul style="list-style-type: none"> <li>• Connection to Kith &amp; Kin supports Indigenous participants to research documentation of their families. It was identified in 2018 as a priority by urban Indigenous leaders from ALIVE and NWIC.</li> <li>• Added a Musqueam welcome at relocated WPG branch; commissioning Musqueam graphic design for exterior windows</li> <li>• Each of VPL’s 21 locations includes an Indigenous collection for adults, young adults and children reflecting Indigenous cultures, history and lived experiences</li> </ul>



Council Strategic Objective, Priority Outcomes and Key Aligned Work	VPL Strategic Plan 2020-2025 Priority, Goal, and Activities
<p>&gt; Educate Vancouverites about local Indigenous history via library programs</p>	<p>Priority 3: Belonging &amp; Connection (Goal 3.2: Enhance understanding &amp; appreciation of Indigenous ways of knowing, being and doing)</p> <ul style="list-style-type: none"> <li>• For over a decade, VPL has actively focused on educating Vancouverites about local Indigenous cultures and histories through programs such as the Indigenous Storyteller in Residence; author talks; Indigenous collections; and bringing Indigenous considerations to policy and governance.</li> <li>• Introduced newcomer Indigenous Considerations program; positive response led to Indigenous Considerations for general public</li> <li>• Hosted Les George, 2023 Indigenous Storyteller in Residence, as well as other Indigenous author events.</li> <li>• Partner with Library &amp; Archives to deliver Explore Indigenous Genealogy, to introduce their collections and digitized genealogy records about First Nations, Inuit and the Métis Nation</li> </ul>
<p><b>9. Good Government</b></p>	
<p>A. Responsible financial management &gt; Working with partners, advocate to the senior governments for mechanisms to ensure the long-term financial sustainability of municipalities</p>	<ul style="list-style-type: none"> <li>• Working with BC Library Partners, advocating to province for sustained provincial operating funding for libraries</li> </ul>
<p>B. A high-performing, engaged workforce &gt; Invest in effective staff recruitment, retention and development &gt; Focus on mental health, resilience and wellness for City employees</p>	<p>Priority 4: Organizational Strength (Goal 4.1: Ensure VPL staff have the support and resources they need to adapt to a transformed work environment and Goal 4.2 Foster an inclusive workplace that reflects the diversity of our community.)</p> <ul style="list-style-type: none"> <li>• \$500K of Provincial enhancement grant dedicated to staff training for workplace violence prevention, mental health awareness</li> </ul>

Council Strategic Objective, Priority Outcomes and Key Aligned Work	VPL Strategic Plan 2020-2025 Priority, Goal, and Activities
<p>&gt;Continue to ensure an equitable and inclusive work environment for City employees</p> <p>&gt;Maintain robust safety practices across the organization</p>	<ul style="list-style-type: none"> <li>• Provide peer support for staff wellness and resiliency through an active staff Wellness Committee</li> </ul>
<p>C. Continuous focus on improving efficiency, effectiveness and customer service</p> <p>&gt; Leverage technology to deliver services more effectively and efficiently</p> <p>&gt; Continue to apply LEAN process improvement methodologies to enhance efficiencies across the organizations</p> <p>&gt; Continue to ensure the City is appropriately protected from cyber threats</p> <p>&gt; Explore the adoption of AI and other emerging technologies</p>	<p>Strategic Priority 2 (Goal 2.3: Patron centred experiences and make it easy to use VPL’s services)</p> <ul style="list-style-type: none"> <li>• Exploring installation of “Intelligent shelving” and sensor based tracking of branch traffic</li> <li>• Developing a roadmap for migration to Microsoft 365 for increased efficiency and productivity</li> <li>• Considering opportunities to apply LEAN process improvement related to circulation of collections</li> <li>• Increased IT staffing dedicated to network and system security</li> <li>• Continued implementation of new tools and processes to protect critical systems against cyber threats</li> <li>• Implemented cybersecurity training for all staff</li> <li>• Developing guidelines and framework for the use of AI</li> </ul>



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## *Joining Libraries Together*

<i>Bowen Island Public Library</i>	<i>Pemberton &amp; 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 &amp; 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 Anne Palmer".

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	-		-
<b>Total Revenues</b>	<b>\$ 2,078,183</b>	<b>\$ 2,167,828</b>	<b>\$ 2,108,231</b>	<b>\$ 1,921,427</b>
<b>EXPENDITURES:</b>				
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
<b>Sub-Total Operating Expenses:</b>	<b>1,369,305</b>	<b>1,395,662</b>	<b>1,824,358</b>	<b>1,604,290</b>
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			-
<b>Total Oper. Exp. &amp; Comp.</b>	<b>\$ 1,653,183</b>	<b>\$ 1,672,540</b>	<b>\$ 2,108,236</b>	<b>\$ 1,921,425</b>
<b>Excess (Deficit)</b>	<b>\$ 425,000</b>	<b>\$ 495,288</b>	<b>\$ (5)</b>	<b>\$ 2</b>

## 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

<b>PROPOSED</b>							
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
<b>TOTAL</b>	<b>3,246,967</b>	<b>\$ 545,900</b>	<b>\$ 530,620</b>	<b>\$ 371,325</b>	<b>\$ 410,000</b>	<b>\$ 500,000</b> =22% increase	<b>\$ 90,000</b>
<b>COST PER CAPITA:</b>		<b>\$ 0.2076</b>	<b>0.1326</b>	<b>\$ 0.1260</b>	<b>\$ 0.1293</b>	<b>\$ 0.1540</b>	
<b>2023 Population (est.)</b>		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	
<b>TOTALS:</b>	<b>3,246,967</b>	<b>2,446,113</b>	<b>2,446,113</b>	<b>0</b>	<b>\$ 307,135</b>	<b>\$ 61,427</b>

(rounded)

Only net  
borrowers pay  
this levy



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

<b>2024 PROPOSED MEMBER LEVIES</b>					
<b>Based on 2023 population estimates from Lib. Br.</b>					
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
<b>TOTALS:</b>	<b>\$ 500,000</b>	<b>\$ 61,427</b>	<b>\$ 561,427</b>	<b>\$ 465,376</b>	<b>96,051</b>

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.

## MANAGEMENT REPORT

Date: January 11, 2024  
Author: Christina de Castell, Chief Librarian & CEO  
VanDocs#: DOC/2023/249989  
Meeting Date: January 24, 2024

TO: Library Board  
FROM: Christina de Castell  
**SUBJECT: Annual Board Planning Calendar**

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### **SUMMARY**

This report presents an Annual Board Planning Calendar for trustee information for 2024.

### **PURPOSE**

This report is for information.

### **RECOMMENDATION**

That the Board receive the report for information.

### **BACKGROUND**

The Annual Board Planning Calendar is included in the VPL Trustee Orientation binder, and is used by the Board and VPL staff to plan activities during the year.

### **DISCUSSION**

The Annual Board Planning Calendar for 2024 is attached for review. It is provided to assist trustees in understanding activities that they can expect to participate in each year, in addition to the Board meetings, which will be held on the fourth Wednesday of each month in January, February, March, May, June and September. In 2024, the October meeting will be on October 30 (5<sup>th</sup> Wednesday) and the November meeting on November 20 (3<sup>rd</sup> Wednesday) to accommodate the Urban Libraries Council meeting, which the Chief Librarian & CEO plans to attend, and the anticipated City Council budget cycle.

Month	Activities	Who	Timing
<b>January</b>	New trustee orientation	Chief Librarian (CL), prior year Board Chair, New Trustees	Prior to inaugural meeting
	CL performance review	Governance Committee, as appointed in 2023	As scheduled Dec/Jan
	Committee identification	Chair in consultation with trustees	Following inaugural meeting
	InterLINK, Friends, Foundation appointments (Trust n/a in 2024)	Chair, board meeting motion for Feb meeting	Following inaugural meeting
	Liaison appointments (MLA & Council Liaisons)	Chair in consultation with trustees	Following inaugural meeting
<b>February</b>	New trustee branch visits	New trustees; Director, Neighbourhood and Youth Services	As scheduled
	New trustee tour of Central Library	New trustees; Director, Central Library & Public Service	As scheduled
	BC FOIPPA/communication protocol workshop	New trustees; Director, Central Library & Public Service; recommended for all trustees	At board meeting
	Truth & Reconciliation/ Indigenous cultural understanding	New trustees	Online on own time
<b>Feb/March</b>	Attend BCLTA Core Governance Workshop	New trustees	Set by BCLTA
	Meet with Council liaisons to introduce and connect	Trustees if contacts changed (Notes provided by Director, Planning & Communications)	Arrange w/ Council offices (VPL EA can help)
	Discuss results of board self-assessment	Governance Committee or Board	At regular meeting
<b>March</b>	Library budget workshop	All trustees; Director, Corporate Services & CFO	Prior to regular meeting
	VPL/VPLF Chairs meeting	VPL Board Chair	Set by Chair & VPLF Chair
<b>April</b>	BCLA Conference	Trustees invited, optional	April 24-26, 2024
<b>May</b>	City Service Awards	Trustees invited, optional	Set by COV
	BCLTA Conference	Trustees invited, recommended	TBD, Set by BCLTA
	BCLTA Governance: Chairing & Leading	New or prospective Board/committee chairs	Set by BCLTA
<b>June</b>	Province announces budget consultation	CRPD discusses engagement based on BC Library Partners guidance	At CRPD meeting
	Review new investment requests/savings requests for COV budget	All trustees	At board meeting
	COV Finance presentation on annual Budget Outlook. Includes Capital Plan if applicable.	All trustees	At Board or committee meeting, based on Council
<b>July</b>	Indicate intention to reapply	Board Chair contacts trustees whose term is coming to an end; notifies CEO	

Month	Activities	Who	Timing
	Meet with MLA liaisons to discuss budget priorities for provincial budget as determined	Trustees (Notes provided by Director, Planning & Communications based on BC Library Partners)	Arrange w/ MLA offices (VPL EA can help)
	Start potential trustee identification	All trustees; encourage potential trustees to consider applying in September	Call out comes in September from City Clerk
<b>August</b>	Summer Reading Club wrap events	Trustees invited, optional	Start in Aug and continue into early Sept
<b>September</b>	Review and confirm/edit design of board self-assessment survey	Governance Committee as appointed	
	Meet with Council liaisons to discuss budget priorities for next year	Trustees (Notes provided by Director, Planning & Communications)	September/October
	COV posts call out for trustee applications	Trustees who are reapplying	Set by COV, mid-September
	COV online budget consultations	All trustees, participate and encourage community to participate and support any VPL priorities	
<b>October</b>	Library Month	General opportunity to amplify libraries on social media	All month
	Review trustee applications	Continuing trustees from Governance Committee (Chair/Vice-Chair/Committee chairs) and CEO	As scheduled
<b>Oct/Nov</b>	Approve submission for COV budget	All trustees	At board meeting
	VPL Staff Recognition Event	Trustees invited	
<b>November</b>	COV budget book goes public	All trustees, review VPL section	Set by COV; approx. 3 <sup>rd</sup> week
	Board self-assessment survey	All trustees; issued by Chair (supported by CEO & EA)	Early November
	CL performance survey	All trustees; issued by Chair	Late November
<b>December</b>	COV public speakers on budget	Chair	At Council meeting, set by COV
	Holiday Dinner	All trustees w/directors and VPLF/Friends of VPL exec	As scheduled

**BOARD/COMMITTEES – MEETING DATES – JANUARY TO DECEMBER 2024**

<b>Month</b>	<b>Community Relations Planning &amp; Development Committee Usually 3rd Monday of the month @ 5:30 PM</b>	<b>Services, Finance &amp; Human Resources Committee Usually 3<sup>rd</sup> Wednesday of the month @ 5:30 PM</b>	<b>Library Board Meeting Usually 4th Wednesday of the month @ 5:30 p.m.</b>
<b>January</b>	<b>No Committee meeting</b>	<b>No Committee meeting</b>	January 23 - Inaugural <i>Level 7 Boardroom</i>
<b>February</b>	Monday, February 12 <i>Virtual</i>	Wednesday February 21 <i>Virtual</i>	February 28 <i>Level 8 Boardroom</i>
<b>March</b>	Monday March 18 <i>Virtual</i>	Wednesday March 20 <i>Virtual</i>	March 27 <i>Level 8 Boardroom</i>
<b>April</b>	<b><i>No Meetings In April</i></b>		
<b>May</b>	Monday May 13 <i>Virtual</i>	Wednesday May 15 <i>Virtual</i>	May 22 <i>Level 8 Boardroom</i>
<b>June</b>	Monday June 17 <i>Virtual</i>	Wednesday June 19 <i>Virtual</i>	June 26 <i>Level 8 Boardroom</i>
<b>July</b>	<b><i>No Meetings in July</i></b>		
<b>August</b>	<b><i>No Meetings in August</i></b>		
<b>September</b>	Monday September 16 <i>Virtual</i>	Wednesday September 18 <i>Virtual</i>	September 25 <i>Level 8 Boardroom</i>
<b>October</b>	Monday October 21 <i>Virtual</i>	Wednesday October 16 <i>Virtual</i>	October 30 <i>Level 8 Boardroom</i>
<b>November</b>	Tuesday November 12 <i>Virtual</i>	Wednesday November 13 <i>Virtual</i>	November 20 <i>Level 8 Boardroom</i>
<b>December</b>	<b>No Committee Meeting</b>	<b>No Committee Meeting</b>	<b><i>December 4 or 11 Dinner only – No meeting Level 9 Rooms 919/920</i></b>

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## ITEM REMOVED FROM IN CAMERA MINUTES

The following decision was removed from the November 15, 2023 Library Board Special In Camera Meeting Minutes:

### 1. 2024 Operating Budget

Moved by Tim Bottomer and seconded by Victor Huang

*THAT the Board approve the 2024 Operating Budget of \$62,696,898, subject to City Council approving this amount;*

*THAT Management report back if this amount is not approved by City Council; and*

*THAT this decision be released from in camera following the release of the City of Vancouver draft budget, and following the November 22, 2023 Board meeting.*

**CARRIED UNANIMOUSLY**