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Joining Libraries Together

*Bowen Island Public Library
Burnaby Public Library
Coquitlam Public Library
Fraser Valley Regional Library
Gibsons & District Public Library Association
Lillooet Area Library Association
New Westminster Public Library
North Vancouver City Library
North Vancouver District Public Library*

*Pemberton & District Public Library Association
Port Moody Public Library
Richmond Public Library
Sechelt Public Library Association
Squamish Public Library
Surrey Libraries
Vancouver Public Library
West Vancouver Memorial Library
Whistler Public Library*

December 9, 2019

TO: InterLINK Board
Via email

Subject: Provisional 2020 InterLINK Budget

Dear Board member,

Attached please find the provisional 2020 InterLINK budget. At its meeting on Tuesday, December 3, 2019, the InterLINK Board passed the following motion:

THAT the Board of Directors of Public Library InterLINK adopt "Schedule A" as the Year 2020 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 2020 InterLINK Budget take place at the first InterLINK Board meeting in 2020.

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

As a reminder, the provisional 2020 InterLINK budget increases the *total* member levy by 2.45%. This follows a 0% increase in 2018 and 2.8% decrease in 2019. As the levy for individual libraries is based on population, there may be a deviation (increase or decrease) from that 2.45% figure for your library. InterLINK Board members may wish to highlight Schedule B, which provides the 2020 member levy and provides a comparison to the 2017-2019 levies. Schedule C, page 2, provides the total 2020 member levy and projected net borrower levy (if applicable).

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

Sincerely,

Michael Burris
Executive Director



2020

PROVISIONAL BUDGET

December 3, 2019

**2020 Draft InterLINK Operating Budget
Schedule A**

	2019 Budget			2020 DRAFT BUDGET
	Budgeted	YTD (Sept)	Projected	Budgeted
REVENUES:				
Provincial Grant	\$ 601,000	\$ 601,000	\$ 601,000	\$ 601,000
Net Borrower Library-Contribution	78,300	78,300	78,300	79,744
Member Levies	530,620	530,620	530,620	543,625
Interest Income	8,000	7,475	10,750	10,000
New to BC	276,000	377,026	377,026	300,000
Admin-New to BC	21,000	17,354	30,000	31,800
Workshops	24,000	7,394	13,250	15,000
Project LLEAD	-	65,400	65,400	-
Consortial Purchasing	55,000	31,523	55,000	55,000
Miscellaneous	-			
Transfer from Reserve				
Prior Year Surplus			19,067	
Total Revenues	\$ 1,593,920	\$ 1,716,092	\$ 1,780,413	\$ 1,636,169
EXPENDITURES:				
OFFICE-Accounting	500	-	0	500
OFFICE-Audit & Legal	10,000	1,098	9,200	10,000
OFFICE-Board/Committee Expenses	13,000	8,338	11,000	13,000
OFFICE-Building Maintenance	4,200	2,306	3,500	4,200
OFFICE-Computer Repair & Maintenance	1,500	1,005	1,500	1,500
OFFICE-Consulting Fees	5,000	16,425	16,425	5,000
OFFICE-Equipment	1,500	1,177	1,177	1,500
OFFICE-Expenses-Miscellaneous	1,000	169	850	1,000
OFFICE-Insurance	4,900	5,059	5,059	5,100
OFFICE-Photocopier Lease	2,650	1,760	2,500	2,650
OFFICE-Rent	25,200	20,953	27,290	27,500
OFFICE-Utilities	9,000	5,030	8,000	9,000
OFFICE-Postage/Shipping	1,250	827	1,200	1,250
OFFICE-Expenses/Supplies	1,850	969	1,500	1,850
PROGRAMS-Audiobooks-Acquisitions	100,000	68,093	100,000	100,000
PROGRAMS-Audiobooks-Supplies & storage	2,800	1,335	2,300	2,800
PROGRAMS-Audiobooks-Website	3,700	3,455	3,700	3,700
PROGRAMS-Consortial Purchasing	55,000	38,350	55,000	55,000
PROGRAMS-New to BC - Federal	276,000	287,477	377,026	300,000
PROGRAMS-ILK admin costs for NBC			6,100	8,800
PROGRAMS- Project LLEAD	-	4,282	65,400	-
PROGRAMS-PNE	4,000	2,538	2,700	4,000
PROGRAMS-Resource Sharing-Courier Charges	48,000	37,905	49,000	49,000
PROGRAMS-Resource Sharing-Del Suppl / storage	3,600	3,327	4,500	3,600
PROGRAMS-Resource Sharing-Hosting	20,000	20,000	20,000	20,000
PROGRAMS-Resource Sharing-UBC/SFU ILL Char	3,500	-	6,800	3,500
PROGRAMS-Resource Sharing-Vehicle Op./Purcha	15,000	11,446	15,000	15,000
PROGRAM-Strategic Plan	-			-
PROGRAMS-Workshops	44,000	22,126	32,000	30,000
PROGRAMS-YSC	18,450	6,096	18,450	23,000
STAFF- Professional Development	8,000	3,694	3,700	6,000
STAFF-Benefits	65,750	41,529	55,500	57,000
STAFF-Salaries & Wages	350,500	274,531	363,000	365,000
Sub-Total Operating Expenses:	1,099,850	891,300	1,269,377	1,130,450
Trfr.Capital Asset Reserve	7,000	19,067	19,067	7,000
Trfr.Net Provider Comp.(Operating Bdgt)	308,770	313,200	313,200	318,975
Trfr.Net Provider Comp.(Borr.Library)	78,300	78,300	78,300	79,744
Trfr.Net Provider Comp. (VPL)	100,000	100,000	100,000	100,000
Excess (Deficit)	\$ -	\$ 314,224	\$ 469	\$ -

**DRAFT 2020 InterLINK Operating Budget
Member Levies
Schedule B - p. 1**

NOTE: The 2020 Membership Levies are based upon the latest population figures provided by the Libraries Branch for InterLINK's use

Library	Population	Adjusted Population (see note)	2017 InterLINK Member Levies	2018 InterLINK Member Levies	2019 InterLINK Member Levies	2020 InterLINK Member Levies	Variance
BIPL *	3,977	2,983	\$ 624	\$ 660	603	659	\$ 56
BPL	248,476	248,476	55,923	55,628	51,982	54,863	\$ 2,881
CPL	149,549	149,549	33,972	33,302	33,306	33,020	\$ (286)
FVRL **	778,118	389,059	84,968	86,350	83,412	85,904	\$ 2,492
GibPL *	12,852	9,639	2,047	2,155	1,990	2,128	\$ 138
LALA *	4,283	3,212	749	719	743	709	\$ (34)
NWPL	76,799	76,799	16,824	16,968	16,393	16,957	\$ 564
NVCL	57,374	57,374	12,874	12,780	12,085	12,668	\$ 583
NVDPL	92,986	92,986	20,569	21,011	19,556	20,531	\$ 975
PemPL *	6,342	4,757	1,074	1,038	1,085	1,050	\$ (35)
PMPL	35,613	35,613	8,112	8,019	7,507	7,863	\$ 356
RPL	216,300	216,300	48,777	47,396	48,621	47,759	\$ (862)
SecPL *	19,125	14,344	3,091	3,217	2,898	3,167	\$ 269
SqPL *	22,319	16,739	3,411	3,676	3,506	3,696	\$ 190
SPL	569,197	569,197	123,512	123,804	123,442	125,678	\$ 2,236
VPL	674,777	674,777	117,051	116,112	111,143	114,288	\$ 3,145
WVML	48,105	48,105	10,448	10,852	10,486	10,622	\$ 136
WhPL *	12,447	9,335	1,875	2,214	1,862	2,061	\$ 199
TOTAL	3,028,639	2,619,244	\$ 545,900	\$ 545,900	\$ 530,620	\$ 543,625	\$ 13,005
COST PER CAPITA:			\$ 0.2204	0.2245	\$ 0.2081	\$ 0.2076	
2019 Adjusted Population		2,619,244					

SUMMARY:

The direct cost per capita is arrived at by dividing the total member levy cost of \$543,625 by the total adjusted population of 2,619,244. It should be noted that the population figures for designated libraries have been reduced to 75% with the exception of FVRL whose population has been reduced to 50%. As approved by the InterLINK Board on 24/09/19, the will be phased out over 3 years from 2021-2023

NOTE: asterisk (*) indicates which libraries' population figures have been reduced to 75%
asterisk (**) indicates FVRL population at 50%.

Public Library InterLINK

Circulation Comparisons

Schedule B p 2

**Actuals for 2015 - 2018 & Jan - Sept 2019; Projection for Oct - Dec 2019
for the 12 month period of January - December**

Library	2015			2016			2017			2018			2019 Projection		
	Total Circ	Total Non-Res. Circ.	Net Activity	Total Circ	Total Non-Res. Circ.	Net Activity	Total Circ	Total Non-Res. Circ.	Net Activity	Total Circ	Total Non-Res. Circ.	Net Activity	Total Circ	Total Non-Res. Circ.	Net Activity
B IPL	36,941	753	(14,228)	36,059	749	(13,281)	33,344	527	(12,871)	36,192	993	(12,295)	36,938	907	(12,710)
B PL	3,091,432	703,720	287,413	3,117,875	714,865	319,573	2,999,529	686,129	314,395	3,012,682	685,376	334,962	2,907,822	645,530	320,053
C PL	1,125,860	194,902	(284,737)	1,068,866	184,447	(300,745)	1,057,007	186,767	(262,280)	1,070,236	211,911	(232,784)	1,072,281	213,773	(216,594)
FVRL	6,467,884	353,953	(204,399)	6,195,357	344,118	(180,624)	5,696,879	301,434	(211,286)	5,523,675	282,826	(253,835)	5,265,602	273,829	(251,439)
GibPL	138,052	10,662	(19,852)	136,928	12,051	(17,135)	138,707	10,985	(14,998)	145,291	13,096	(10,995)	142,964	11,932	(9,681)
LALA	30,037	677	219	29,236	312	(477)	28,515	102	(475)	24,490	51	(458)	24,660	115	(306)
NWPL	753,451	136,490	(39,215)	794,626	134,780	(38,081)	774,413	124,915	(46,743)	525,997	101,617	(84,085)	551,690	69,694	(115,170)
NVCL	701,987	177,999	(107,921)	683,198	159,030	(117,081)	642,141	137,823	(112,690)	601,574	126,687	(120,673)	615,829	112,412	(130,685)
NVDPL	1,454,837	254,406	4,317	1,393,947	252,540	25,846	1,313,988	230,228	27,804	1,295,666	223,357	32,621	1,260,797	214,222	34,981
PemPL	77,615	2,255	(8,170)	79,496	2,392	(7,232)	80,739	1,747	(8,479)	79,801	1,721	(8,756)	80,156	2,143	(6,627)
PMPL	597,652	227,407	114,222	584,259	234,980	126,755	538,993	218,002	107,138	582,197	224,603	112,692	562,073	222,419	119,702
RPL	3,094,775	348,858	186,350	2,801,246	289,104	130,266	2,614,148	249,786	95,951	2,685,122	221,648	57,997	2,607,217	203,047	46,002
SecPL	172,196	25,764	9,276	168,609	25,146	8,355	155,542	23,000	7,619	156,127	18,872	2,914	153,106	17,298	1,542
SqPL	179,669	4,012	(8,778)	194,869	2,873	(8,799)	182,143	4,345	(6,342)	176,422	5,200	(4,968)	172,726	5,305	(3,289)
SPL	3,454,436	286,110	(129,728)	3,360,118	271,372	(122,872)	3,149,098	273,114	(86,138)	3,128,310	290,554	(54,153)	3,008,783	282,453	(50,938)
VPL	8,201,053	755,496	93,119	7,876,194	716,471	81,590	7,540,600	680,095	103,279	7,438,297	686,536	138,156	7,166,147	666,348	167,138
WVML	864,773	174,936	101,971	818,413	163,120	95,421	763,601	149,050	88,518	724,568	147,711	86,122	721,593	152,174	92,727
WhPL	253,472	28,469	20,141	223,510	25,783	18,521	189,298	24,074	17,598	176,299	24,747	17,538	160,871	21,969	15,292
TOTALS	30,696,122	3,686,869	-	29,562,806	3,534,133	-	27,898,685	3,302,123	-	27,382,946	3,267,506	-	26,511,256	3,115,569	(0)

**Public Library InterLINK
DRAFT Compensation Model - 2020**

(using 2019 provided Lib. Branch pop. numbers & adjusting population for indicated libraries to 75%;
2019 Projected Circulation Activity; Membership Levy based on Data and Budget inputs for 2020)
(using \$0.50 per Net Loan)

Schedule C - p. 1

PROJECTED CIRCULATION ACTIVITY FOR 2019							
Library	Population 2019	Adjusted pop. 2019 (Lib. w/ pop.under 20K @ 75% FVRL @ 50%)	Items Lent 2019 PROJECTED	Items Borrowed 2019 PROJECTED	Net Activity 2019 PROJECTED	Net Lender Income \$0.50/net item PROJECTED (0.40/item fr. subsidy)	Net Borrower Levy at \$0.10 per net item PROJECTED
BIPL *	3,977	2,983	907	13,617	(12,710)		1,271
BPL	248,476	248,476	645,530	325,478	320,053	\$ 160,026	
CPL	149,549	149,549	213,773	430,367	(216,594)		21,659
FVRL **	778,118	389,059	273,829	525,268	(251,439)		25,144
GibPL *	12,852	9,639	11,932	21,613	(9,681)		968
LALA *	4,283	3,212	115	421	(306)		31
NWPL	76,799	76,799	69,694	184,864	(115,170)		11,517
NVCL	57,374	57,374	112,412	243,097	(130,685)		13,069
NVDPL	92,986	92,986	214,222	179,241	34,981	\$ 17,490	
PemPL *	6,342	4,757	2,143	8,770	(6,627)		663
PMPL	35,613	35,613	222,419	102,716	119,702	\$ 59,851	
RPL	216,300	216,300	203,047	157,045	46,002	\$ 23,001	
SecPL *	19,125	14,344	17,298	15,756	1,542	\$ 771	
SqPL *	22,319	16,739	5,305	8,593	(3,289)		329
SL	569,197	569,197	282,453	333,391	(50,938)		5,094
VPL	674,777	674,777	666,348	499,211	167,138	\$ 83,569	
WVML	48,105	48,105	152,174	59,447	92,727	\$ 46,364	
WPL *	12,447	9,335	21,969	6,677	15,292	\$ 7,646	
TOTALS:	3,028,639	2,619,244	3,115,569	3,115,569	(0)	\$ 398,718	\$ 79,744

* population adjusted to 75% for Bowen Island, Gibsons,
Lillooet, Pemberton, Sechelt, Squamish & Whistler

** population for FVRL is adjusted at 50%

Only net
borrowers pay
this levy

**Public Library InterLINK
DRAFT - Compensation Model - 2020
Schedule C - p. 2**

<u>2020 MEMBER LEVIES & NET BORROWER LEVY</u>						<u>2019 COMPARISONS / VARIANCE</u>		
Library	Memb. Levy by Adjusted Pop. on \$100K ILINK Reference Grant to VPL	Member Levy (less \$100K ILINK Ref. Grant to VPL)	Total 2020 Member Levy	Projected Net Borrower Levy at \$0.10 per net item	Total 2020 Member Levy + Projected Net Borrower Levy	Total 2019 Member Levy	2019 Member Levy & Actual '18 Net Borrower Levy	Variance betw. 2020 Memb. Levy + Proj. Net Borr. Levy & 2019 Memb. Levy + Actual Net Borr. Levy
BIPL *	\$ 153	\$ 505	\$659	\$ 1,271	1,930	\$ 603	\$ 1,833	\$ 97
BPL	\$ 12,779	42,085	\$54,863	\$ -	54,863	51,982	51,982	2,881
CPL	\$ 7,691	25,329	\$33,020	\$ 21,659	54,680	33,306	56,584	(1,905)
FVRL **	\$ 20,009	65,895	\$85,904	\$ 25,144	111,048	83,412	108,796	2,252
GibPL *	\$ 496	1,633	\$2,128	\$ 968	3,096	1,990	3,090	7
LALA *	\$ 165	544	\$709	\$ 31	740	743	789	(49)
NWPL	\$ 3,950	13,008	\$16,957	\$ 11,517	28,474	16,393	24,802	3,673
NVCL	\$ 2,951	9,718	\$12,668	\$ 13,069	25,737	12,085	24,152	1,584
NVDPL	\$ 4,782	15,749	\$20,531	\$ -	20,531	19,556	19,556	975
PemPL *	\$ 245	806	\$1,050	\$ 663	1,713	1,085	1,961	(248)
PMPL	\$ 1,832	6,032	\$7,863	\$ -	7,863	7,507	7,507	356
RPL	\$ 11,124	36,635	\$47,759	\$ -	47,759	48,621	48,621	(862)
SecPL *	\$ 738	2,429	\$3,167	\$ -	3,167	2,898	2,898	269
SqPL *	\$ 861	2,835	\$3,696	\$ 329	4,025	3,506	4,003	22
SL	\$ 29,273	96,406	\$125,678	\$ 5,094	130,772	123,442	128,857	1,915
VPL	\$ -	114,288	\$114,288	\$ -	114,288	111,143	111,143	3,145
WVML	\$ 2,474	8,148	\$10,622	\$ -	10,622	10,486	10,486	136
WPL *	\$ 480	1,581	\$2,061	\$ -	2,061	1,862	1,862	199
TOTALS:	\$ 100,000	\$ 443,625	\$ 543,625	\$ 79,744	\$ 623,369	\$ 530,620	\$ 608,920	14,448

VPL does not participate in this levy; FVRL discounted to 50% and libraries with population under 20k to 75%

2.45% change to total Memb. Levies vs. 2019 Budget

Projection only based on Jan - Sept actuals & Oct - Nov projection

(the above will be changed over 3 years starting in 2021)