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**TO:** CITY MANAGER **DATE:** 2020 June 22

**FROM:** CHIEF LIBRARIAN

**SUBJECT:** **2020 CAPITAL BYLAW REQUEST - LIBRARY**

**PURPOSE:** To request a Capital Reserve Fund Bylaw to finance the Printing Software project.

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**RECOMMENDATION:**

1. **THAT** Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$110,000 to finance the Printing Software project as outlined in this report.

**REPORT**

**INTRODUCTION**

In order to proceed with the award of a contract, funding approval is requested for the project listed below.

**POLICY SECTION**

The Printing Software project is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals of the plan:

- An Inclusive Community
  - Ensure City services fully meet the needs of our dynamic community
- A Healthy Community
  - Improve upon and develop programs and services that enable ongoing learning

**1.1 Printing Software (ADY.0017)**

Library patrons who wish to print documents currently rely on cumbersome software that is nearing end-of-life. The software requires patrons to perform multiple steps on more than one computer, and patrons can only pay with coins.

A new system will improve the patron experience and reduce frustration for both staff and patrons. New software will also enable patrons to pay by card, and enable wireless printing from a patron's own device.

These expenditures are included in the 2020-2024 Annual Financial Plan, and sufficient Capital Reserve Funds are available to finance the capital project outlined in this report.

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**RECOMMENDATION**

It is recommended that Burnaby Public Library Board recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$110,000 to finance the Printing Software project as outlined in this report.



Beth Davies  
Chief Librarian

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